Travel

General Information

The **Travel module** is the key to simple and efficient travel expense tracking. With the help of an easy-to-use step-by-step wizard, users can submit **business trip requests** as well as process their **expense reports**. This applies to domestic and international trips, training courses, trips without per diems, and more!

In the travel request, costs that will be incurred can be estimated in advance, giving the approver a good basis for making a decision.

Travelers can also easily enter their working time directly in the travel expense report so that time tracking is reflected in the system as well. In addition, the travel expense report has the advantage that per diems (daily and overnight allowances) and mileage allowance are calculated automatically. Paid receipts (e.g., meals, hotel invoices, etc.) can also be recorded using the wizard.

Depending on the user's permissions, there are various reporting options for requests and expense reports.

The functions in detail:

Business Trip Request[1]

a clear 3-step wizard for creating the request

Business Trip Expense Report[2]

from the trip data to the time correction: in 7 steps to a settled business trip

- Info
  - My Trips[3]
    List of your own business trips for a freely selectable period, filterable by a variety of criteria
- Administration
  - All Trips[4]
    Overview of all trips in the system for the administrator
  - All Travel Folders[5]
    Overview of all travel folders in the system for the administrator
- Management
  - Trips of My Employees[6]
    Access for managers to all planned or settled business trips of all employees within the supervisor's area of responsibility, which can be filtered and sorted precisely using a search form

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The instructions on these pages use **screenshots** for better illustration. However, since every Personalwolke system is tailored individually to the customer, these screenshots may differ slightly from your system in appearance and/or text.

1. /daisy/webdesk-manual-admin/6889-dsy.html?language=4
2. /daisy/webdesk-manual-admin/7065-dsy.html?language=4
3. /daisy/webdesk-manual-admin/6890-dsy.html?language=4
4. /daisy/webdesk-manual-admin/6892-dsy.html?language=4
5. /daisy/webdesk-manual-admin/6893-dsy.html?language=4
6. /daisy/webdesk-manual-admin/6895-dsy.html?language=4