Travel Request

The **business trip request** is used to plan a business trip in advance. For this purpose, the employee fills in the designated form, and it is forwarded, according to the workflow history, to e.g. the supervisor for processing.

Trip data

The basic data for the planned trip is entered here:

- **BT number:**
  The number of the business trip is assigned automatically by the system
- **Traveler:**
  The name of the requester is likewise entered by the system
- **From date / To date:**
  Records the planned period of the business trip; the fields for the time appear after the trip type has been selected
- **Trip type:**
  Possible examples of trip types: standard business trip, international business trip, training, business trip with/without per diems
- **Start region / Start location:**
  Specification of the place from which the business trip begins
- **Destination region / Destination:**
  Specification of the destination of the business trip
- **Purpose of the trip:**
  A short description of the planned business trip
- **Description:**
  A more detailed description for the business trip request can be entered here (**max. 250 characters**)

Further trip data

In addition to the trip data above, further information about the business trip can be specified, such as:

- Organizer for conferences
- own car (if this parameter is checked, then - if configured accordingly - make, license plate and any co-drivers can additionally be specified)
- Company bus, company car, train or flight
- other fields that are individually desired

Carpools

The aim of this parameter is to encourage employees, or to point out to them, that on business trips with the same destination and travel date they should use shared transportation wherever possible, and e.g. form carpools.

For this purpose, the date and the start and destination locations are filled in on the travel request, whereupon a link appears " **Who is traveling to the same destination during the same period?**".
When clicked, it is checked whether trips with the same start and end date go to the same region or to the same destination. If so, they are displayed in a window.
This parameter can optionally be set up by the Webdesk administrator.

After the predefined fields for the trip data have been filled in and any carpools have been checked, you have the option of entering the **estimated travel costs**. To do this, click on the 2nd item in the request history.

Estimated costs

In this section, the user has the option of making a rough cost calculation for the planned business trip. This statement of planned costs does not affect the request history in any way. It serves for information only and gives the supervisor / HR department an approximate overview of the expenses to be incurred.

The upper area again shows the key data of the business trip: traveler, travel date, start / destination, trip type.

The following information can be entered for the estimated costs:

- **Estimated mileage allowance**
  Specification of the estimated kilometers; this allows an estimate of the mileage allowance
- **Receipts**
  Various receipts can be entered here, such as planned accommodation costs, train tickets or tickets for public transportation, etc.
- **Estimated total**
  At the end of the statement, an **estimated total** is output, which takes all planned items into account.

Then start the process (the request moves to the "Open requests" list) or save the request as a draft (the request can be found in the "Open tasks" list).

If the business trip takes place in the future, the request goes, according to the workflow, to the supervisor, who can approve or reject it. After that, the business trip request is in **WAIT status**. This means that the request rests until the business trip has actually taken place. The actual travel expense report can then be completed.