General Information on Business Trips

Definition of a business trip:

A **business trip** exists when an employee

- works outside their fixed, regular place of work
- outside their home
- for business purposes
- on a temporary basis.

International business trips are business trips involving a border crossing between the home country and a foreign country, as well as trips that take place exclusively abroad.

In addition to business trips, the Travel module can also be used to process **mileage logs** and **travel folders**. With the **mileage log**, a separate statement of the kilometers driven can be created from the entered mileage allowance receipts (and the assigned vehicle license plate).
The **travel folder** is used to enter several trips (over a self-defined period) together and have them approved together. This allows simple and fast data entry and a collective approval for several expense reports.

General background information on the topic of business trips is very extensive in Austria and Germany.

Since this area may change continuously due to **legal** adjustments, external websites that document the respective legal basis are referenced here.

General information for Austria:

https://www.help.gv.at/Portal.Node/hlpd/public/content/209/Seite.2090000.html

https://www.usp.gv.at/Portal.Node/usp/public/content/mitarbeiter/entgelt/dienstreise/Seite.350000.html

General information for Germany:

http://de.wikipedia.org/wiki/Verpflegungsmehraufwand
http://de.wikipedia.org/wiki/Dienstreise

1. https://www.help.gv.at/Portal.Node/hlpd/public/content/209/Seite.2090000.html
2. https://www.usp.gv.at/Portal.Node/usp/public/content/mitarbeiter/entgelt/dienstreise/Seite.350000.html
3. http://de.wikipedia.org/wiki/Verpflegungsmehraufwand
4. http://de.wikipedia.org/wiki/Dienstreise