Defining Receipt Types

Receipt types describe expenses or advance payments within a travel expense report. They are then assigned to the appropriate trip types via validity periods.

Basic data

- **Name and description:** designation and administrative explanation. The name must be unique and free of invalid special characters.
- **Client:** optional scope.
- **Role:** *Standard expense* or *Advance payment*. Advance payments are used in the travel request.
- **Visibility:** travel request, travel expense report or both.
- **Valid from / Valid to:** historical period of use.

Settlement and input

- **Settlement method:** determines how the receipt value is calculated, for example standard, advance or a special tax method.
- **Wage type / Wage type tax-free:** target values for downstream accounting, if the integration uses them.
- **Default value:** proposed when a new receipt is created.
- **Editable:** controls whether users may change the value.
- **Input value has no currency:** use when the value is a calculation parameter and not a monetary amount.
- **VAT:** configure permitted VAT rates, multiple rates per record and manual VAT entry.

Attachments and additional fields

Receipt types can support attachments. If multiple attachments are allowed, the maximum number can be limited. In addition, additional fields[1] can be assigned.

Assignment and verification

Assign the receipt type with a validity period to the required trip types[2]. Check the request and the expense report separately, in particular advance payments, VAT selection, attachment rules and the settlement method used.

Felder

Name	Wert
Modul	Travel Management (tm)
Webdesk Actionname	tm_editRecordType
Artefakt-Typ	Action

1. /daisy/webdesk-manual-en/admin/2676-dsy/3142-dsy/3144-dsy/3148-dsy.html
2. /daisy/webdesk-manual-en/admin/2676-dsy/3142-dsy/3144-dsy/3150-dsy.html