

Mileage Allowance

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Mileage allowance definitions specify which amount is settled for kilometers driven and, if applicable, for passengers. The definition is used via the trip type and the vehicle type.

Fields

- **Name and default mileage allowance:** designation and default setting.
- **Calculate for private vehicles only:** use the definition only for private vehicles.
- **Vehicle type:** for example car or motorcycle.
- **Amount / Amount tax-free:** values per kilometer.
- **Amount per passenger / Amount per passenger tax-free:** additional value if passengers are recorded.
- **Wage type / Wage type tax-free:** target values for settlement, if required.
- **Valid from / Valid to:** historical period.

Procedure

1. Adopt the business-valid rates from the current travel expense regulation; the documentation deliberately contains no fixed statutory amounts.
2. Create the required definitions per vehicle type and private/non-private logic.
3. Maintain validity intervals without gaps and without overlaps.
4. Test the definition in the [trip type](#)¹ with the vehicle and mileage log configuration.

Negative amounts are not permitted. After a change, at least one private and one non-private vehicle as well as a case with a passenger must be checked.

Felder

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

1. </daisy/webdesk-manual-en/admin/2676-dsy/3142-dsy/3144-dsy/3150-dsy.html>