

Additional Fields in Trips and Settlement

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This page describes the use of already defined additional fields in trip, receipt and mileage allowance forms. Creating the master data is described under [Defining Additional Fields](#)¹.

Assignment

- Trip additional fields are assigned to the trip type and appear in the travel data.
- Receipt additional fields are assigned to the receipt type and appear when it is recorded.
- Mileage allowance additional fields are assigned separately to the trip type and appear in the mileage allowance or mileage log.

Choosing the data type

Use Text for free-form entries, Number for numeric calculation values, Date for time-related entries and Boolean for yes/no decisions. Required status, validation and visibility must match the respective form step.

Examples

Typical use cases are booking or project information, the flagging of private use or a business selection for settlement. After each assignment, check with a new request and a new expense report whether the field appears in the expected place and is saved correctly.

Felder

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

1. </daisy/webdesk-manual-en/admin/2676-dsy/3142-dsy/3144-dsy/3148-dsy.html>