

Step-by-Step Guide for Implementation

The following sequence reduces rework, because later configurations build on earlier master data and assignments.

1. **Business fundamentals**: define the travel expense policy, approval path, clients and organizational responsibilities.
2. **Regions**¹: maintain countries or regions, validity periods, ISO codes and VAT/legal assignments.
3. **Currencies**²: set up ISO codes, validity periods and exchange rates; the base currency is specified via the system parameters.
4. **Settlement definitions**³: configure the calculation implementation, factors, tax-free portions, deductions, multi-trip deductions and validations.
5. **Mileage allowance**⁴ and **vehicles**⁵: define rates or vehicle master data and their validity periods.
6. **Additional fields**⁶: create the required text, number, date or Boolean fields.
7. **Receipt types**⁷: configure expense and advance payment types, settlement method, wage types, VAT and attachment behavior.
8. **Trip types**⁸: assemble the travel form, trip segments, regions, receipt types, additional fields, mileage allowance, time corrections and attachments.
9. **Validations**⁹: create business script checks and assign them in the settlement definitions.
10. **Workflow and processes**¹⁰: model request, approval, settlement and, if applicable, queries or cancellation.
11. **Views and exports**: configure employee and evaluation views, file transfers and connected systems.
12. **System parameters**¹¹: set only the global defaults required for the specific installation.

Final check

- Settle at least one domestic and one international trip with the expected regions and exchange rates.
 - Check the receipt types for standard expenses and, if needed, advance payments.
 - Test validity boundaries: old trips may keep their historical definition, new trips must use the current definition.
 - Verify the workflow, wage types or export file, and the display in the user views.
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