Travel Expense Report

Once the **business trip** is completed, the user has the option of filling in the **travel expense report** with the costs actually incurred.
The travel request, which has been "resting" until the end of the business trip, goes to the user as a travel expense report in the "**Open tasks**" list and is filled in by the user. In the next stage, the business trip expense report is approved by the supervisor, and possibly also reviewed by the HR department or another control authority.

In addition, for employees who do not need approval for a travel request, there is also the possibility of requesting a **travel expense report** directly via a separate **menu item**.

Trip data

For the travel expense report, the **key data** is adopted from the travel request.
If the **period** of the trip (time intervals from - to) has changed, it must also be changed here, since subsequent **time corrections** must not lie outside the period.

International legs

In order to be able to settle the **international per diems** correctly, the individual **trip segments** must be specified in the travel regions.
The intervals per region must be specified with exact start and end times, otherwise the periods not specified here automatically count as the domestic region. The rates per international region correspond to the statutory rates.

For international business trips, several international legs can be entered. To do so, click the "**Add international leg**" button and fill in the predefined parameters:

- **Region**
  The corresponding region (country) can be selected here.
- **From date / To date**
  Specification of the period (date incl. time) in which the business trip takes place.
- **Overnight allowances**
  Specification of the number of overnight allowances
- **Per diem deductions**
  Entry of the per diem deductions (x number of days with more than 2 paid meals)

Mileage allowances

- **From date**
  Date of the business trip
- **Route**
  The route results automatically from the start/destination
- **Trip from home to the office**
  With this additional field, the distance from the place of residence to the place of work is taken into account for the payout, and the mileage allowance becomes fully taxable
- **Purpose of the trip**
  Optional info field; specification of the purpose of the business trip
- **Vehicle**
  For frequent business trips, it is possible to store the employees' vehicles. The corresponding vehicle could then be selected here.
- **from km - to km**
  Specification of the odometer reading from - to

- **Number of km**
  The number of kilometers driven results automatically from the number of kilometers from - to
- **Optional - passengers**
  Optionally, a field for passengers can also be set up by the Webdesk administrator, in which the number / names of the passengers and the number of kilometers driven with passengers can be specified. The passengers are taken into account in the calculation of the mileage allowance.

Receipts

In general, for all receipts, settlement is possible only against presentation of the original proof of payment. These can either be forwarded to the appropriate office (supervisor, HR department...), or attached as attachments via the Files item.

If information has already been entered in the trip data under the estimated costs (e.g. parking receipts, train tickets), it is automatically adopted here.

Special notes:
By paying the mileage allowance, all incidental costs (tolls, parking fees, garage) are covered for tax purposes. A separate settlement of these incidental costs therefore automatically leads to taxation, unless the trip was made by company car or company bus. To add a corresponding receipt, click the "**Add receipt**" button.

- **Receipt**
  The corresponding receipt type can be selected here. Example: hotel, taxi, ticket, parking ticket, vignette, other.
- **From date**
  Date on which the receipt was issued
- **Amount**
  Specification of the amount
- **Paid by the company**
  Additional field - if this parameter is checked, the amount of the receipt is not taken into account in the settlement (payout to the employee)
- **Remark**
  Any remark on the receipt
- **Additional info**
  Optional additional field

Several receipts can be added. If receipts are to be removed, click the delete button on the right-hand side.

Calculated costs

The displayed calculation of the travel expenses to be paid out is based on the assumption that all information was entered correctly by the requester; in addition, the information is subject to approval and correction by supervisors and the HR department.
If a settlement is not possible for certain reasons, the reasons are explained in more detail here.

Files

Optionally, the employee has the option of scanning receipts and attaching them as file attachments in the travel expense report.

Time corrections

Automatic time correction

The time correction can optionally also be calculated automatically from the start and end time of the business trip. The times are taken from the trip data.
Note the statutory 10-hour limit here!

Manual time correction
The time correction can be entered manually by clicking the "Add" button and entering the actual times.
The absence reasons displayed here are stored by the Webdesk administrator and can be extended as desired.

For multi-day business trips, the working hours for each day of the trip must be specified here.
Here too, the statutory 10-hour limit must be observed.

Canceling a travel expense report

A travel expense report can be canceled either directly from the **workflow list** of **Open tasks**. To do so, click the **Cancel button**; the travel expense report is canceled with immediate effect and removed from the list.

Another way to cancel is in the travel expense report itself - in the **request**, click the "**Cancel**" button