Mileage Log

The **mileage log** serves as a **collective settlement** of kilometers driven for business purposes. It represents a summary of **business trips without per diems**.

The **mileage allowance** is a tax-free flat-rate compensation for vehicle costs incurred when traveling with a private vehicle as part of a business trip (business drive).
When using a private vehicle, for a business drive at most the **official mileage allowance** of **€ 0.42** per kilometer driven for business purposes, but a maximum of € 12,600 per year, can be settled **tax-free**.
If the tax rate is higher than the portion paid by the company, the total amount is tax-free.

It is recommended to enter the mileage allowance settlement after each business drive and save it as a draft. At the end of the month, all business drives are then combined and started as a collective settlement in a request as a process.

> NOTIZ
> **Prerequisite** for the mileage log is the assignment of a **vehicle** to the employee. This is done by the administrator in the **vehicle management** and serves to link the employee with the vehicle. Several vehicles can also be assigned to one employee.

Trip data

- **From - To date**
  Specification of the date on which the business drive took place
- **Trip type**
  "Mileage log" is selected automatically
- **Purpose of the trip**
  Specification of the trip purpose
- **Description**
  Entry of an optional description of the business drive

Mileage allowances

Under item 2 **Mileage allowances**, the routes for the mileage allowance must be recorded.

The mileage allowances are entered after each trip made. It is recommended to enter the mileage allowance entries incurred during the month and save them as a **draft**, and to start the process only at the end of the month. The draft of the request can then be found under the menu item "Open tasks".
In this way, a kind of monthly collective settlement is created in which all business drives are recorded.

The kilometers to be settled result automatically from entering the odometer reading at the beginning and at the end of the trip.

Optionally, **passengers carried** (name required) can be recorded (to the extent of the actual kilometers - number of km/passenger).

With the mileage allowance, all costs in connection with the business use of the vehicle (parking fees, tolls, vignettes, etc.) are covered.

Receipts

With the mileage allowance, all costs in connection with the business use of the vehicle are covered.
In accordance with company agreements, the employee nevertheless has the option of recording any expenses such as parking receipts, tolls etc. under the item Receipts. The employer has the option of fully taxing these receipts. The original receipts must be handed over to the supervisor or the HR office.

Calculated costs

Under the item "Calculated costs", a preliminary **cost summary** is displayed. However, this can be manually overridden by the supervisor or the HR office.

Mileage log evaluation

The entered mileage log settlements can be retrieved under **Mileage log evaluation**. All entries in all stages are displayed here (settlement for approval, approved, etc.).
The query can be started for a desired **period** (date from – to).
By clicking the **icon** on the right-hand side, the corresponding **travel file** is opened and can be viewed in detail.

Felder

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Modul	Travel Management (tm)
Webdesk Actionname	tm_showVehicleLogs
Artefakt-Typ	Action