Personalwolke
HR-Software



Travel Expense Report

with Personalwolke Travel

powered by workflow
Simplify your HR

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MANAGEMENT SUMMARY

Key Features & Benefits

With Personalwolke Travel, you have a tool that allows you to efficiently plan, record, and process business trips on the go.

Tailored Digital Travel Expense Management

The system is adapted to your needs wherever necessary.

High Data Quality

Completely digital – from recording to automated payment via interface.

Beyond Borders

Country-specific travel allowances are correctly calculated, even across multiple locations.

Digital travel expense management saves time and money and brings you one step closer to a paperless office.



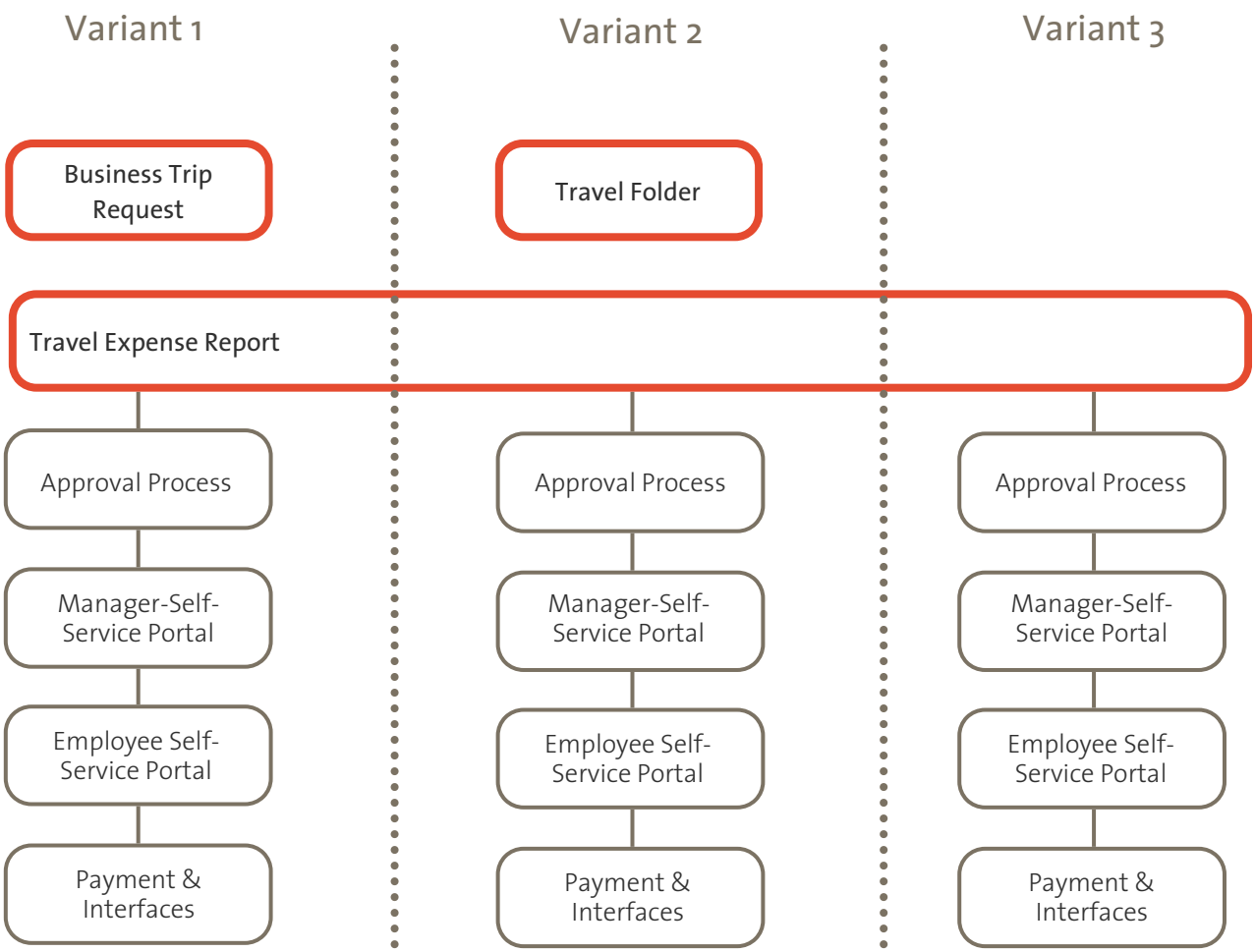
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THE TRAVEL EXPENSE LIFE CYCLE

From Request to Reimbursement

Our software supports you throughout the entire process – from planning and recording to reimbursing business trips. Personalwolke can be individually tailored to your company's requirements. Employees and managers are involved at the right points, ensuring efficient workflows.

By default, our customers use one or more of the following solutions to manage employee business trips efficiently and quickly:



1. BUSINESS TRIP REQUEST

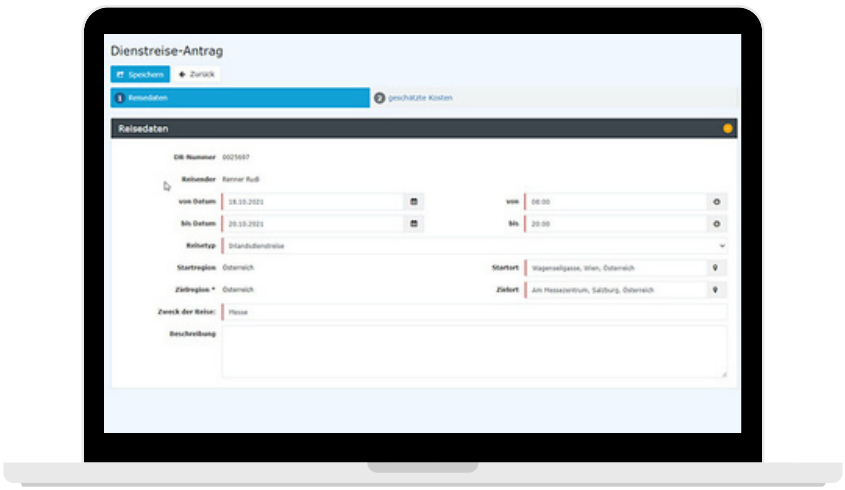
Do your employees need to have business trips approved in advance?
Then the Personalwolke Business Trip Request is the ideal solution.

Business trip requests are also common in large enterprises, as they are often subject to specific travel policies and approval requirements.

In our system, duration, purpose, starting point, and destination can be entered in a standardized way. By adding the estimated expenses, the expected costs can also be calculated.

If desired, various validation scripts can check the entered information and forward it accordingly.
For example: In your company, flights must be approved by the board. As soon as the employee submits a travel request, Personalwolke automatically checks whether it is a flight. If so, the request is forwarded to the board for approval. The board can then approve, reject, or comment on the request.

It is also possible to set up the role of a “Travel Agency”. Based on the travel request, this role can book hotels, flights, and more for the employee, and add the information to the request. Once the request has been approved, the employee is notified. The additional data provided by the “Travel Agency” is also visible to the employee. After the trip has started, the request is automatically converted into a travel expense report (see next section).



2. TRAVEL EXPENSE REPORT

Once the business trip has ended, employees have the option to submit their travel expenses via smartphone/tablet or PC. Team members who travel frequently can also use the Travel Folder, allowing them to collect multiple travel expense reports in one “folder” (see section Travel Folder).

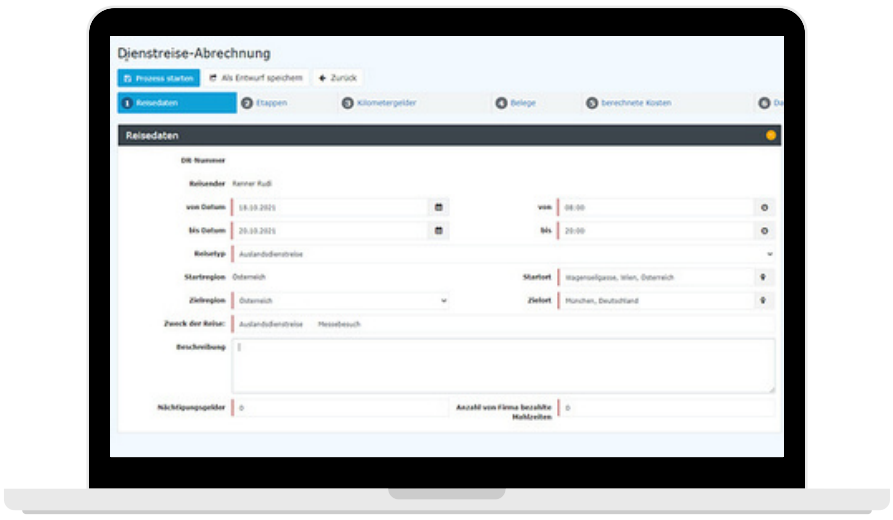
To successfully complete a travel expense report in Personalwolke, employees need to fill out the following tabs:

Travel Data

At the beginning, the travel period, travel duration, and travel type are entered. By default, the system offers the types: domestic business trip, international business trip, and receipt-only entry (trip without allowances). If required, cost centers can also be selected.

Next, the starting point and destination must be entered. Thanks to intelligent Google Maps integration, the system provides automatic address suggestions and validates the entered addresses.

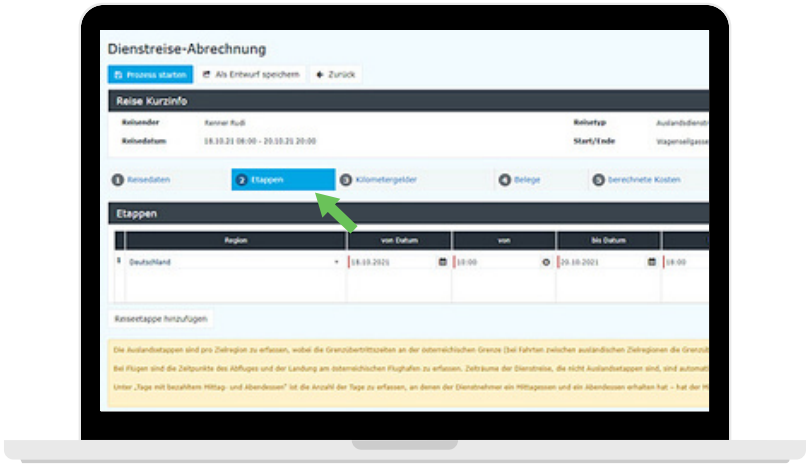
In the description field, activities can be documented in detail. In addition, optional custom fields can be displayed according to your company’s needs. These may include checkboxes, date fields, or free text fields.



2. TRAVEL EXPENSE REPORT

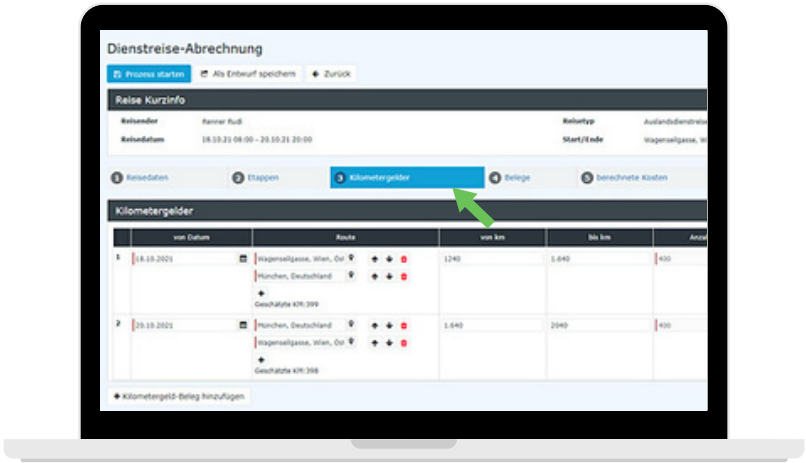
Foreign Travel Stages

In the case of an international business trip, each border crossing can be recorded in this tab. By default, our system includes international per diem rates for a wide range of collective agreements. Based on the entered travel stages, the system automatically calculates the corresponding allowances.



Mileage Allowances

If employees use their private car for a business trip, the details are entered in the “Mileage Allowances” tab. Thanks to Google Maps integration, input is simplified, as the estimated road kilometers are displayed and validated immediately (with a maximum deviation of 10% permitted). If desired, cars and motorcycles can also be stored in the system in advance and selected per route.

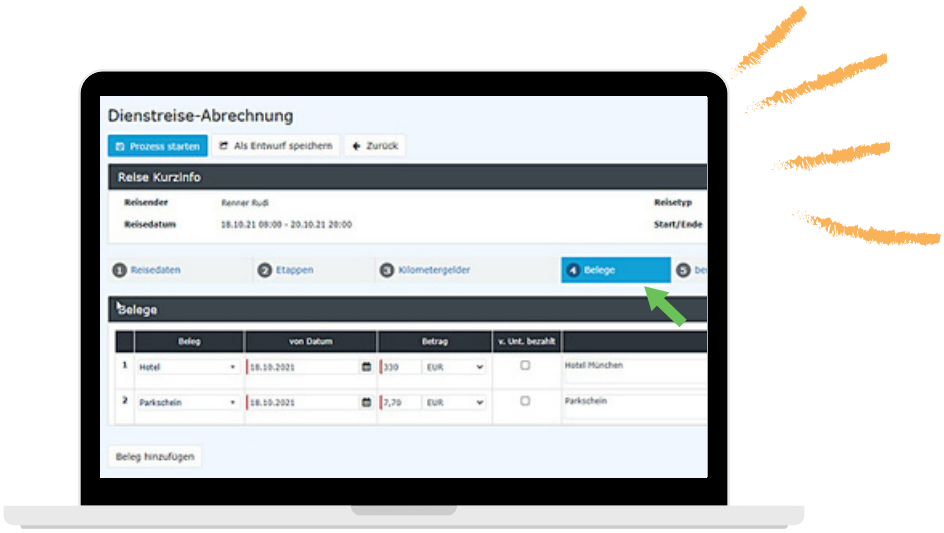


2. TRAVEL EXPENSE REPORT

Receipts

During the implementation phase of the Travel module, the required receipt types (e.g., hotel, meals, train tickets, etc.) including VAT rates are set up together with you.

In the “Receipts” tab, the appropriate receipt types can be selected and the amount entered. For receipts in foreign currency, simply select the desired currency, and the system will automatically convert the amount to euros using the current exchange rate.



TIP: Faster Receipt Upload via Smartphone

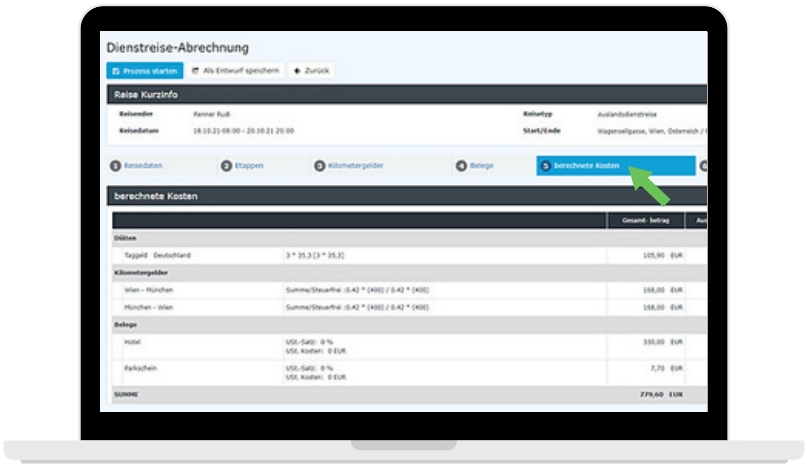
Open your smartphone’s camera, take a photo of the receipt, and upload it. Within seconds, the receipt is in the system, saving you valuable time.

2. TRAVEL EXPENSE REPORT

Calculated Costs

In this tab, employees can view an overall summary of their travel expenses. The calculated per diems, mileage allowances, and receipts are displayed in a clear overview, with a distinction made between tax-free and taxable amounts.

This allows employees to review the entered data once more and provides an early estimate of the expected reimbursement during the travel expense reporting process.



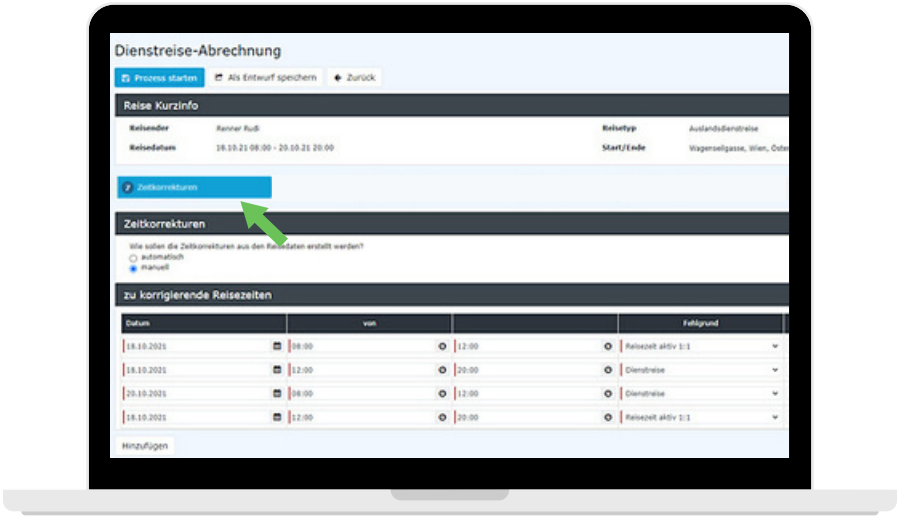
Files

The “Files” tab allows for uploading additional documents, such as event invitations, visas, and more.

2. TRAVEL EXPENSE REPORT

Time Corrections

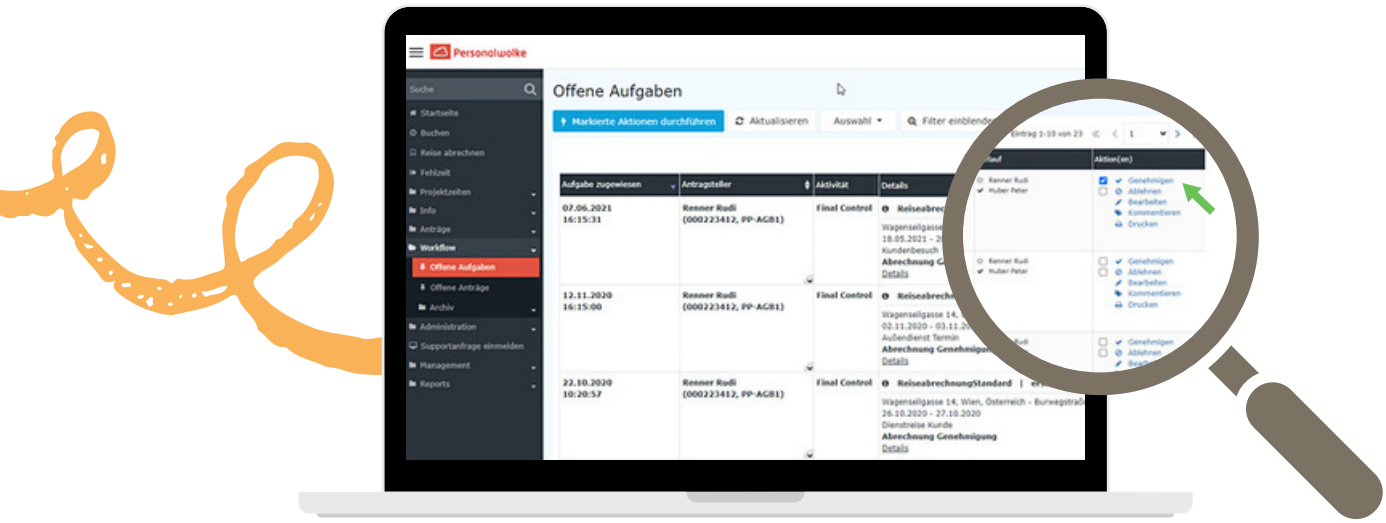
When used together with our Personalwolke Time module, both passive and active travel times, as well as regular working hours, can be recorded in the “Time Corrections” tab. Once the trip is logged, simply click “Start Process” to submit it to your supervisor for approval.



3. APPROVAL PROCESS

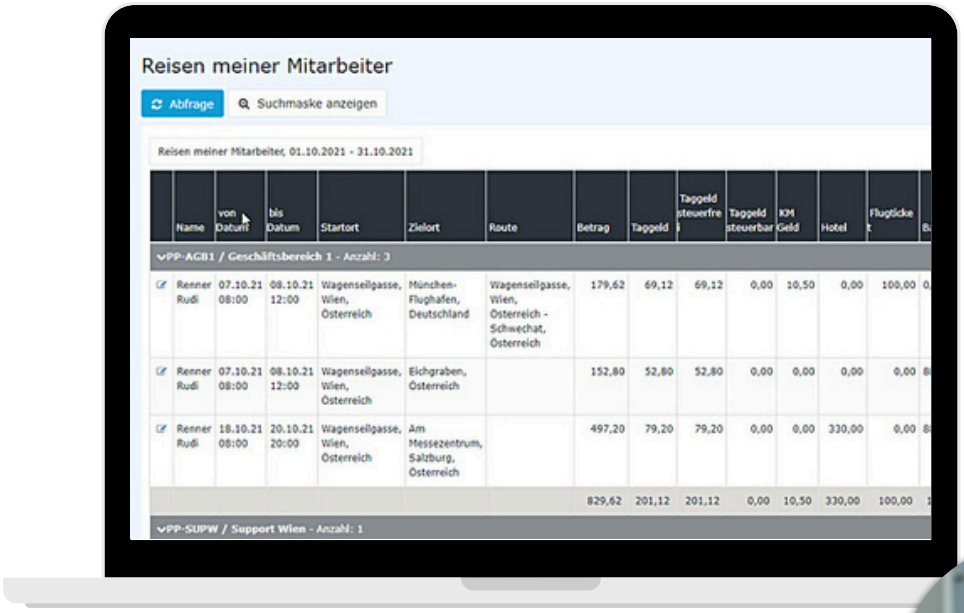
Once the business trip has been recorded by the employee, a predefined approval process is initiated. In many cases, the process starts with the employee's supervisor (usually the department manager). After successful approval, the request can be forwarded to the travel expense review for a further check. In the final step, the travel expense report is released for payroll processing.

From experience, we know that approval processes can vary across companies. Therefore, our system can be customized to meet the specific requirements of your organization.



4. MANAGER SELF-SERVICE PORTAL

In the ‘Management’ section, managers, approvers and supervisors can view all planned and invoiced business trips made by their employees. These can be grouped, filtered and sorted using a search mask. The results can be printed out with a single click, exported as a clear Excel or PDF document and, if necessary, forwarded to payroll accounting.

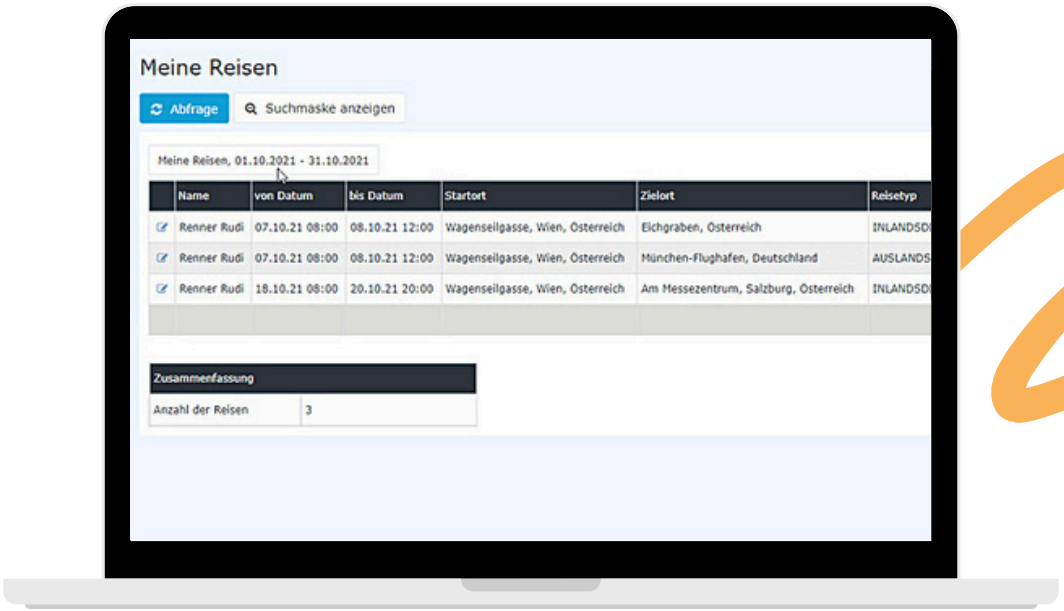




5. EMPLOYEE SELF-SERVICE PORTAL

The ‘My Trips’ menu tab contains all trips recorded by employees. The current status of each trip (trip still to be approved, trip approved, trip paid out, etc.) is displayed. These can be exported in PDF and Excel format or printed directly.

Employees can also use the search mask to filter by desired trip status or time period. This makes the personnel cloud transparent for employees and means that questions about payment or payment amounts are now a thing of the past.



6. TRAVEL FOLDER

The Travel Folder is a special feature for managing travel expense reports. It is particularly useful for employees who travel frequently and therefore need to upload a large number of receipts. The collected reports from multiple business trips over a chosen period (usually one month) are stored in the Travel Folder and can be added to throughout the month.

Since a Travel Folder is a collection of travel expense reports, the approval workflows are the same. This means that when the approval workflow is initiated by the user, the Travel Folder moves to the supervisor's pending tasks, who can then approve or reject it.

Benefits for Employees/Supervisors:

- Simple and fast entry (ideally without additional pop-ups)
- Collective approval for multiple reports
- No separate travel request required



7. PAYMENT & INTERFACES

Through an interface, data can be transferred to third-party systems. Whether via manual or automatic synchronization, we adapt the process to your needs.

Manual Synchronization

In manual synchronization, the system allows you to create and download a file, which can then be imported into your payroll system.

Automatic Synchronization

With automatic synchronization, Personalwolke is connected to your payroll system. Data is generated and transferred automatically at predefined times or intervals. Costs are grouped under the corresponding payroll categories and seamlessly integrated into your third-party system. Once the data has been successfully transmitted, the status of the travel expense report is updated to “Travel Expense Report Transferred.”



UPGRADES / CUSTOM SOLUTIONS

The travel expense life cycle shown here reflects the full functionality of the Travel module. If you are interested in a customized solution, we are happy to offer a free consultation. Simply click this link to schedule your Personalwolke consultation.

Overview of Standard Features and Customization Options:

Standard

Google Maps Integration

- Automatic validation of start and destination addresses
  - Particularly relevant for tax authorities regarding accuracy and compliance. Without address validation, travel reimbursements could potentially be classified as a fringe benefit and become taxable.
- Automatic distance calculation from start to destination

Customizing

Individual Destinations

- Definition of custom travel destinations

Individual Regulations

- Integration of internal company travel policies

Custom Fields

- Travel means, e.g., train, private car, and more

Individual Workflows

- Multi-step approval workflows (more than one person)
- Definition of maximum travel expense limits – travel requests are automatically approved up to a certain limit; beyond the defined maximum, the request must be forwarded for approval

- **Individual help texts**
- **Individual maximum limits for travel expenses**

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