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2.01.09 Flat Rate

The flat rate mask manages the statutory per diem and accommodation flat rates for each country. The internal per diems are required to determine the daily allowance and accommodations rates to be paid to the employees, within the [travel expense calculation](#), and can be invoiced to customers (if agreed upon accordingly).



The mask consists of the following elements:

- **Basic Information:**
 - **Local Allowance Standard:** This field uniquely identifies the per diem and accommodation flat rates. Here, the respective flat rates are adjusted to the cost of living by region within a country. For example, there are three per diems for Great Britain country and for London and Manchester.
 - **Country:** This field indicates the country for which the flat rate is valid.
- **Daily Travel Expenses.**
 - **Daily Flat Rates for Absences of 24h and 8h::** These fields define the rates of the daily allowances for trips. During [travel expenses recording](#) , the system automatically determines the per diems for the trip based on the periods of employee absences.
 - **Accommodation per diem (Arrival and Departure/Overnight Stay):** These fields define the internal and external rates for accommodations costs that can be credited. If the field service employee takes an overnight stay, he or she is free to have the employer pay for this overnight stay according to the receipt or the relevant accommodations per diem.
- **Deduction for meals (%):** Percentage deduction for meals provision for the calculation of additional meals expenses for international trips.

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