2.01.11 Vehicle

The vehicle mask manages the vehicles in the system. The vehicles are assigned a holder and dates for examinations. The vehicles are required for the travel expenses accounting.

The mask consists of the following elements:

- **Name:** This alphanumeric field clearly identifies the motor vehicle used for a journey.
- **Employee:** The corresponding vehicle owner is assigned to the vehicle in the Keeper field. Only employees entered in the system can be considered as owners (siehe auch Maske Mitarbeiter).
- **Type:** In this field, you can enter the vehicle type of the car.
- **Cost Type:** Here you can pick the relevant cost type.
- **Internal Rate (per km):** Here you can enter the vehicle-specific vehicle costs per kilometer. These costs are used for internal cost accounting. If this field is not filled, the flat rate per kilometer from the configuration mask is used for cost accounting.
- **External Rate (per km):** Here you can enter the vehicle-specific rates for the further calculation per kilometer. If this field is not filled, the flat rate per kilometer from the screen configuration is used for cost accounting.
- **Rate Additional Passenger:** Here you can enter the value of the flat rate for the passenger.
- **Initial Registration:** The date of the first registration is entered in the field First registration. The system automatically calculates the due dates of the ASU and the TÜV inspection and generates reminder messages for the due ASU and/or TÜV inspection based on the parameter entries in the system screen.
- **Anti-Pollution and NOT Inspection Date:** Both fields are used to identify ASU and TÜV dates. Based on the entry of the initial registration, the system automatically fills the ASU and TÜV fields in accordance with the legal requirements.
- **Registration Document:** This field manages the information of the vehicle registration document.
- **Company Car:** This field indicates whether the existing vehicle is a company car.
- **Note:** This field is intended for comments.
- **int. km Rate with surcharges:** If there is an internal km Rate with surcharges it can be marked here.