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2.06.03 Rapid Entry Travel Expenses

In addition to the detailed travel expense entry, Projectile also offers rapid entry for travel expenses. From the travel duration (difference of travel begin and travel end) and the daily allowance flat rates and standard rates for accommodations which is referenced in travel expenses, the system calculates the total daily allowance flat rates for the employee. The kilometer flat rate is calculated from the amount of kilometers (distance). The appropriate rates are stored in the configuration form. This function generates various trips, to which data can then be added.

Tip: For more on this subject see chapter [4.3.8 Rapid Travel Recording](#).

Note: The option “Travel Expenses Employee” is identical to the described function, but can only be used by the logged on user. This option is used, when the employee enters his/her own travel expenses.

Mitarbeiter	Projekt	Start	Zweck	Ende	Distanz	Reiseziel
✓ Schaub Peter	CS07 Einführung Projectile	01.06.2006	Consulting	01.06.2006	110	Karlsruhe
✓ Schaub Peter	CS07 Einführung Projectile	02.06.2006	Consulting	02.06.2006	110	Karlsruhe
✓ Schaub Peter	CS07 Einführung Projectile	05.06.2006	Consulting	05.06.2006	110	Karlsruhe
✓ Schaub Peter	CS07 Einführung Projectile	06.06.2006	Consulting	06.06.2006	110	Karlsruhe
✓ Schaub Peter	CS07 Einführung Projectile	07.06.2006	Consulting	07.06.2006	110	Karlsruhe
✓ Schaub Peter	CS07 Einführung Projectile	08.06.2006	Consulting	08.06.2006	110	Karlsruhe
✓ Schaub Peter	CS07 Einführung Projectile	09.06.2006	Consulting	09.06.2006	110	Karlsruhe

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