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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.

Rapid entering of travel data

Enter travels

Holiday ☒ Weekend ☒ Assign Employee to Travel ☒

Employee	Project	Time begin	Purpose	Time end	Distance	Destination	Vehicle
Timothy Jones	3 Introduction Projectile	01.10.2009 07:00	Consulting	01.10.2009 19:00	100	Liverpool	LB59 ABC
Timothy Jones	3 Introduction Projectile	02.10.2009 07:00	Consulting	02.10.2009 19:00	100	Liverpool	LB59 ABC
Timothy Jones	3 Introduction Projectile	05.10.2009 07:00	Consulting	05.10.2009 19:00	100	Liverpool	LB59 ABC
Timothy Jones	3 Introduction Projectile	06.10.2009 07:00	Consulting	06.10.2009 19:00	100	Liverpool	LB59 ABC
Timothy Jones	3 Introduction Projectile	07.10.2009 07:00	Consulting	07.10.2009 19:00	100	Liverpool	LB59 ABC

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