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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.

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.

Employee	Project	Time begin	Purpose	Time end	Distance	Destination Vehicle
✓ Carter Simon	160 Indroduction Projectile	02.04.2012 07:00	Consulting	02.04.2012 19:00	100	Mainz
✓ Carter Simon	160 Indroduction Projectile	03.04.2012 07:00	Consulting	03.04.2012 19:00	100	Mainz
✓ Carter Simon	160 Indroduction Projectile	05.04.2012 07:00	Consulting	05.04.2012 19:00	100	Mainz
✓ Carter Simon	160 Indroduction Projectile	06.04.2012 07:00	Consulting	06.04.2012 19:00	100	Mainz
✓ Carter Simon	160 Indroduction Projectile	10.04.2012 07:00	Consulting	10.04.2012 19:00	100	Mainz
✓ Carter Simon	160 Indroduction Projectile		Consulting		100	MZ-PS-1081

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