previous Home next

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 accomodations 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.

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