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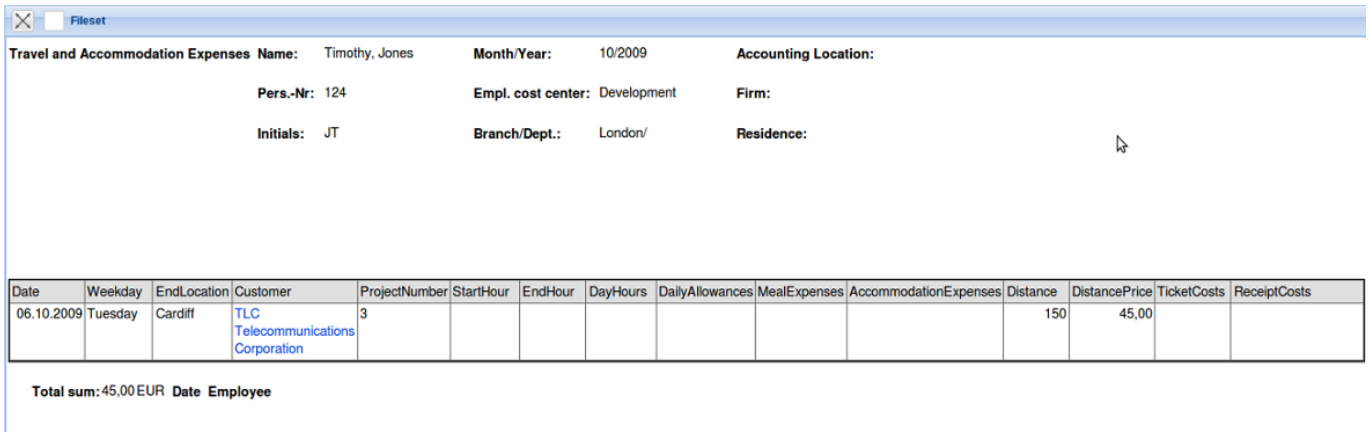
2.06.05 Travel and Accommodation Expenses Report

The data from car travel expense entry, travel expense entry and rapid entries can be evaluated in the allowable expenses report. The travel and allowance expenses report supports employee and evaluation time span selection criteria and can be customized in ReportMaker.

Tip: For more on this subject see chapter 4.3.10 Allowable Expenses.



Fileset

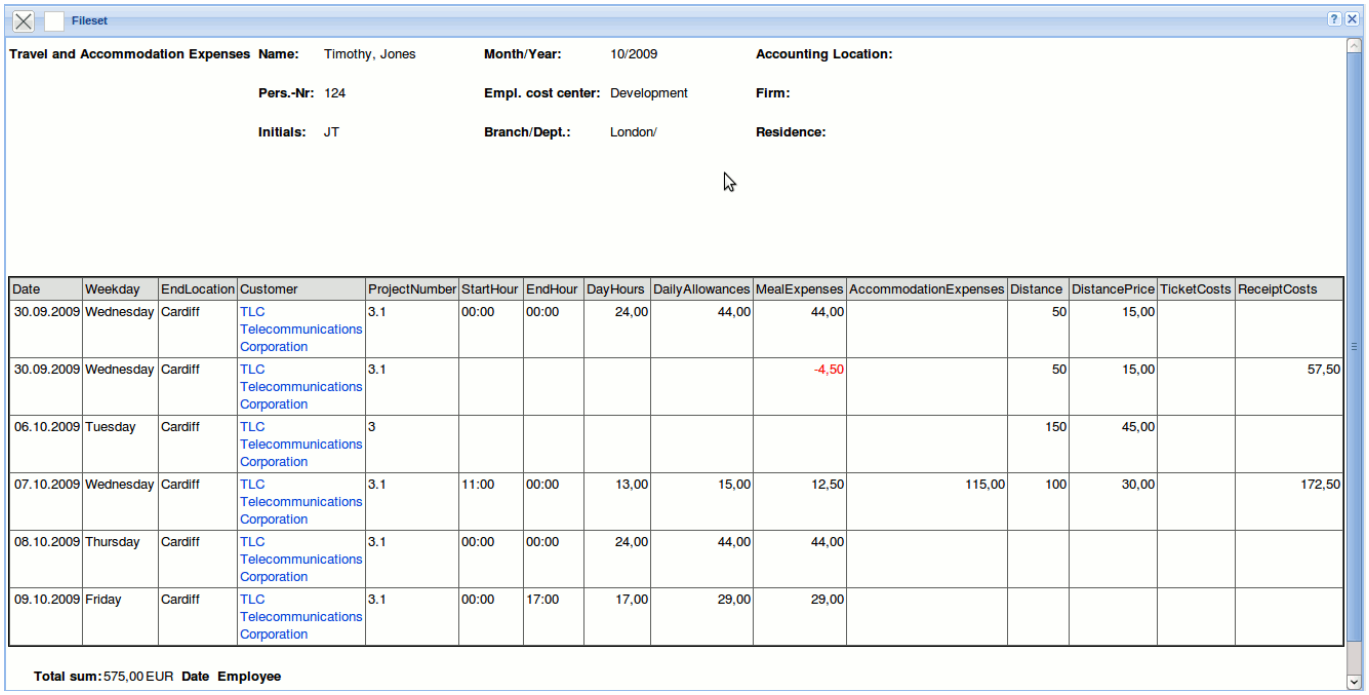
Travel and Accommodation Expenses **Name:** Timothy, Jones **Month/Year:** 10/2009 **Accounting Location:**

Pers.-Nr: 124 **Empl. cost center:** Development **Firm:**

Initials: JT **Branch/Dept.:** London/ **Residence:**

Date	Weekday	EndLocation	Customer	ProjectNumber	StartHour	EndHour	DayHours	DailyAllowances	MealExpenses	AccommodationExpenses	Distance	DistancePrice	TicketCosts	ReceiptCosts
06.10.2009	Tuesday	Cardiff	TLC Telecommunications Corporation	3							150	45,00		

Total sum: 45,00 EUR **Date** **Employee**



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Travel and Accommodation Expenses **Name:** Timothy, Jones **Month/Year:** 10/2009 **Accounting Location:**

Pers.-Nr: 124 **Empl. cost center:** Development **Firm:**

Initials: JT **Branch/Dept.:** London/ **Residence:**

Date	Weekday	EndLocation	Customer	ProjectNumber	StartHour	EndHour	DayHours	DailyAllowances	MealExpenses	AccommodationExpenses	Distance	DistancePrice	TicketCosts	ReceiptCosts
30.09.2009	Wednesday	Cardiff	TLC Telecommunications Corporation	3.1	00:00	00:00	24,00	44,00	44,00		50	15,00		
30.09.2009	Wednesday	Cardiff	TLC Telecommunications Corporation	3.1					-4,50		50	15,00		57,50
06.10.2009	Tuesday	Cardiff	TLC Telecommunications Corporation	3							150	45,00		
07.10.2009	Wednesday	Cardiff	TLC Telecommunications Corporation	3.1	11:00	00:00	13,00	15,00	12,50	115,00	100	30,00		172,50
08.10.2009	Thursday	Cardiff	TLC Telecommunications Corporation	3.1	00:00	00:00	24,00	44,00	44,00					
09.10.2009	Friday	Cardiff	TLC Telecommunications Corporation	3.1	00:00	17:00	17,00	29,00	29,00					

Total sum: 575,00 EUR **Date** **Employee**

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