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4.09.02 Travel Expenses

Recording

Recording of travel expenses refers to, in the trips document, directly to the definition of the trip and the assignment of the daily expenses and accommodation expenses. Other costs/expenses in connection (with) to the trip (for example journey and return, accommodation cost/expenses or flight costs/expenses) are assigned to the appropriate document or link.



After entering/creating the travel expenses, various fields are pre-set, ...

A screenshot of a software application window titled 'Travel 13 Conner Jane Consulting'. The window shows a form with several fields: 'Travel' (value: 13), 'Approval status' (value: unchecked), 'Employee' (value: Conner Jane), 'Project' (empty), 'Timespan' (From: empty, To: 20.10.2009 00:00:00), 'Local allowance standard' (value: Great Britain), 'Travel type' (empty), 'Cost type' (value: Travel costs), 'Purpose' (empty), 'Destination' (empty), 'Receipts' (empty), 'Trips' (empty), 'Cash up' (checkbox: unchecked), and 'Invoice header' (empty). The form has tabs for 'Master data', 'Billing', and 'Misc'.

...the remaining information should be filled out and the trip should be saved.

The screenshot shows the SAP Travel Management interface for a travel document titled "Travel 13". The document is associated with employee "Conner Jane" and project "6.2 Implementation". The timespan is from 15.10.2009 06:00:00 to 20.10.2009 22:00:00. The local allowance standard is set to "Great Britain" and the travel type is "Typ 1". The purpose is "Workshop and Implementation" and the destination is "Birmingham". The interface includes tabs for "Master data", "Billing", and "Misc".

The system defines the value for the allowances (here EUR 190.00) from the time span of the trip.

Master data		Billing	Misc
Travel billing type	according to effort		
Flat amount		EUR	
Daily flat amount		EUR	
Shares Project/Travel	[Search] [Save]		
Allowances	190,00	EUR	
Travel expenses	30,00	EUR	
Accommodation expenses	0,00	EUR	
AccommodationExpensesBrutto	0,00	EUR	
Sum	220,00	EUR	

Trips

After the key values of "travel" are defined, it is possible to define trips by using the functionality "New Document" in the element trips.

Receipts

Receipt	Cost	Description	Date	ReceiptAmount	Value added tax	Amount total
1 3	Travel costs	Taxi	07.10.2009	100,00	VAT-GB-15	115,00
2 4	Real costs	Hotel/Übernachtung	07.10.2009	150,00	VAT-GB-15	172,50
7			07.10.2009		MwSt-D-Voll 19	
7			07.10.2009		MwSt-D-Voll 19	
7			07.10.2009		MwSt-D-Voll 19	

Trips

Employee	Registration number	Drive begin	Drive end	Distance	Cost
Conner Jane	LB59 ABC	07.10.2009 11:00:00	09.10.2009 17:00:00	km	Drive costs
Conner Jane	LB59 ABC	07.10.2009 11:00:00	09.10.2009 17:00:00	km	Drive costs
Conner Jane	LB59 ABC	07.10.2009 11:00:00	09.10.2009 17:00:00	km	Drive costs

Trips

Employee	Registration number	Drive begin	Drive end	Distance
Conner Jane	LB59 ABC	07.10.2009 11:00:00	09.10.2009 17:00:00	100 km

Go to this document

Trip 15 15.10.2009 06:00:00 Workshop

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Trip 15

Employee Conner Jane

Project 3.1 Introduction Accounting

Registration number LB59 ABC

Trip start/end date From 15.10.2009 06:00:00 To 20.10.2009 22:00:00

Route Cardiff

Purpose Workshop

Travel 12 Timothy Jones Workshop

Level old km

Level new km

Distance 100 km

Number of additional passengers

Passenger name

AAAlternative Miles

A new document of the type trips is opened.

After entering the distance and after saving the trip...

...the value of the trip is calculated (distance x Km-rate).

After closing the trip, it is assigned to the travel document and the costs of the trip are automatically increased.

Receipts

The documents for the trip (accommodation, airfare, taxi, ...) can be recorded ...

Receipt	Cost	Description	Date	ReceiptAmount	Value added tax	Amount total
3	Travel costs	Taxi	07.10.2009	100,00	VAT-GB-15	
3		Hotel with breakfast	07.10.2009	150,00	VAT-GB-15	

Receipt	Cost	Description	Date	ReceiptAmount	Value added tax	Amount total
1 3	Travel costs	Taxi	07.10.2009	100,00	VAT-GB-15	95.78
2 4	Real costs	Hotel with breakfast	07.10.2009	150,00	VAT-GB-15	144,57

Receipt	Cost	Description	Date	ReceiptAmount	Value added tax	Amount total
3	Travel costs	Taxi	07.10.2009	100,00	VAT-GB-15	95.78
	Real costs	Hotel with breakfast	07.10.2009	150,00	VAT-GB-15	144,57

Receipt 3 Taxi 12 Timothy Jones Workshop

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Receipt 3

Cost Travel costs

Description Taxi

Employee Conner Jane

Project 3.1 Introduction Accounting

Date 07.10.2009

Payment Method

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Net amounts Amount 100,00 EUR Original currency amount 91,58 Original currency GBP

Value added tax VAT-GB-15

Amount total 115,00 EUR

Note

Billable Cash up

... and assigned to the journey.

After entering the description, cost type and amount, the receipt should then be saved.

Receipt	3
Cost	Travel costs
Description	Taxi
Employee	Conner Jane
Project	3.1 Introduction Accounting
Date	07.10.2009
Payment Method	ECCard
Travel	12 Timothy Jones Workshop

The system fills in the net amount automatically after the total amount has been entered and vice versa.

In the example, another receipt is created by using the functionality “Create new Document from the template”.

Receipt	
Cost	
Description	
Employee	

After entering all values ...

Travel	12 Timothy Jones Workshop
Net amounts	Amount 100,00 EUR Original currency amount 91,58 Original currency GBP
Value added tax	VAT-GB-15
Amount total	115,00 EUR

... the receipt should be saved.

After closing of the receipts...

Receipts

Receipt	Cost	Description	Date	ReceiptAmount	Value added tax	Amount total
1 3	Travel costs	Taxi	07.10.2009	30,00	VAT-GB-15	35,70
2 4	Real costs	Hotel with breakfast	07.10.2009	80,00	VAT-GB-15	95,20
3 7	Travel costs	Parking	07.10.2009	16,50	VAT-GB-15	21,00

...the recorded costs are also displayed here in the document.

On the "Billing", tab, rules for the external billing of the trip can be defined and the trip can be assigned to several projects.

Travel billing type	according to effort
Flat amount	<input type="text"/> EUR
Daily flat amount	<input type="text"/> EUR
Shares Project/Travel	<input type="text"/>
Allowances	85,50 EUR
Travel expenses	30,00 EUR
Accommodation expenses	250,00 EUR
AccommodationExpensesBrutto	287,50 EUR
Sum	365,50 EUR

Meals

On the "Misc" tab, the fiscal exceptions (accommodation flat rate, deduction of meals) can be stored. This data is used, if in the hotel expenses or if in the business lunch/dinner, meals are included, which will be deducted as a non-cash benefit from the meal additional expenditure.

In the example the hotel bill contains breakfast (2 accommodations).

After closing the form ...

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Document | Edit | View | Back references | Actions

Master data | Billing | **Misc**

Accommodation allowance

Number of accomodations

Note

Foods

	Number of deductions	Employee	Date	Catering type
1	<input type="text" value="2"/>	Conner Jane	07.10.2009	Breakfast in hotel
	<input type="text" value="1"/>	Conner Jane	07.10.2009	
	<input type="text" value="1"/>	Conner Jane	07.10.2009	
	<input type="text" value="1"/>	Conner Jane	07.10.2009	
	<input type="text" value="1"/>	Conner Jane	07.10.2009	
	<input type="text" value="1"/>	Conner Jane	07.10.2009	

Paid-off travel expenses

...the non-cash benefit will be deducted from the flat rate (meal allowances).

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Master data | **Billing** | Misc

Travel billing type

Flat amount EUR

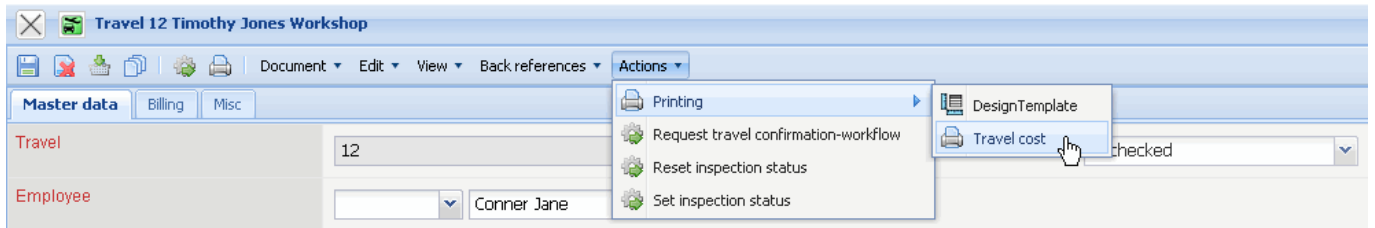
Daily flat amount EUR

Shares Project/Travel

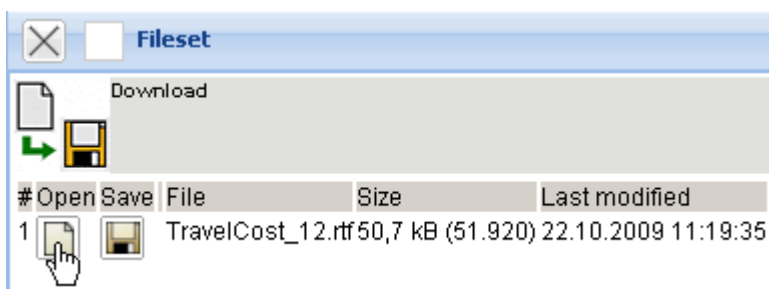
Allowances	85,50	EUR
Travel expenses	30,00	EUR
Accommodation expenses	250,00	EUR
AccommodationExpensesBrutto	287,50	EUR
Sum	365,50	EUR

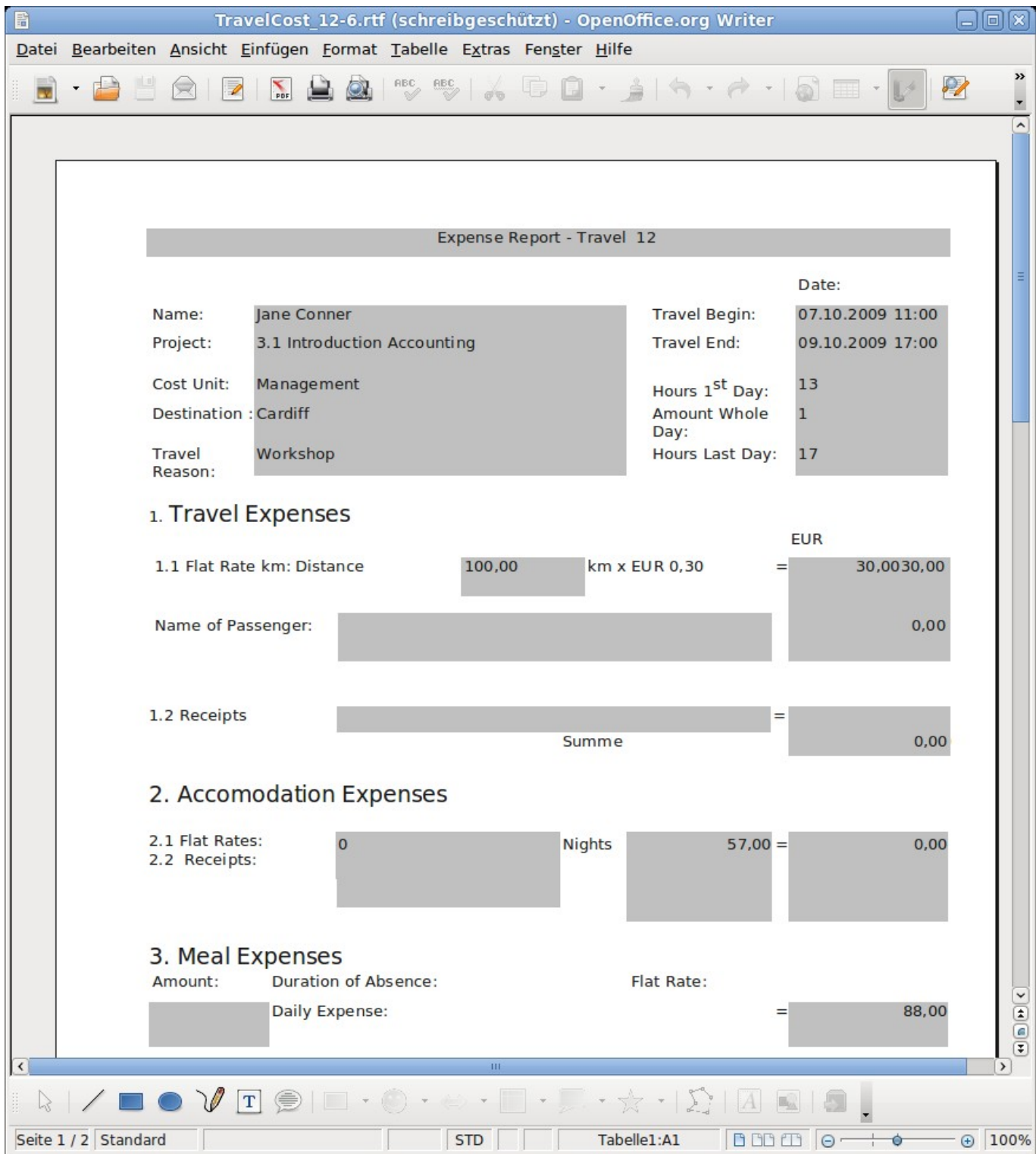
Travel Expense Billing

Afterwards traveling-expenses billing can be...



...generated by the system.

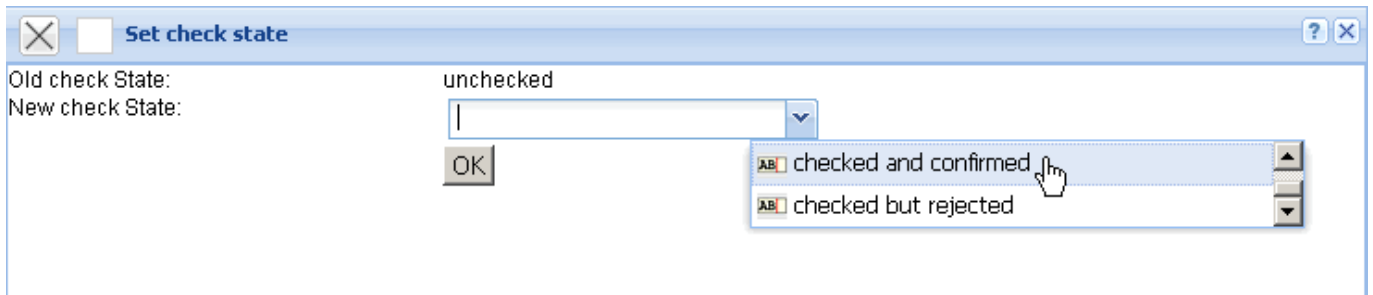
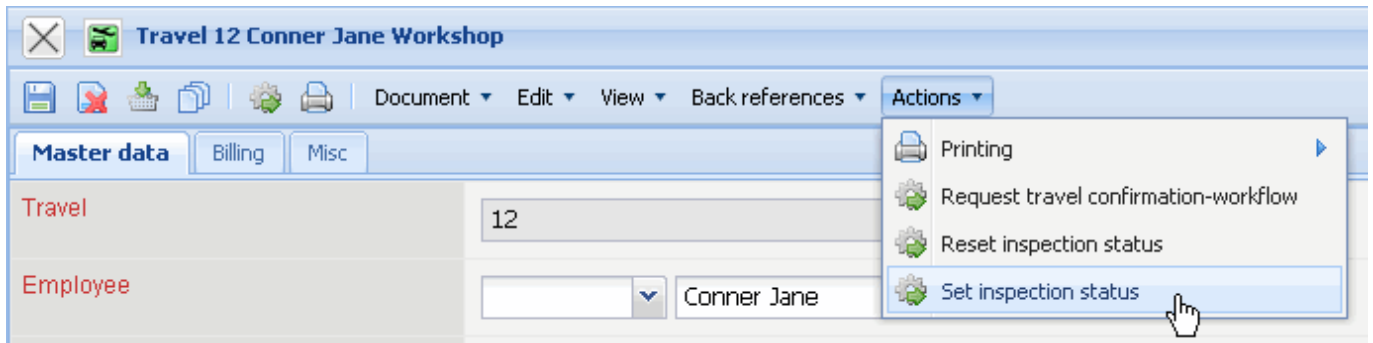




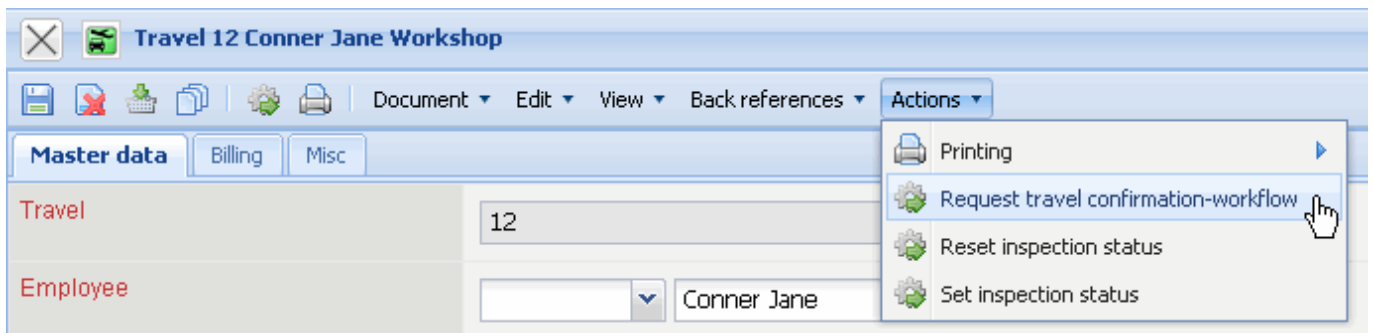
Traveling Expenses inspection

After the inspection of the traveling expenses, the trip is approved for billing (accounting).

The inspection of the trip can be set by using the action "Set inspection status"...

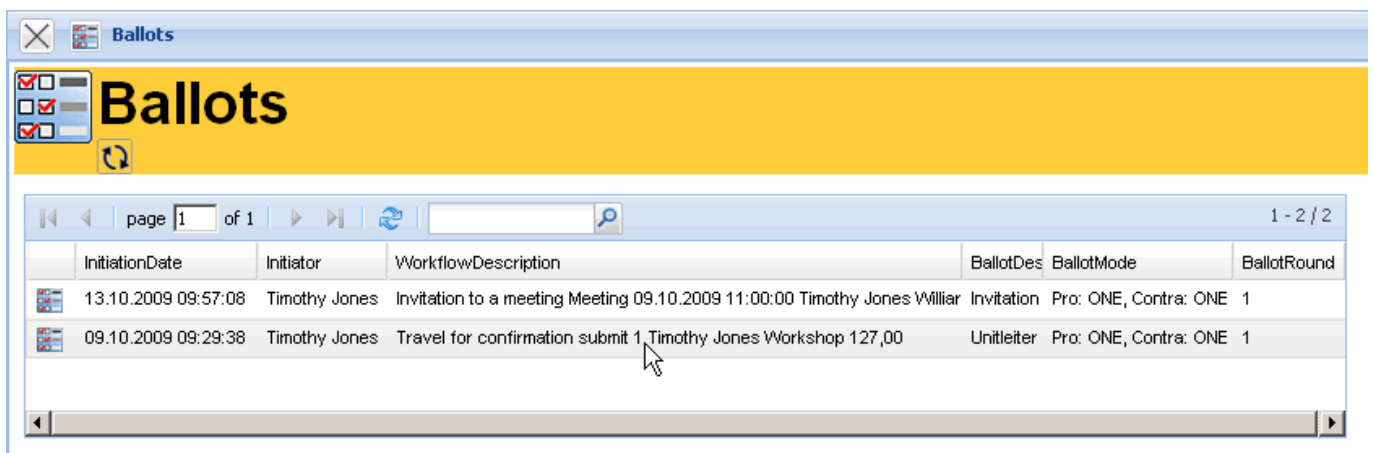


... or ...



... using confirmation-workflow.

In the example, a member of the group Finance (Timothy Jones)...



...is informed and receives a voting.

In the Workflow-Engine in the menu item "vote"...

Vote

Please vote and give a comment

Unitleiter
Comment:

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AccommodationExpensesBrutto EUR

Vote

Comment

...the trip can be approved or refused.

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Master data Billing Misc

Travel	<input type="text" value="1"/>	Approval status	<input type="text" value="checked and confirmed"/>
Employee	Timothy Jones		
Project	3.1 Introduction Accounting		

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