

[previous](#) [Home](#) [next](#)

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 the 'Travel 13 Conner Jane Consulting' form. The form has tabs for 'Master data', 'Billing', and 'Misc'. The 'Master data' tab is active. Fields include:

- Travel:** 13
- Approval status:** unchecked
- Employee:** Conner Jane
- Project:** (empty)
- Timespan:** From (empty) To 20.10.2009 00:00:00
- Local allowance standard:** Great Britain
- Travel type:** (empty)
- Cost type:** Travel costs
- Purpose:** (empty)
- Destination:** (empty)
- Receipts:** (empty)
- Trips:** (empty)
- Cash up:** (checkbox)
- Invoice header:** (empty)

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

Travel 13 Conner Jane Consulting

Document Edit View Actions

Mas Save the document Misc

Travel 13 Approval status unchecked

Employee Conner Jane

Project 6.2 Implementation

Timespan From 15.10.2009 06:00:00 To 20.10.2009 22:00:00

Local allowance standard Great Britain Travel type Typ 1

Cost type Travel costs

Purpose Workshop and Implementation

Destination Birmingham

Receipts

Trips

Cash up

Invoice header

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

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							
1-2 / 2							
	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							
1-1 / 1							
	Employee	Registration number	Drive begin	Drive end	Distance	Cost	
1	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							
1-1 / 1							
	Employee	Registration number	Drive begin	Drive end	Distance	Cost	
1	Conner Jane	LB59 ABC	07.10.2009 11:00:00	09.10.2009 17:00:00	100 km		

Trip 15 15.10.2009 06:00:00 Workshop

Document Edit View Back references

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 ...

Receipts								
1-2 / 2								
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			

Receipts								
1-2 / 2								
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		

Receipts								
1-2 / 2								
Receipt	Cost	Description	Date	ReceiptAmount	Value added tax	Amount total		
3	Travel costs	Taxi	07.10.2009	100,00	VAT-GB-15	95,78		
4	Real costs	Hotel with breakfast	07.10.2009	150,00	VAT-GB-15	144,57		

Receipt 3 Taxi 12 Timothy Jones Workshop

Document Edit View Back references

Receipt

3

Cost

Travel costs

Description

Taxi

Employee

Conner Jane

Project

3.1 Introduction Accounting

Date

07.10.2009

Payment Method

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

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 12 Timothy Jones Workshop

Document ▾ Edit ▾ View ▾ Back refer

Master data
Billing
Misc

Travel billing type

according to effort ▾

Flat amount

EUR

Daily flat amount

EUR

Shares Project/Travel

Allowances

EUR

Travel expenses

EUR

Accommodation expenses

EUR

AccommodationExpensesBrutto

EUR

Sum

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 ...

Travel 12 Timothy Jones Workshop

Document ▾ Edit ▾ View ▾ Back references ▾ Actions ▾

Master data Billing **Misc**

Accommodation allowance ☐

Number of accommodations

Note

Foods

1-1 / 1

Number of deductions	Employee	Date	Catering type
1 2	Conner Jane ▾	07.10.2009	Breakfast in hotel ▾
1	Conner Jane ▾	07.10.2009	
1	Conner Jane ▾	07.10.2009	
1	Conner Jane ▾	07.10.2009	
1	Conner Jane ▾	07.10.2009	
1	Conner Jane ▾	07.10.2009	

Paid-off travel expenses ☐

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

Travel 12 Timothy Jones Workshop

Document ▾ Edit ▾ View ▾ Back referen

Master data **Billing** Misc

Travel billing type

Flat amount EUR

Daily flat amount EUR

Shares Project/Travel

Allowances EUR

Travel expenses EUR

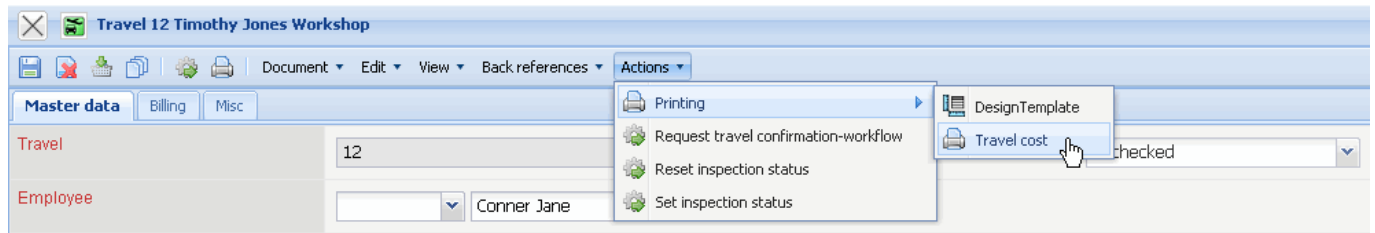
Accommodation expenses EUR

AccommodationExpensesBrutto EUR

Sum EUR

Travel Expense Billing

Afterwards traveling-expenses billing can be...



...generated by the system.



TravelCost_12-6.rtf (schreibgeschützt) - OpenOffice.org Writer

Datei Bearbeiten Ansicht Einfügen Format Tabelle Extras Fenster Hilfe

Expense Report - Travel 12

Name:	Jane Conner	Travel Begin:	07.10.2009 11:00
Project:	3.1 Introduction Accounting	Travel End:	09.10.2009 17:00
Cost Unit:	Management	Hours 1 st Day:	13
Destination :	Cardiff	Amount Whole Day:	1
Travel Reason:	Workshop	Hours Last Day:	17

Date:

1. Travel Expenses

1.1 Flat Rate km: Distance km x EUR 0,30 =

Name of Passenger:

1.2 Receipts =

Summe

2. Accomodation Expenses

2.1 Flat Rates: Nights =

2.2 Receipts:

3. Meal Expenses

Amount: Duration of Absence: Flat Rate:

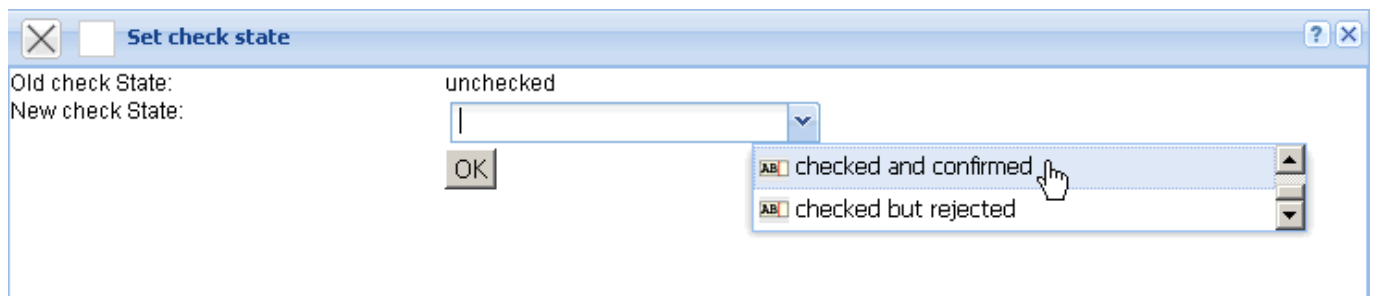
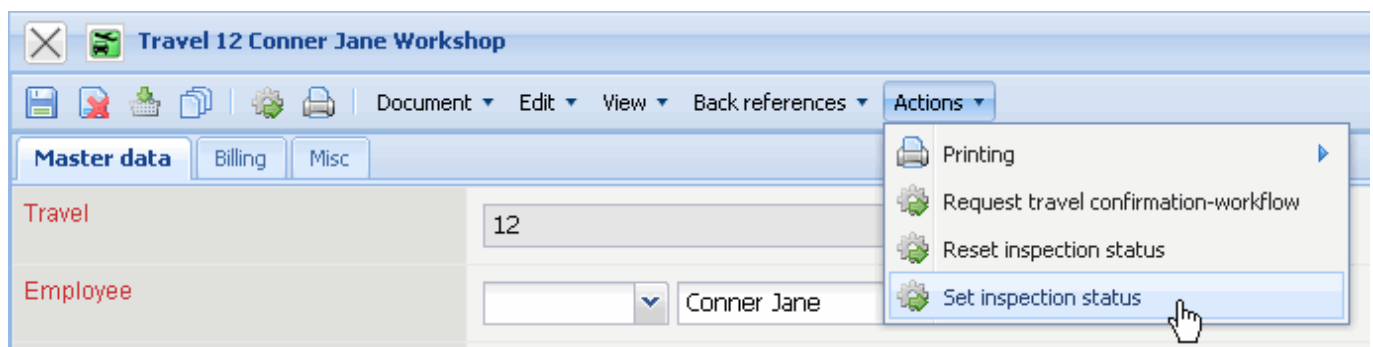
Daily Expense: =

Seite 1 / 2 Standard STD Tabelle1:A1 100%

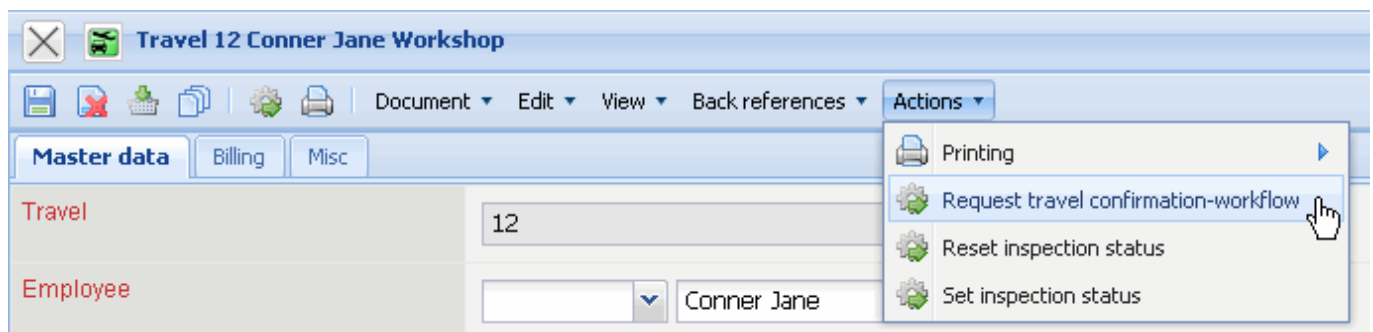
Traveling Expenses inspection

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"...

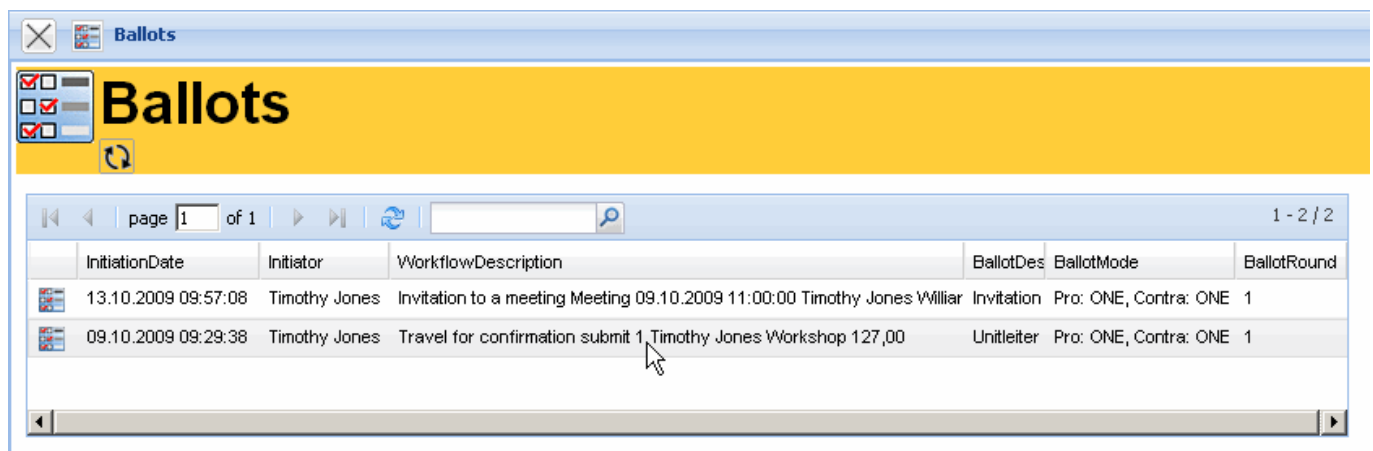


... or ...



... 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:
Travel 1 Timothy Jones Workshop
AccommodationExpensesBrutto 127,00 EUR

Vote

Comment
approved

Agree

Disagree

Cancel

...the trip can be approved or refused.

Travel 1 Timothy Jones Workshop

Document

Edit

View

Back references

Actions

Master data

Billing

Misc

Travel 1

Approval status checked and confirmed

Employee Timothy Jones

Project 3.1 Introduction Accounting

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