HR Description of Travel Expense Accounting

The following Help Topics are available:

Functionality of HR Travel Expenses

HR Travel Expenses and environment

Organizational procedure

Basic requirements

Process/maintain/display travel data

Central approval of applications and trips

The advance transaction

Accounting of travel expenses

Statement forms for the employee

Interfaces for reimbursement of travel expenses

Interfaces for posting travel expenses

Evaluations used in travel expense accounting

Setting up the system

Additional information for the systems organizer

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Functionality of HR Travel Expenses

The component *HR Travel Expenses* offers the complete range of procedures from processing an application, approving it, and posting the actual travel expenses. It is of course possible to make corrections and recalculations of previously entered data.

Entering business trip data

National features for valuating trip data

Analysis of travel expense results

^KEntering business trip data

The entire spectrum of data entry options - from a simple business errand up to a complicated trip abroad - is covered.

Journey costs

Transportation costs can be accounted either per individual document or by lump sums (or flat rates) for mileage and vehicle, vehicle class, passengers, company-internal rates and, if applicable, country-specific rates (for mileage, for example). The system also allows you to assign the data you wish to specific days of the trip and it enables you to adjust flat rates for kilometers/miles according to the actual distance travelled by the employee. The time period in which the distance is accumulated can be defined as needed.

Additional expenditure for meals

Additional expenses for meals can be calculated by means of itemized documents or lump-sum accounting.

Deductions for meals provided by host

Deductions for gratuitous meals such as breakfast, lunch, and dinner are recorded for each day separately.

Accommodations expenses

Accommodations expenses can be calculated on the basis of individual documents or by lump-sum accounting.

Other expenses

Other expenses or individual receipts for meals/accommodations are entered separately. While doing this, you can enter the amount in any foreign currency you wish for trips to other countries. The system also allows you to enter receipt data not concerned with employee refunds, e.g. airline tickets paid by the company.

Advances

Advances can be entered in any currency you choose, including data on their repayment, if applicable.

Stopovers

For trips to more than one destination you can enter, in addition to the main destination, all of the stopovers at other business locations.

Account assignment for travel expenses

Account assignment for a business trip can differ from master account assignment. A distribution of costs is possible;

Example:

- Distribution of costs for entire trip
- Distribution of costs for separate stopovers

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