

# Travel Management (FI-TV)



HELP.FITVPLAN

**Release 4.6C**



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## Icons

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	Note
	Recommendation
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## Travel Management (FI-TV)

### Purpose

*SAP Travel Management* accompanies all the processes involved in handling trips. It provides integrated functions and links these to the settlement, taxation and payment processes. Travel management covers the request, planning and booking of trips, as well as the settlement of travel expenses and the transfer of settlement results to other business function areas. The integration of *SAP Travel Management* guarantees the benefits of synergies that increase efficiency and reduce process costs.

### Implementation Considerations

To ensure an optimum use of *SAP Travel Management*, an analysis of the trip processes used in the enterprise should be made. What is the approval workflow for business trips? Which trip rules have to be considered for which employee groups? Do trip rules first have to be defined? Do agreements with external travel service providers exist that have to be taken into consideration? How is the reimbursement of costs process implemented and which organizational units are involved?

Based on an analysis you must systematically derive which business tasks you can conduct using *SAP Travel Management* that will increase efficiency and which subcomponents you will need to achieve this.

#### Subcomponents of *SAP Travel Management*

According to the individual requirements and the organizational structure of the enterprise the following three areas of *SAP Travel Management* can be combined flexibly:

- Travel Request
- Travel Planning
- Travel Expenses

#### Possible combinations of the *SAP Travel Management* subcomponents

	Travel Request	Travel Planning	Travel Expenses
1	X	X	X
2	X		X
3		X	X
4			X

Travel Expenses is the anchor component. This component can be used completely independently of Travel Request and Travel Planning.

#### Cross-release use

You can use the current release of *SAP Travel Management* independently of the remaining R/3 application environment. The SAP ALE technology (Application Link Enabling) provides the necessary communication bridges to R/3 applications with earlier releases. You therefore only have to maintain the data once.

---

## Travel Management (FI-TV)

For more information, see [Transfer Travel Expenses to Accounting \[Ext.\]](#).

### External reservation system

In the *Travel Planning* subcomponent *Travel Management* accesses an external reservation system connected to R/3 to carry out the queries on available travel services and to book the selected services. The reservation system currently available is the AMADEUS Global Travel Distribution system.

For more information, see [Technical Prerequisites for Travel Planning \[Page 40\]](#).

## Task-Related Processing

To support a task-related use of the system you can assign users (beginning with R/3 Release 4.6) different predefined or individually adjustable roles or activity groups. The relevant users can then only access those functions in *SAP Travel Management* that are relevant for the completion of their business tasks.

For more information, see [Roles in SAP Travel Management \[Page 22\]](#)

## Integration

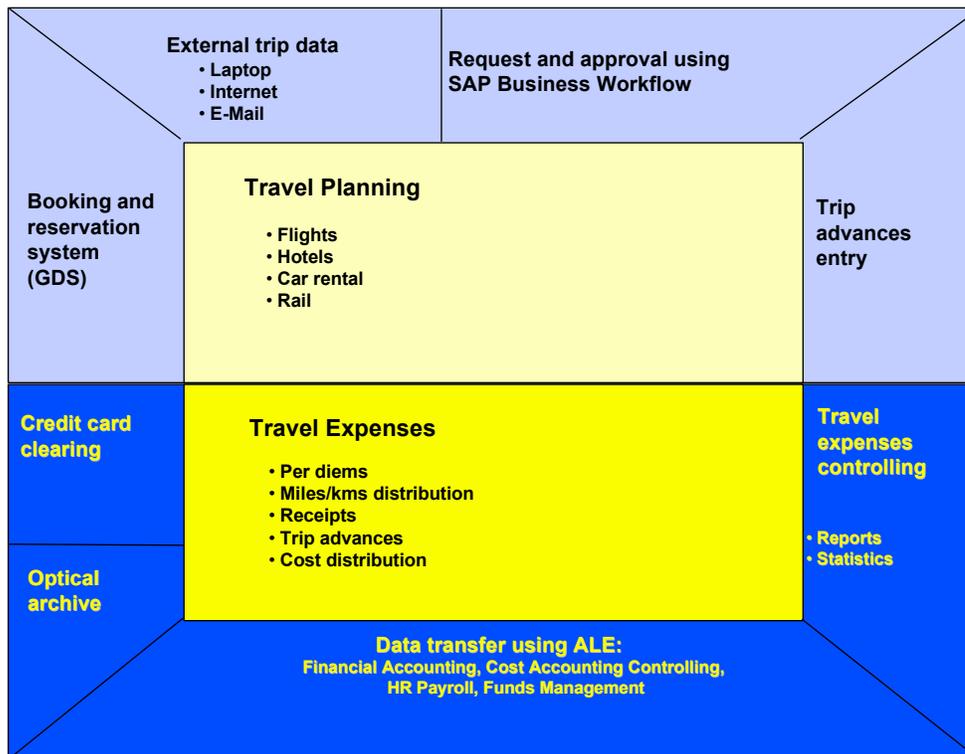
Due to the integration with *Payroll* and *Financial Accounting*, the data from *Travel Planning* and *Travel Expenses* can be transferred to these components for precise objects as it occurs.

Another advantage of *SAP Travel Management* is the integration of the three subcomponents *Travel Request*, *Travel Planning* and *Travel Expenses*. Thus, for example, all three objects use the same HR master data.

In *SAP Travel Management*, travel planning is connected to an [external reservation system \[Page 40\]](#) (GDS), via which you can book the travel services online.

## Features

The following diagram illustrates the integrated functions of *Travel Planning* and *Travel Expenses*:



With the SAP *Travel Management* application component, you can perform all business travel processes from *Travel Request* and *Travel Planning* to *Travel Expenses* and the transfer of travel expenses to other business function areas efficiently and reliably.

**Travel request**

- Input of general trip data, required travel services and cost estimates
- Transfer to the approving superior

**Travel planning**

- Access provider-independent information and booking services for flights, hotels, car rental and rail
- Consideration of internal trip rules for queries and bookings
- Possibility of setting up an enterprise-specific hotel catalog
- Consideration of agreements made with travel service providers
- Consideration of travelers' personal preferences

**Travel expenses**

- Input of trip facts (central/decentralized)
- Settlement and booking of trips
- Payment of travel expenses via *Financial Accounting* (FI), *Payroll* (HR) or via data medium exchange with banks (DME)

**Travel Management (FI-TV)**

- Optical archiving of receipts
- Full integration in *Financial Accounting* (FI), *Payroll* (HR) and *Controlling* (CO)
- Possibility of credit card clearing

**Information systems**

- Reports for trips taken to analyze the trip behavior of the employees or to aid negotiations with travel service providers
- Analyses of travel expenses for cost control and transparency

**Request and approval**

- Requesting business trips
- Approving business trips with or without SAP *Business Workflow*

**International use**

SAP *Travel Management* is an international standard that can be set up to meet country-specific requirements. You can also use special country versions that already contain the national statutory and tax-based regulations.

For more information, see [Country and Industry Versions of Travel Expenses \[Page 436\]](#)

**ESS**

As part of the SAP *Employee Self Services* (ESS) the service *Travel Expenses* supports the decentralized processing of travel expenses so that the travelers can enter their trip and receipt data themselves and on their own authority. To do this they do not have to leave their workplace and can make their entries via Internet or Intranet. Due to the offline use that this solution offers a traveler can make the necessary entries on the road or from home.

For more information, see [IACs in Travel Management \[Page 552\]](#)

**See also:**

[Travel Request \[Page 30\]](#)

[Travel Planning \[Page 38\]](#)

[Travel Expenses \[Page 146\]](#)

## The Overall Process of Travel Management

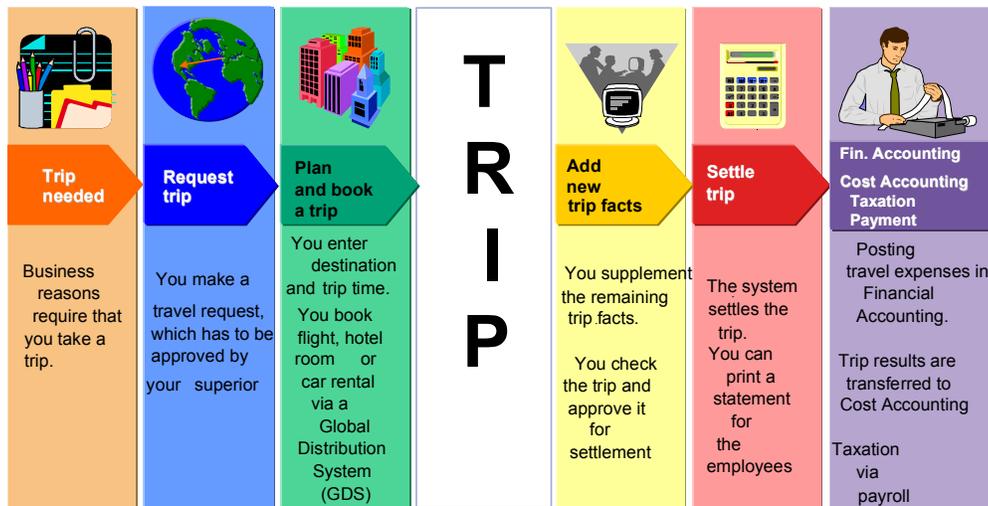
### Purpose

The goal of this process is the complete, integrated management of all processes involved in a business trip and the travel expenses incurred. The process includes the entire procedure of requesting and planning a trip, accounting the travel expenses and the correct taxation in *Payroll Accounting* (HR), correct posting of the travel expenses in *Financial Accounting* (FI), and clearing in *Controlling* (CO) or *Funds Management* (FI-FM) according to the allocation-by-cause principle.

### Process Flow

The overall process can last a relatively long time, with the actual trip representing the focal point in this process. The following gives an example of the process flow in decentralized organization in which the traveler represents the central figure. Other forms of organization are, of course, also conceivable. For more information, see the unit [Roles in Travel Management \[Page 22\]](#).

#### Request, Plan, Enter, and Settle a Trip:



#### Processing with SAP Travel Management



## The Overall Process of Travel Management

### Travel request

1. The traveler uses the R/3 System to submit a **travel request** to the relevant superior. The travel request supplies the superior with information such as the date, destination, and purpose of the trip, the transportation and accommodations required, the requested advance and the estimated costs for the trip.

See also: [Travel Request \(Travel Manager\) \[Page 30\]](#), [Trip Status \[Page 163\]](#) (other entry scenarios)

2. The superior can approve the request, send it back for corrections, or reject it.

See also: [Approve Travel Request \(Travel Manager\) \[Page 34\]](#), [Approval of Trips \[Page 319\]](#)

3. If an **advance** is requested and approved, there are the following options for **payment**:

- Cash payment by cash office
- Payment by check
- Bank transfer to the employee's bank account (via DME)
- Forwarding of the amounts for payment to financial accounting

The paid amounts in the first three cases are, however, also forwarded for posting to financial accounting.

See also: [Scenarios of Advance Payment \[Page 266\]](#)

### Travel planning

4. After a travel request has been approved, the traveler determines the available travel services (flight, hotel, car rental; in Germany also: train) in a [travel plan \[Page 103\]](#) and books them online in the R/3 System. The reservation takes place via a **Global Distribution System (GDS)**, that must be connected with the R/3 System. During selection and booking of services, the system checks the consistency of the entries with the company's travel policies, which are stored in Customizing for Travel Management. At the same time it takes any existing enterprise-specific rates and rebate agreements into consideration during booking.

See also: [Travel Planning \[Page 38\]](#), [Entry Scenarios of Travel Planning \[Page 61\]](#)

5. When the traveler has recorded the travel plan, the booking code (PNR) is entered in the **processing queue** of the **travel agency** that is connected with the company. The travel agency checks the correctness and consistency of the booking.
6. If changes are made to the booking outside of the R/3 System, they are transferred to the R/3 System in a **synchronization process**.

See also: [Synchronization Between SAP Travel Planning and the Reservation System \[Page 118\]](#)

7. The travel plan is also transferred to the relevant superior for approval. As soon as the superior has approved the travel plan, the travel agency can issue the ticket and the trip documents and send them to the traveler.

See also: [Approval Process of Travel Planning \[Page 128\]](#)

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## The Overall Process of Travel Management

### Travel expenses

8. After the trip has been taken, the traveler completes his or her **travel expense report**, including all necessary data and documents. The system takes all the statutory and enterprise-specific specifications stored in Customizing into consideration and checks the consistency of the entries with these specifications.  
  
See also: [Travel Expenses \[Page 146\]](#), [Trip Data Entry \(Travel Expenses\) \[Page 198\]](#)
9. The expenses department checks the travel expense report and the original documents and receipts. Now the travel expense report is sent to the superior for **approval**, who can then release it for settlement.  
  
See also: [Approval of Trips \[Page 319\]](#)
10. As soon as approval is granted, the trip is settled in the R/3 System: On the basis of the trip provisions set for the relevant traveler, the system determines the travel expense results, especially the amount for reimbursement. To determine the reimbursement amount, you can choose between per diem/flat rate reimbursement and reimbursement according to individual receipts for meals, accommodations and travel costs; for all other categories, reimbursement on the basis of individual receipts must be used.  
  
See also: [Settlement of Trips \[Page 332\]](#)
11. The travel expense results are prepared to suit the **method of payment** chosen and made available to the corresponding components (Financial Accounting, Payroll Accounting, Controlling Funds Management) with the appropriate additional information.  
  
See also: [Transfer to Accounting \[Page 343\]](#), [Transfer to HR Payroll Accounting \[Page 377\]](#), [Transfer to Data Medium Exchange \(DME\) \[Page 369\]](#)
12. The **payment of reimbursement amounts** can now take place as follows:
  - By check
  - Via Payroll Accounting
  - Via Financial Accounting
  - By bank transfer to the employee's bank account (via DME)

The travel expense results are always, however, transferred for posting to Financial Accounting. Transfer of amounts to Controlling takes place via Financial Accounting.
13. The traveler receives a **travel expense statement** with the relevant trip data and the corresponding settlement results.  
  
See also: [Forms for Travel Expense Statements \[Page 336\]](#)

### Result

A single, complete record of the facts of a business trip has been made in the R/3 System. The travel planning data was recorded in the system for approval or reservation purposes. The documents were issued on the basis of the reserved travel services. The R/3 System has accounted the travel expenses incurred by the trip and forwarded them for further processing in Financial Accounting, Controlling, Funds Management and, if necessary, Payroll Accounting.

## The Overall Process of Travel Management

### See also

For more information on the interactive process of Travel Management, see the relevant ASAP documentation.

## Calling Travel Management

You can call R/3 *Travel Management* from the SAP Easy Access menu as follows:

- *Accounting* → *Financial Accounting* → *Travel Management*
- *Human Resources* → *Travel Management*

## Roles in Travel Management

# Roles in Travel Management

## Use

Beginning with Release 4.6 [roles \[Ext.\]](#) (single or composite roles) are available in SAP Travel Management that cover the most important tasks of the employees involved in processing trip data. By assigning a role to a user you ensure that the user can use a purely task and function based method of working in the R/3 System.

The roles in SAP Travel Management support both the decentralized and central organization of the trip process, as well as a mixture of the two with the focus on decentralization.

For the decentralized organization the travelers are responsible for entering their own travel requests, travel plans and travel expenses in the system. For a mixed or central organization these tasks are carried out by a travel assistant on behalf of several travelers. The role of the *travel administrator* allows the settlement of travel expenses to be organized centrally, whereby the settlements are entered and checked centrally.

You can adjust the roles defined as standard to meet your individual requirements. You can also create new roles.

The following roles are defined as standard for SAP Travel Management:

<a href="#">Traveler [Ext.]</a>	SAP_FI_TV_TRAVELER
<a href="#">Travel assistant [Ext.]</a>	SAP_FI_TV_TRAVEL_ASSISTANT
<a href="#">Travel administrator [Ext.]</a>	SAP_FI_TV_ADMINISTRATOR
<a href="#">Approving manager [Ext.]</a>	SAP_FI_TV_MANAGER_GENERIC
<a href="#">Payer of trip advances [Ext.]</a>	SAP_FI_TV_ADVANCE_PAYER
<a href="#">Travel manager [Ext.]</a>	SAP_FI_TV_TRAVEL_MANAGER

## Activities

To display, create or edit roles, choose from the SAP Easy Access Menu *Tools* → *Administration* → *User maintenance* → *Activity Groups (User Roles)*.

## Travel Manager: Cross-Process Entry

### Use

The *Travel Manager*, with its simple and intuitive handling, is directed at occasional users who want to process their own trips or those for the few travelers assigned to them. The *Travel Manager* covers all the process steps in Travel Management in a single transaction with a uniform interface design.

You can use the *Travel Manager* (depending on your enterprise-specific Customizing settings) to:

- [make a travel request \[Page 30\]](#)
- [plan a business trip and book travel services online \[Page 38\]](#)
- [settle travel expenses \[Page 146\]](#)

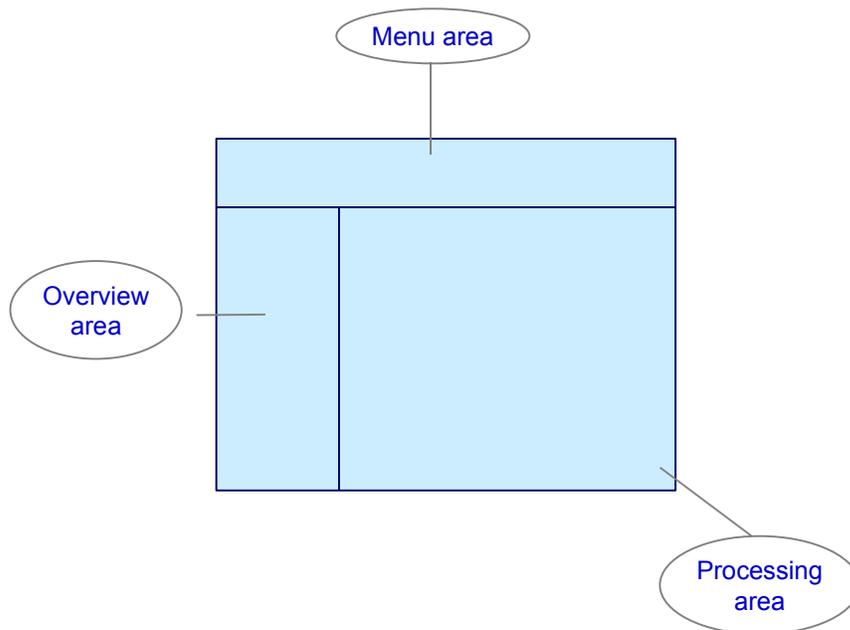
### Integration

- As the *Travel Manager* supports the whole process of the *Travel Management* component, the data is fully integrated in *Payroll* (HR), *Financial Accounting* (FI) and *Cost Accounting* (CO) or *Funds Management* (FM).
- You can obtain reporting data via the *Business Information Warehouse* (BW) or the reports of the R/3 *Travel Management* component. The reporting data covers both pre-trip and post-trip reports.

### Travel Manager Screen Areas

The screen is divided up into three functional areas:

Description	Function
Menu area	Here you can navigate using the menu bar, standard toolbar and application toolbar.
Overview area	<p>Here all the general trip data and status of the travel requests, travel plans and travel expenses statements created for a personnel number are listed in table form.</p> <p>To view the trip details you can expand the overview area using the mouse or the blue arrow at the top border.</p> <p>You can navigate to the individual trips with a single mouse-click in the overview tree.</p>
Processing area	Here you can select the processing function (create travel request/travel plan/travel expenses statement) or enter the trip data for the respective processing function.

**Travel Manager: Cross-Process Entry****Working with the Travel Manager**

In each section of the *Travel Manager* (travel request, travel planning and travel expenses) you can work through the screen from top to bottom (as you are used to doing with printed forms). You carry out these actions in the processing area. You do not have to switch between tab pages or screens, all the data is available at all times in the overview.

In the processing area you can open (  ) or close (  ) the individual data areas using pushbuttons. This allows you to choose between displaying all your data or displaying data from selected data areas.

**See also:**

[The Initial Screen \[Page 25\]](#)

[Personal Settings \[Page 26\]](#)

[Data Integration \[Page 29\]](#)

## The Initial Screen

### Definition

You can create and edit the different travel management objects (travel request, travel plan, travel expenses) from the initial screen of the travel manager.

### Structure

The initial screen is divided into two main areas:

In the upper area, you can

- create a travel request
- book flights, hotels and rental cars (create travel plan)
- create a travel expense report

In the lower area of the screen the **list of open trips** is displayed. This list appears as soon as you have created at least one travel request, travel plan or travel expense report. You thus have an overview of all your current trips that still have to be processed.

The general trip data and the possible follow-on activities (that you can start directly via links) are displayed for each of the trips in the list.

### Follow-on activities

The specification of follow-on activities for each trip eases the further processing of the trips considerably.

Possible follow-on activities could be changing the existing travel requests, travel plans or travel expense reports and creating the respective follow-on object:

- Travel request -> Follow-on object: travel plan
- Travel request -> Follow-on object: travel expense report (if planning unnecessary)
- Travel plan -> Follow-on object: travel expense report

In your [personal settings \[Page 26\]](#) you can specify whether you want all possible or only a particular logical set of follow-on activities to be displayed for each trip object.

When you create a follow-on object the data from the existing object are copied automatically.

### Alarm indicator

If you have not processed a trip further within a certain period of time, the corresponding travel request, travel plan or travel expense report is marked with an **alarm indicator**  as a warning.

These warnings indicate that you should take immediate action. For example, an alarm indicator is set if a travel request or travel plan is to be completed within the next two weeks or if a travel expense report has (four weeks after the end of the trip) still not been completed.

The alarm period depends on the enterprise settings. You can make the settings for this in the Customizing for Travel Management under *Travel Expenses* → *Master Data* → *Check Travel Expenses constants*.

## Personal Settings

# Personal Settings

## Features

You can make the following personal settings for the *Travel Manager* via :

- Which trips are to be displayed in the list of all trips:
  - All trips
  - Trips of last 12 months
  - All trips of the current year
- How wide the overview area is to be when you start the *Travel Manager*:
  - *Hide overview area*: When you start *Travel Manager* the entry area appears immediately. If you want to see the overview area, you can call it during processing of travel requests, travel plans or travel expense reports via  *Overview*.
  - *Standard width*
  - *My current settings*: To save the current setting as your personal standard setting, select this field and choose  *Save*. This personal standard setting is then always displayed when you start *Travel Manager*.
  - *Remember my last settings*: The same screen layout for overview area and processing area appears when you start *Travel Manager* as was set when you exited the transaction the last time.  
Overview area:  
If you have the overview area displayed, on the initial level and for travel expenses entry a *list of all trips* is displayed on the left. For the processing levels *Request a trip* and *Plan a trip* the *Overview of the trip facts entered* is displayed.
- How many entries are to be stored in the personal input help (F4 help):
  - You can determine for text fields, country and region fields and assignment objects how many of the values you use are to be noted by the system and displayed when you call the personal input help.  
If you do not want to use the personal input help, enter the value 'zero' in these fields.  
For more information, see the F1 help for the input fields.

## Overview List of Trips

### Definition

The overview of trips displays the existing objects for all the [employee trips \[Page 151\]](#) created.

For each of these trips a travel request, travel plan and/or a travel expense report can exist that are summarized under a common trip number.

### Use

Depending on the [personal settings \[Page 26\]](#) in the initial screen, the overview of trips can either be displayed in the Travel Manager processing area on the left or it is hidden and can only be called via the button *List of all trips* on the initial screen.

From the overview list of trips you can carry out the following functions:

Object	Choose
<b>Create</b> a travel request / travel plan / expense report	<i>Trip → Create travel request / travel plan / expense report</i>
<b>Display</b> a travel request / travel plan / expense report	<i>Trip → Display</i>
<b>Change</b> a travel request / travel plan / expense report	<i>Trip → Change</i> or double-click on the object
<b>Delete</b> a trip including all its objects	<i>Trip → Delete</i>
	Collapse or expand overview of trips

## The Infocenter

## The Infocenter

### Definition

You can call up the following information via the infocenter:

- Your contact person in the personnel department
- The per diems/flat rates for the individual countries
- Exchange rates
- Your master cost center

The information displayed relates to the system user.

### Use

The infocenter is available in the [Travel Manager \[Page 23\]](#), [Planning Manager \[Page 63\]](#) and [Travel Expense Manager \[Page 200\]](#). In each case you can call the infocenter by choosing  (or *Extras → Infocenter*).

The data is taken from Customizing or the specifications from Infotype 0001 (*Organizational Assignment*). You specify the contact person in the Customizing for *Travel Management*:

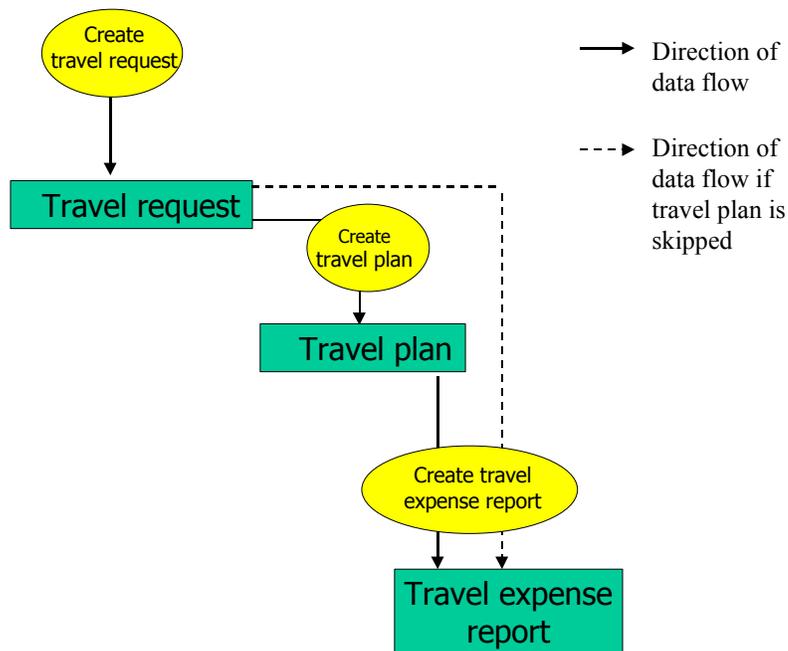
Infocenter	Customizing
Infocenter in <i>Planning Manager</i> and <i>Travel Manager</i> (travel plan)	<i>Travel Planning → Master Data → Define contact persons</i>
Infocenter in <i>Travel Expense Manager</i> and <i>Travel Manager</i> (Travel Expenses)	<i>Travel Expenses → Master Data → Define contact persons</i>

## Data Integration

### Features

In *Travel manager* the data entered is passed from one object to another, so that you do not have to keep reentering it. This data integration only occurs in one direction, that is from *travel request* to *travel plan* and from *travel plan* to *travel expense report*. If you have created a *travel request* but no *travel plan*, the information is passed directly from the *travel request* to the *travel expense report*.

Once the data has been transferred from one object to another, you can change the data in this subsequent object. Your changes are not, however, reflected in the previous object.



If you enter a location in the travel request that has not been registered by the IATA with an IATA code, then the system can not check the availability of travel services in the travel plan or carry out online bookings.

You should therefore check the locations transferred from the *travel request* when you create a new *travel plan*.

---

**Travel Request**

## Travel Request

### Definition

The *travel request* is an information unit containing all the data that a traveler wants to forward for approval/advance payment/booking or that a superior needs to know before approving a trip. The *travel request* is part of the [travel manager \[Page 23\]](#) entry scenario that accompanies the whole process of a business trip from the request, planning and booking, through to its settlement.

### Use

The *travel request* in SAP *Travel Management* includes the system-aided handling of the request and approval process of business trips. Paper forms are replaced by an electronic request that can be sent from the R/3 System to the respective superior for approval.

You can call the *travel request* object at any time from the overview area of the *Travel Manager*. You can therefore always keep track of the approval status and the approved trip details and view them at a later date (for example, to compare the facts with the corresponding *travel expenses statement*).

As you can enter the type and number of transportation and accommodations required for the trip in the travel request, this can (if the travel does not have the authorization for booking) be used as a reference for booking a trip. The travel agency or area secretary responsible, with the necessary booking authorization, can, based on the travel request, arrange the necessary travel services using *Travel Planning* in SAP *Travel Management*.

### Structure

The travel request covers the following entries:

- trip date and time
- trip destination and reason
- any other destinations during the trip (itinerary)
- required trip advances
- different cost center to the master cost center, to which the travel expenses are to be assigned
- additional notes to the trip
- number of travel services required (flight, hotel room, car rental, rail trip)
- estimated total cost of trip

### Integration

Due to the integration with *Travel Expenses* the travel request data is forwarded directly to *Travel Expenses*. The corresponding object *Travel Expenses* then automatically contains, for example, the general data of the trip (such as date and reason), any stopovers or requested trip advances and the assignment of the costs to a cost center other than the master cost center.

The use of the *travel request* is thus linked to the use of *Travel Expenses*. In addition to the *travel request* you can also use *Travel Planning* to determine available flights, hotels, car rentals and trains and for the online booking of these services.

## Implementation Considerations

You activate the *travel request* object in the Customizing for SAP *Travel Management* under *Integration of Travel Planning and Travel Expenses* → [Activate request/plan/expense report in travel manager \[Ext.\]](#).

### See also:

[Creating a Travel Request \[Page 32\]](#)

[Sending a Travel Request \[Page 33\]](#)

[Approving a Travel Request \[Page 34\]](#)

[Travel Management \[Ext.\]](#)

[Travel Planning \[Page 38\]](#)

[Travel Expenses \[Page 146\]](#)

## Creating a Travel Request

## Creating a Travel Request

### Procedure

From the SAP Easy Access menu you create a [travel request \[Page 30\]](#) as follows:

1. Choose *Accounting* → *Financial accounting* → *Travel management* → *Request trip*.
2. Enter the general trip data as required.

The entries in the following data areas are optional:

- i. *Add. Destinations*: Enter the destinations of any additional trip segments that follow the first destination.
- ii. *Trip advance*: If you require a trip advance, enter this here. The advance amount is converted into the expenses amount directly. The entry for the required advance is used as information for approval of the travel request at a later date and forms the basis for the payment.
- iii. *Alternative cost assignment for entire trip, if other than CA*: Here you can assign **100%** of the costs for the entire trip to **one** account assignment object that is not the one specified in the [travel expense assignment guideline \[Page 283\]](#).

The system adjusts the second (and if necessary also the third) field according to the account assignment object type: field length, F4 input help and F1 help. In the second (and if necessary the third) field, enter the account assignment object values.

- iv. *Comments*: In this user-defined text field you can enter any additional comments to the trip. This can also provide important additional information for the approving superior.
3. Expand the *Request transportation/accommodations* area by choosing .
  4. In the overview table, where the trip destinations you specified in the previous section have been entered automatically, you can request the required travel services by clicking the pushbutton in the appropriate table field.  

Alternatively, you can selection the line of the location you want to edit and expand the data area of the corresponding travel service underneath the overview table directly.
  5. In the data area that appears, enter the required data and choose  *Copy*.
  6. To save your completed travel request, choose .

**See also:**

[Sending a Travel Request \[Page 33\]](#)

[Approving a Travel Request \[Page 34\]](#)

## Sending a Travel Request

### Use

Once you have saved a [travel request \[Page 30\]](#), you can send it to your superior for approval via the *SAP communications interface*. If an approval of business trips is not required at your enterprise, you can use the travel request as a travel plan model and send it to the person responsible for booking the requested flights, hotels or car rentals.

You can use the *SAP Communications Interface* to send objects within the R/3 System or to external communication systems.

### Prerequisites

The *SAP Communications Interface* must be implemented.

### Procedure

1. In the [Travel Management \[Page 21\]](#) menu, choose *Travel Manager*.
2. Select the travel request from the overview area and choose  *Change*.
3. Choose  *Send*.  
An overview of your trip data appears.
4. Choose .
5. Enter the recipient and again choose .

### Result

The travel request was sent to your chosen recipient.

The recipient can then [approve \[Page 34\]](#) the travel request or [book the travel services \[Page 38\]](#) it contains.

#### See also:

For more information about the *SAP Communications Interface*, see *Help* → *SAP Library* → *Basis Components* → *Basis Services/Communication Interface (BC-SRV)* → [SAPconnect \[Ext.\]](#).

## Approving a Travel Request

# Approving a Travel Request

[Approve Travel Request \[Ext.\]](#)

## Use

You can approve travel requests individually using the [Travel Manager \[Page 23\]](#).

So that an automatic transfer of the requested trip advance can be made via FI, the appropriate travel request must have been approved.

## Prerequisites

In order to approve travel requests you require a special authorization. The setting for this authorization is made in the authorization concept of the [role \[Ext.\]](#) assigned to you.

In the standard delivery the role [approving manager \[Ext.\]](#) (SAP\_FI\_TV\_MANAGER\_GENERIC) has this authorization.

You can edit the roles from the SAP Easy Access menu via *Tools* → *Administration* → *User maintenance* → *Roles*.

## Procedure

1. From the *Travel Management* menu, call *Travel manager*.
2. From the overview area on the left-hand side of the screen select the travel request and choose  *Change*.
3. Choose  *Approve*.

**To approve travel requests using the approval program, proceed as follows:**

1. In the menu, choose *Travel Management* → *Travel Expenses* → *Periodical processing* → *Approve trips*.
2. On the tab page  *Status*, enter in the *Approval status* field the value 1 (*Request entered*) as selection criteria.
3. To execute the program, choose .
4. Select all the trips to be approved.
5. Choose .

For more information about all the functions of the approval program for trips, see the SAP Library under *Travel Management* → *Travel expenses* → *Approve trips* → [Approval program \[Page 323\]](#).

## Result

Once the object *Travel request* from the *Travel Manager* has been approved the status of the corresponding *travel expense report* for a trip also changes to *Request approved / to be settled*. The person responsible for processing the request (can also be the traveler) can see from the overview of the trips that the request has been approved and can then carry out the appropriate travel planning or travel expense statement.

## Approving a Travel Request

If advances have been requested for a trip, the transfer via Financial Accounting (FI) can now be made.

**Mass approval**

You can approve a large number of travel requests using the approval program for trips. This type of travel request approval refers to the status *Request approved/to be settled* for the object *travel expense report* and not to the object *travel request* in the *Travel Manager*.

For more information, see [the approval program \[Page 323\]](#).

**SAP Business Workflow®**

For more information on the connection between the *travel request* and SAP Business Workflow, see the SAP Library under *Basis Components* → *Business Management* → *SAP Business Workflow* → *Reference Documentation* → *FI Financial Accounting: Workflow Scenarios* or *PA Personnel Management: Workflow Scenarios* → *Workflow Scenarios in Travel Management* → [Approve Travel Request \[Ext.\]](#).

## Travel Request: Status

## Travel Request: Status

### Definition

In the Travel Manager the status of the *travel request* object shows you the current stage the travel request has reached in its processing cycle. You can assign the following statuses:

- Request entered
- Request approved



Do not confuse the *travel request* status from the Travel Manager with the approval status value *Request entered* from Travel Expenses.

### Use

The *travel request* status (Travel Manager) determines whether different individual business procedures are permitted or not and is thus a part of the process control of Travel Management.

The status *Request approved* is, for example, prerequisite for the payment of requested advances via Financial Accounting (FI).



In the Travel Manager the status of an existing request is displayed in the overview list of the trips. You can use  to expand and  to collapse the overview area.

## Integration

### Interaction with the status in Travel Expenses

As soon as you create and save a travel request in the Travel Manager, the system automatically generates a corresponding travel expense report in the background. To retain clarity this travel expense report is not displayed in the overview list of the trips. It is, however, listed in the expert entry scenario *Travel Expense Manager*.

The statuses are then as follows:

Travel request status (Travel Manager)	Travel expenses status (Approval status / Settlement status)
Request entered	Request entered / to be settled

If the travel request is approved, the status in Travel Expenses also changes.

Travel request status (Travel Manager)	Travel expenses status
Request approved	Request approved / to be settled

If the approved travel request is changed once again, you have to differentiate between the following cases:

**Travel Request: Status**

- A change has been made in the travel request that **does not affect** the settlement results (such as subsequently changing the requested hotel):

Travel request status (Travel Manager)	Travel expenses status
Request entered	Request approved / to be settled

- A change has been made in the travel request that **affects** the settlement results (such as subsequently entering an advance request):

Travel request status (Travel Manager)	Travel expenses status
Request entered	Request entered / to be settled

## Travel Planning (FI-TV-PL)

### Purpose

Travel expenses are one of the largest personnel-related cost factors and offer great cost-saving potential.

The R/3 component *Travel Management - Travel Planning* with its connected online booking service contributes greatly towards reducing your trip process costs. Using *Travel Planning* you can reduce the instances involved in the planning and booking process of a trip, simplify the process itself and automatically include enterprise-specific travel policies. It also improves the transparency of the costs and the cost-incurring areas/employees.

The use of *Travel Planning* provides an important strategic advantage for the role of the travel manager in your enterprise. The business volume statistics and reporting tools in *Travel Planning* deliver concrete arguments for rate negotiations with service providers. The travel manager is relieved of routine tasks and can therefore concentrate on more strategically important tasks, such as system and quality management and the control and optimization of internal enterprise processes.

Travel Planning also extends the employee responsibility. The functions are not only designed for experts who use the system on a daily basis to book travel services, they are designed particularly to assist the occasional users. Such occasional users could be, for example, the travelers themselves or the area secretaries who have to deal with the organization of trips for several travelers.

Cost advantages are also made due to the link between Travel Planning and SAP Business Workflow, using which the approval processes can be defined uniquely and the complex approval procedure implemented successfully.

### Implementation Considerations

In order to make full use of the information and booking functions available in *Travel Planning* you must set up a connection to global reservation system, via which communication with the service providers can be made.

The current connection is to the AMADEUS Global Travel Distribution reservation system. This system is in use world-wide and has 160,000 terminals in 37,000 travel agencies and ticket sales centers connected to it.

### Integration

The following data from *Travel Planning* is transferred automatically to *Travel Expenses* in SAP *Travel Management*:

- Date and time
- Reason, destination
- Receipts with airfares, car rental prices and hotel prices
- Stopovers

From *Travel Expenses* an automatic transfer can be made to:

- *Financial Accounting* (FI)

- *Payroll* (HR)
- *Controlling* (CO)

## Features

The following functions are available for you to use in *Travel Planning*:

- Access to provider-independent information services for flights, hotels, car rental and rail
- Online booking of flights, hotel rooms and car rental
- Consideration of internal travel policies for queries and bookings
- Possibility of setting up an enterprise-specific hotel catalog
- Automatic consideration of agreements made with travel service providers
- Automatic consideration of travelers' personal preferences
- Statistics and reports for trips taken to analyze the trip behavior of the employees or to aid negotiations with travel service providers
- Full integration of data in *Travel Expenses*

## Technical Prerequisites for Travel Planning

# Technical Prerequisites for Travel Planning

Before you can use *Travel Planning* fully, a number of internal R/3 and external prerequisites or settings must be fulfilled.

## Connection to an External Reservation System

The online booking function in *Travel Planning* is based on the cooperation with external reservation systems that are used to communicate with the service providers. The R/3 user has access to the following functions via the connection to an external reservation system:

- Availability query of travel services
- Transfer of additional information about selected travel services
- Price information
- Processing of reservation by the respective provider
- Synchronization of the data in SAP *Travel Planning* if external booking changes have been made

In the current release the external reservation system in use is **AMADEUS Global Travel Distribution**. AMADEUS is a subsidiary of Lufthansa, Air France, Continental Airlines and Iberia. The reservation system it provides is in worldwide use and 160,000 terminals in 37,000 travel agencies and ticket sales centers in over 130 countries are connected to it.

In order to carry out online booking via AMADEUS the following must have been carried out:

- Your enterprise must have signed an agreement with AMADEUS for the use of the interface and be registered at AMADEUS with a user ID
- A network connection to the AMADEUS computer center must have been opened
- The identification code issued to the enterprise by AMADEUS must be entered in the R/3 Customizing for *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → *Define sales offices* and *Define API access parameters*.



For questions about registration, contact the **SAP & AMADEUS Competence Center**:

SAP & AMADEUS Competence Center  
ACC 02  
Neurottstrasse 16  
69185 Walldorf  
Germany

## Internal R/3 Settings

### Customizing

You must first make all the necessary R/3 Customizing settings before the travel planning system is ready for use. For more information, see the Implementation Guide (IMG) under *Travel Planning*. You can call this from the SAP Easy Access menu under *Tools* → *Accelerated SAP* →

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**Technical Prerequisites for Travel Planning**

*Customizing* → *Project Management* → *SAP Reference IMG* → *Financial Accounting* → *Travel Management* → *Travel Planning*.

Note that you can also make settings under *Accelerated SAP* → *Customizing* → *Project Management* → *SAP Reference IMG* → *Financial Accounting* → *Travel Management* → *Integration of Travel Planning and Travel Expenses*.

**Authorization concept**

R/3 users can only use *Travel Planning* to book trips for themselves or for others if they have the appropriate authorization.

For more information, see [Authorization Checks in Travel Planning \[Page 142\]](#).

**HR master data**

In order to plan and book a trip for a traveler using *Travel Planning*, you must have maintained a trip-specific mini master record with personnel number in the R/3 System.

For more information, see [HR Master Data in Travel Planning \[Page 46\]](#).

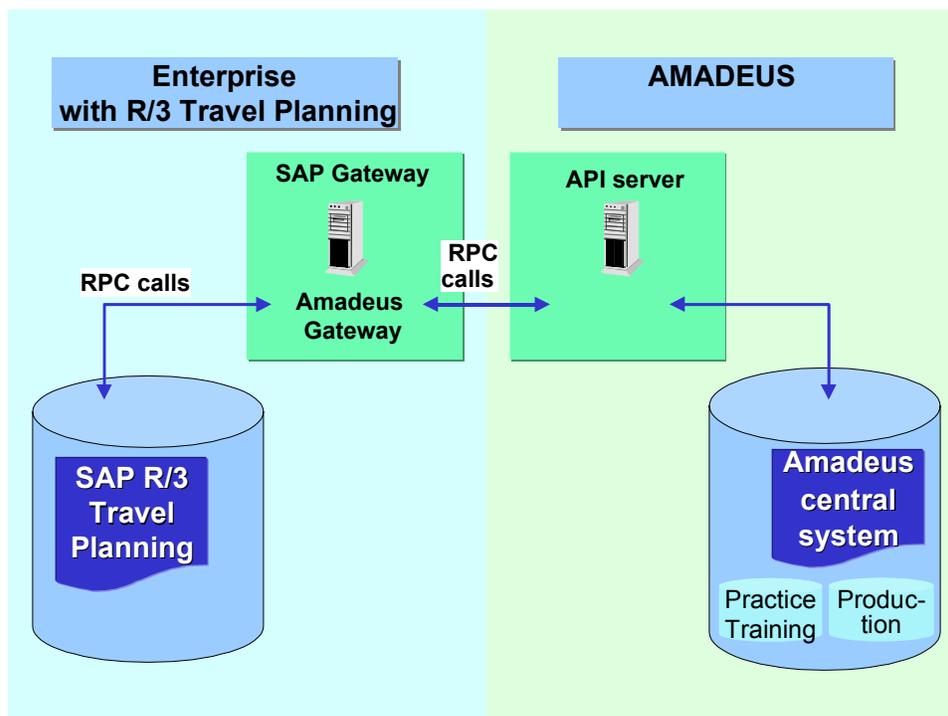
## Connection to AMADEUS

## Connection to AMADEUS

When using R/3 Travel Planning with the reservation system from AMADEUS Global Travel Distribution the following elements are involved in the communication between the R/3 System and the Amadeus System:

- R/3 System
- SAP Gateway
- Amadeus Gateway
- API server
- Amadeus central system (Amadeus Practice Training or Amadeus Production)

The system infrastructure is as follows:



The RFC destination ([Remote Function Call \[Ext.\]](#)) represents the logical connection between the R/3 System and the Amadeus Gateway. The RFC calls are channeled through the SAP Gateway. The SAP Gateway communicates with the Amadeus Gateway. Within the client server architecture the R/3 System takes on the role of the client and the Amadeus Gateway the role of the server.

The Amadeus Gateway's task is the identification at the Amadeus API server. The API server controls the access to the respective Amadeus central system (*Amadeus Practice Training* or *Amadeus Production*). The communication between Amadeus Gateway and the Amadeus API server is carried out via RPC calls (*Remote Procedure Calls*). Here the Amadeus Gateway takes on the role of the client and the Amadeus API server the role of the server.



You can find up-to-date information on the installation procedure in SAPNet under <http://sapnet.sap.com/TM> → Downloads.

**See also:**

[Amadeus Gateway \[Page 44\]](#)

[SAP Gateway \[Page 45\]](#)

**Travel Planning RFC destination:** See the Implementation Guide (IMG) for Travel Management under *Travel Planning* → *Master Data* → *Control Parameters for Travel Planning* → *RFC Destination*.

For general information on the communication between R/3 and external programs, see *Help* → *SAP Library* under

- *Basis Components* → *SAP Communication: CPI-C Programming* → *Programming under Different Constellations* → *Communication between R/3 and Externally Registered Program*
- *Basis Components* → *Basis Services / Communication Interfaces* → *Remote Connections* → *RFC Programming in ABAP* → *Maintaining Remote Destinations*

## Amadeus Gateway

# Amadeus Gateway

In order to use all the functions of R/3 Travel Planning, you have to use an **Amadeus Gateway**. This forms the bridge between the Amadeus API server and the SAP System that wants to communicate with the Amadeus central system via the Amadeus Gateway and Amadeus API server.

The Amadeus central system consists of the following mainframes:

- **Amadeus Practice Training**  
An isolated system used for test purposes. The data from this system is not transferred to external service providers. The provider data available in this system is however identical to the data in the production system, so that the same service range is available.
- **Amadeus Production**  
The production system at Amadeus Global Travel Distribution, via which the bookings are forwarded directly to the providers and using which binding [PNRs \[Ext.\]](#) are created.



You can find more detailed and up-to-date **information** about the installation of the **Amadeus Gateway** and the required **software** in **SAPNet** under:

<http://sapnet.sap.com/TM> → Downloads

## SAP Gateway

The **SAP Gateway** forms the bridge between an SAP System and an external system, thus enabling data to be exchanged between the systems. All Remote Function Calls (RFCs) have to be carried out via an SAP Gateway (with CPI-C log).

When using R/3 Travel Planning with connection to the reservation system **Amadeus Global Travel Distribution** at least one SAP Gateway must be involved in the configuration, as an external application on an NT server (the [Amadeus Gateway \[Page 44\]](#)) is integrated in the system infrastructure.

This can also be a local SAP Gateway. For stability and security reasons we recommend that you set up a local SAP Gateway: If a problem should occur with the SAP Gateway when using a local SAP Gateway, you only need to restart this local SAP Gateway; the Amadeus Gateway and API server are not affected by the problem.

If you do not want to use a local SAP Gateway, set up the SAP Gateway on the application server on which the R/3 Travel Planning is installed.



For general information on setting up an SAP Gateway, see the SAP Library under *Basis Components* → *Basis Services / Communication Interfaces* → *SAP Communication: Configuration* → *SAP Gateway*.

## Travel Planning Master Data

### Use

The basis of R/3 Travel Planning is a set of rules made up of the **travel policy** of your enterprise and the individual **trip preferences** of the travelers. This data is stored as person-related master data in [Infotypes \[Ext.\]](#) that enable a structured processing of this data.

The special Infotypes in R/3 *Travel Planning* use the same logic as the Infotypes in R/3 *Human Resources*. They are however independent of HR Infotypes and have no influence on existing Infotypes in *Human Resources*.

### Travel Policy

The *Corporate Travel Policy* for an enterprise is usually written as a detailed travel policy that controls the type and extent of the business trips allowed. In R/3 *Travel Planning* the travel policy is stored in trip rules and [travel profiles \[Page 50\]](#) that represent a flexible tool for managing travel policy. You can use these tools to present and combine rules for the different areas in the system, for example:

- Routes and trip destinations (countries, regions, towns)
- Trip category
- Service classes
- Trip duration and time scaling
- Priorities

By assigning the travelers travel profiles you can guarantee that the travel policy is upheld for each user. You make the settings for the travel profiles in Customizing for *Travel Planning* under [Trip Rules and Profiles \[Ext.\]](#).

### Trip Preferences

The individual preferences of the traveler are also taken into consideration in *Travel Planning*. Travelers abide automatically by the enterprise-specific rules. However for the planning and booking of transportation and accommodations they can also enter personal preferences that are, if possible, taken into consideration by the travel service provider. These personal preferences are only taken into consideration if they agree with the enterprise rules.

A traveler can, for example, make the following entries:

- Flight reservation
  - Smoker/non-smoker seat
  - Meals choices
  - Seat suitable for the disabled
- Hotel reservation
  - Room type
  - Preferred hotel chain
- Car rental reservation

Travel Planning Master Data

- Air conditioning
- Manual or automatic gearbox
- Preferred make of car
- Participation in customer programs of travel service providers

**Implementation in R/3 Travel Planning**

To store person-related master data you create a personnel mini master record directly from R/3 *Travel Planning*. You do not need to use the *Human Resources* component.

You can simply create all the Infotypes necessary for SAP Travel Planning via the personnel action **Travel planning setting**. When you enter Infotypes for the first time you are guided through these actions step by step. HR master data you have created can be changed or supplemented at any time.

	Infotype	Description
General	0000	Actions
	0001	Organizational assignment
	0002	Person-related data
	0006	Addresses
	0009	Bank details
Travel Expenses	0017	Trip privileges
Trip Planning	0470	Travel profile
	0471	Flight preferences
	0472	Hotel preferences
	0473	Car rental preferences
	0475	Customer programs

The following Infotypes are mandatory for any employee for whom a trip is to be booked using Travel Planning:

- *Organizational assignment* (0001)
- *Personal data* (0002)
- *Travel Privileges* (0017)
- *Addresses* (0006): It is not advisable to make a booking without this Infotype, as the *Telephone* number field in this Infotype is used to create the booking record. This Infotype is

## Travel Planning Master Data

also used with the Infotype *Bank details* (0009) in Travel Expenses, if the settled trips are to be paid as a credit via Financial Accounting (FI).

The Infotype *Cost distribution* (0027) is only used in Travel Expenses for distributing the total costs to different cost centers.

The travel planning-specific Infotypes 0470 - 0475 represent the personnel preferences of the individual employees. The Infotype *Rail preference* (0474) has no meaning.

Even though the Infotypes 0470 - 0475 are optional, they enable employees' personal preferences to be taken into consideration for each business trip booking.

- The Infotype *Flight preference* (0471) contains Information specific to a flight, such as meals, seat position and preferred departure airport.
- The Infotype *Hotel preference* (0472) contains information about the preferred room and hotel category.
- The Infotype *Car rental preference* (0473) contains information such as the preferred make of car and air conditioning.
- The Infotype *Customer program* (0475) can be created many times, as it relates to all the provider categories. Here you can store information about frequent fliers or special car rental or hotel customer programs.
- The Infotype *Travel profile* (0470) allows a direct assignment of a travel profile to an employee.



You **must** assign travelers or a group of travelers a travel profile for *Travel Planning*. You can either assign the travel profile individually using *Infotype 0470* or using the feature *TRVCP* (see also [Travel Profile \(Infotype 0470\) \[Page 50\]](#) or the Implementation Guide for *Travel Planning* under *Dialog and Planning Control* → *Travel Planning Control* → [Set up feature TRVCP for Travel Planning \[Ext.\]](#)).

The additional Infotype *Communication* (0105), subtype 0001 is used to assign system users to the active SAP system directly (SAP Business Workflow, SAP Office and ESS) Subtype 011 is used for credit card clearing.

The Travel Planning action includes the Travel Expenses *travel mini master record* action.

### See also:

[Editing HR Master Records \[Page 49\]](#)

[Travel Profile \(Infotype 0470\) \[Page 50\]](#)

[Flight Preferences \(Infotype 0471\) \[Page 53\]](#)

[Hotel Preferences \(Infotype 0472\) \[Page 55\]](#)

[Car Rental Preferences \(Infotype 0473\) \[Page 56\]](#)

[Customer Programs \(Infotype 0475\) \[Page 58\]](#)

## Editing HR Master Records

### Procedure

You can edit the HR master records individually by calling the Infotype or collectively using [actions \[Ext.\]](#).

You have the possible methods for editing HR master records in *Travel Planning*:

#### Editing HR master records

Function	Menu path
Editing HR master records <b>collectively</b> (create, display, change, delimit)	<i>Travel Management → Person-related master data → Personnel actions (Travel Planning)</i>
Selecting HR master records for <b>individual</b> editing (create, change, delimit)	<i>Travel Management → Person-related master data → Maintain (Travel Planning)</i>
Display HR master records <b>individually</b>	<i>Travel Management → Person-related master data → Display (Travel Planning)</i>

## Travel Profile (Infotype 470)

## Travel Profile (Infotype 470)

### Definition

The [travel profile \[Ext.\]](#) contains the rules through which the enterprise-specific trip rules in R/3 *Travel Planning* can be applied. The travel profile thus contains the traveler's rights.

### Use

By assigning the travel profile to a traveler it can be guaranteed that the trip rules are abided by during the planning and booking of trips for the traveler.

The rules defined in the travel profile firstly control what transportation and accommodations are displayed for an availability query. Secondly the display of the available offers can be split according to different priorities.

You make the settings in the Customizing of R/3 *Travel Planning* under *Trip Rules and Profiles* → *Travel Profiles*.

### Structure

You fill a travel profile by assigning various values from certain parameters in the Customizing of R/3 *Travel Planning*.

A travel profile is made up of several combinations of the following parameters:

Parameter	Example
Trip rule	For domestic trips only the car rental provider XY may be selected.
Trip rule priority	Highest priority (in the case of an overlap with other rules this rule will have the highest priority later).
Class rule	For flights > 8 hours the traveler may fly First Class.
Travel service category	Flight, hotel, car rental, rail
Trip activity type	This rule applies for all activities (such as customer visit, seminar, and so on)

### Integration

This set of rules is taken into consideration for price and availability queries of transportation and accommodations, as well as for the subsequent booking. You can make special settings for taking the travel profile into consideration in the following Customizing activities:

- *Travel Management* → *Travel Planning* → *Trip Rules and Profiles* → *Travel Profiles* → *Specify settings for price-controlled availability query*
- *Travel Management* → *Travel Planning* → *Dialog and Planning Control* → *Travel Planning Control* → *Define price and availability strategies*

The travel profile structure does not take into consideration how the travel privileges are regulated in your enterprise. You make the settings as to the extent you want to use the trip rules in the Customizing of R/3 *Travel Planning* under *Trip Rules and Profiles*.

**See also:**

[Editing HR Master Records \[Page 49\]](#)

## Displaying the Travel Profile

# Displaying the Travel Profile

## Use

You can display the travel profile that has been assigned to a traveler under the personnel number at any time. In this way you obtain an overview of all traveler's trip authorizations ([trip \[Ext.\]](#) and [class rules \[Ext.\]](#)).

## Prerequisites

Whether you can view the travel profile for your own personnel number or also that of other personnel numbers depends on your [user authorizations \[Page 142\]](#).

## Procedure

1. To display a travel profile, choose *Travel Management* → *Travel planning* → *Planning manager*.
2. Enter the personnel number of the traveler and choose *Continue*.
3. Choose *Goto* → *Travel profile display*.
4. To view the individual trip authorizations of the traveler, click on a node.

You can display the travel profile as overview tree as a geographical and as a provider view.

Geographical view	Provider view
Trip activity type Travel service <b>Geographical region</b> Assigned providers Class rule	Trip activity type Travel service <b>Travel service providers</b> Assigned regions Class rule

The **Geographical View** lists the valid providers for each geographical region, including the valid service classes.

In the **Provider View** you can see for each provider from which geographical regions the traveler may choose the provider.

## Flight Preferences (Infotype 0471)

### Definition

You enter the flight preferences of a traveler in Infotype 0471.

### Use

The Infotype *Flight Preferences* is only entered in connection with *R/3 Travel Planning*. You do **not** have to create this Infotype. You can enter some of the flight preferences for a traveler manually for each travel service [availability query \[Ext.\]](#).

The personal flight preferences of a traveler are sent to the respective airline provider (see below) during the query of available flights or when a flight is booked from the R/3 System. If at all possible these preferences are automatically taken into consideration by the airline providers.

### Structure

The Infotype *Flight Preferences* is made up of entries about the following points:

Components	Example	When considered
Flight preferences	Smoker/non-smoker seat	when booking a flight
Other preferences	Preferred airline	when querying availability
Seating requirements	Seat suitable for the disabled	when booking a flight
Other requirements	Special service for the visually handicapped	when booking a flight

### Background

The possible seating requirements are dealt with independently of the desired seat position. Some special requirements (such as a seat suitable for the disabled) can only be met in certain seating areas. The system only allows the following combinations of seat position and seating requirement (possible combinations are indicated with an **X**).

#### Seating requirements

	W	A	L	C	U	D	M
W				X	X		X
A				X	X	X	X
L	X	X		X	X		X
C	X	X	X			X	
U	X	X	X			X	X
D		X		X	X		X
M	X	X	X		X	X	

#### Legend

**Flight Preferences (Infotype 0471)**

Seat position: W - window

A - aisle

L - Leg room

Requirement: C - suitable for children

U - unaccompanied child

D - suitable for the disabled

M - medical care required

**See also:**

[Editing HR Master Records \[Page 49\]](#)

## Hotel Preferences (Infotype 0472)

### Definition

You enter the hotel preferences of a traveler in Infotype 0472.

### Use

The Infotype *Hotel Preferences* is only entered in connection with R/3 *Travel Planning*. You do **not** have to create this Infotype. You can enter some of the preferences for a traveler manually for each travel service [availability query \[Ext.\]](#).

The personal hotel preferences for a traveler are sent to the respective hotel provider during the available hotels query from the R/3 System. If at all possible these preferences are automatically taken into consideration by the hotel providers.



If you carry out an availability query when planning a trip the available hotels or rental cars in the list that match the preferences of the traveler are indicated with

### Structure

The Infotype *Hotel Preferences* is made up of entries about:

- room preferences (such as no smoking room)
- hotel preferences (such as a preferred hotel chain)

#### See also:

[Editing HR Master Records \[Page 49\]](#)

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**Car Rental Preferences (Infotype 0473)**

## Car Rental Preferences (Infotype 0473)

### Definition

You enter the car rental and car rental provider preferences of a traveler in Infotype 0473.

### Use

The Infotype *Car Rental Preferences* is only entered in connection with *R/3 Travel Planning*. You do **not** have to create this Infotype. You can enter some of the preferences for a traveler manually for each travel service [availability query \[Ext.\]](#).

The personal car rental preferences of a traveler are sent to the respective car rental provider during the query of available car rentals or when a car rental is booked from the R/3 System. If at all possible these preferences are automatically taken into consideration by the car rental providers.

### Structure

The Infotype *Car Rental Preferences* is made up of entries about:

- Vehicle preferences (such as automatic)
- Provider preferences (such as preferred car rental company)



If you carry out an availability query when planning a trip the available hotels or rental cars in the list that match the preferences of the traveler are indicated with .

#### See also:

[Editing HR Master Records \[Page 49\]](#)

## Train Preferences (Infotype 0474)

### Definition

You enter the preferences of a traveler for journeys using the Deutsche Bahn (German railroad company) in Infotype 0474.

### Use

The Infotype *Train Preferences* is only entered in connection with R/3 *Travel Planning*. You do **not** have to create this Infotype. You can also change a traveler's preferences manually for each availability query.

If you create the Infotype *Train Preferences*, the values you define are then automatically displayed when you use the *Planning Manager* to reserve a train seat and need not be entered manually each time. Where possible these preferences are met for the reservation.

### Structure

The Infotype *Train Preferences* is made up of entries about the following points:

- Smoker/non-smoker
- Compartment type
- Seat position

---

**Customer Programs (Infotype 0475)**

## Customer Programs (Infotype 0475)

### Definition

In Infotype 0475 you can enter [customer program \[Ext.\]](#) information and assign these customer programs to the traveler. Customer programs are agreements made with travel service providers (airlines, car rental companies, hotel chains) that can be taken into consideration during availability queries or online booking.

### Use

The Infotype *Customer Programs* is only entered in connection with R/3 *Travel Planning*. You do **not** have to create and edit this Infotype.

The information about the customer programs in which a traveler participates is sent to the respective provider during the online booking from the R/3 System to be taken into consideration by the provider.



To assign a traveler different customer programs you have to create the Infotype 0475 *Customer Programs* several times. When you create a new customer program the existing customer programs are **not** overwritten.

This only applies to the customer programs. For the flight, hotel and car rental preferences an already existing Infotype is delimited when you create a new Infotype.

### Structure

The Infotype *Customer Programs* is made up of entries about:

- Travel service provider category
- Travel service provider
- Customer program
- Customer number

### Integration

Which customer program you can select in Infotype 0475 is controlled in Customizing. To create and define customer programs, see the Implementation Guide for R/3 *Travel Planning* under:

- *Travel Planning* → *Master Data* → *Travel Service Provider* → *Flight Sector* → *Define customer programs of airlines*
- *Travel Planning* → *Master Data* → *Hotels* → *Define customer programs of hotel chains*
- *Travel Planning* → *Master Data* → *Car Rental Sector* → *Define customer programs of car rental companies*
- *Travel Planning* → *Master Data* → *Travel Service Provider* → *Define agreement travel service provider - customer program*

**See also:**

[Editing HR Master Records \[Page 49\]](#)

## Travel Privileges (Infotype 017)

### Definition

In Infotype 0017 *Travel Privileges* you specify the control parameters for the travel expenses (such as travel costs and the statutory and enterprise-specific reimbursement group for accommodations and meals).

### Use

Travel privileges control, among other things, which reimbursement amounts the settlement program applies and which receipts can be recorded for the employee.

The travel privileges are part of the master data of *Travel Expenses*. You must set up this Infotype for R/3 *Travel Planning* because the use of the *Travel Expenses* module provides the necessary integration with *Accounting* and *Human Resources*.

#### See also:

[Editing HR Master Records \[Page 49\]](#)

## Travel Planning Entry Scenarios

### Use

In order to do justice to the numerous preferences and tasks of the roles in the respective enterprises, R/3 *Travel Planning* provides several entry scenarios, using which you can plan and book your trips:

- *Planning Manager* (TP01, TP03)
- *Travel Manager* (TRIP)

These two scenarios orient themselves to the type and frequency of the use that is made of R/3 *Travel Planning* and the predefined roles (see [Roles in R/3 Travel Management \[Page 22\]](#)).

The following comparison is designed to help you decide which entry scenario covers your requirements and operational tasks the best.

#### Entry scenario characteristics

The decision as to which scenario you want to use to plan and book your travel services depends on your personal work method and preferences and the frequency of use. These criteria are, however, only a recommendation. Your personal style of working can also be the deciding factor for your choice of entry transaction.

If you have been assigned a [role \[Ext.\]](#) within R/3 *Travel Planning*, then the entry scenario you will use to process trips is possibly already set up for you.

### Features

All the entry scenarios for planning and booking trips have similar functions as concerns the availability check and booking functions. Their differences lie in the type of work process, user guidance and interface layout.



## The Planning Manager

### Definition

Entry transaction for creating and editing [travel plans \[Page 103\]](#). In a travel plan you can enter the general data (date, destination, reason and so on) of a business trip. You can also check the availability of travel services, such as flights, hotel rooms and car rentals, and book the available offers directly online.

### Use

You can use the planning manager to manage the travel plans of the travelers efficiently and to carry out the online bookings systematically. You can use all the features of the planning manager to plan trips:

- Checking the availability of flights, hotel rooms, car rentals, rail trips
- Querying the best-price flight combinations for the whole trip
- Booking flights, hotel rooms and car rental online
- Canceling and possible rebooking of reserved services, should you need to make changes to a trip already planned
- Automatic flow of data into SAP *Travel Management*, should changes be made by the travel provider

### Working with the planning manager

In the planning manager you navigate from the overview screen, that contains the general trip data and status of all the travel plans already created, to the individual entry functions. From the initial screen you can:

Create a travel plan	
Create a travel plan with template	You can create new travel plans based on existing sample trips via the function <a href="#">Quickplan [Page 98]</a> .
Change a travel plan	
Display a travel plan	
Copy a travel plan	You can copy an existing travel plan for the same or a different personnel number.
Approve a travel plan	If you do not need to look at the trip details you can approve a trip directly from the overview. If you call the trip to be edited you can check the travel services and then approve the trip.
Cancel a travel plan	If you have already booked the travel services of a travel plan you have to cancel the travel plan before you can delete it.  You can also <a href="#">cancel individual travel services [Page 96]</a> .

**The Planning Manager**

Delete a travel plan	If you have not yet booked travel services or you have canceled travel services that were booked you can delete the whole travel plan from the system.  You can also <a href="#">delete individual travel services [Page 96]</a> .
Maintain your master data	Choose <i>Travel Management</i> → <i>Person-Related Master Data</i> → <i>Maintain (Travel Planning)</i>
Call the Infocenter: 	In the Infocenter you can carry out currency translations using current values, query the expenses per diems by trip country and view the organizational assignment of the traveler.

After opening a travel plan and entering the general trip data, select the required travel services (flight, hotel, car rental, rail trip) using the pushbuttons. In a dialog box you can query whether, and for when, the travel services are available and then book them online.

**Transferring data to *Travel Expenses***

The system automatically creates the travel expenses statement belonging to a travel plan created. As soon as you book a travel service online in the reservation system and save the travel plan, a corresponding receipt for the travel service is created in *Travel Expenses*.



The receipt for a booked travel service is only created once. After a cancellation or rebooking you have to update the receipt in travel expenses manually.

You can call *Travel Expenses* from the *planning manager* via *Environment* → *Settlement* → *Travel expense manager*. Travel plans and their corresponding travel expense statements have the same trip number.

**See also:**

[Choosing Travel Services \[Ext.\]](#)

[Booking Travel Services \[Page 94\]](#)

[Requesting Airline Tickets \[Page 95\]](#)

[Travel Manager: Cross-Process Entry \[Page 23\]](#)

## Travel Plan

### Definition

The *Travel Plan* object forms the framework for all the actions in *Travel Planning*. In order to start price and availability queries and book travel services you must have created a travel plan for the relevant trip. General trip data, such as personnel number, destination and reason for the trip and the trip activity are stored in the travel plan.

Each travel plan is stored in the system with a trip number that identifies it uniquely, so that booked travel services can also be assigned uniquely. The assignment of the travel services is also used for the object-specific forwarding of the data to *Travel Expenses*. The travel plan thus has the same number as the trip to be settled.

To discover how to create a travel plan, see:

[Creating a Travel Plan \(Planning Manager\) \[Page 66\]](#)

[Creating a Travel Plan \(Travel Manager\) \[Page 104\]](#)

## Creating a Travel Plan: Planning Manager

## Creating a Travel Plan: Planning Manager

### Prerequisites

Before you can create a travel plan for a traveler, a valid personnel number must exist in the system for this traveler.

### Procedure

Quick start	Overview start
<ol style="list-style-type: none"> <li>1. <a href="#">Travel Management [Page 21]</a> → <i>Travel planning</i> → <i>Plan trip (expert)</i></li> <li>2. Enter the personnel number of the traveler.</li> </ol>	<ol style="list-style-type: none"> <li>1. <a href="#">Travel Management [Page 21]</a> → <i>Travel planning</i> → <i>Planning manager</i></li> <li>2. Enter the personnel number of the traveler.</li> <li>3. Choose  <i>Create</i>.</li> </ol>

2. The *Create Travel Plan of <First Name Last Name of Traveler>* screen appears.

3. Enter data as required for:

- Reason
- Destination
- Trip activity

These entries are optional and are for informational purposes only (for example, for a superior).

4. Using the pushbuttons select the travel services for which you want to query the availability or book online.

For more information on carrying out availability queries and bookings, see:

- [Determining Available Flight Connections \[Page 71\]](#)
- [Selecting a Hotel Room \[Page 81\]](#)
- [Selecting a Car Rental \[Page 86\]](#)
- [Train Trip: Querying Times \[Page 89\]](#)

Which travel service categories you can request depends on your user group.

You make the settings for the user group categories in the Customizing of R/3 *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → *Define user group-specific travel service categories*.

## Copying a Travel Plan: Planning Manager

### Use

You can copy an existing travel plan to a different date. This is an advantage for trips with the same itinerary and travel services. You can copy a travel plan for **the same personnel number** or **from one personnel number to another**.

### Prerequisites

You can only copy a travel plan to a different personnel number if you also have the authorization to create travel plans for the personnel number in question.

### Procedure

1. Choose [Travel Management \[Page 21\]](#) → *Travel Planning* → *Planning Manager*.
2. Enter the personnel number of the traveler and choose *Continue*.
3. Select the travel plan to be copied.
4. Choose  *Copy*.
5. Check the personnel number and enter the start date of the new travel plan.
6. Choose  *Continue*.

The travel services of the travel plan copied are determined by the system one after another for the current date in the new travel plan (see information in the status bar). The travel services then have the status *Requested* or *Prereserved* and appear in the overview of travel services in the travel plan.



If a travel service from the travel plan copied is fully booked or the data from the provider has changed, you have to query and select these services manually. These services appear in the overview with the status *Open*.

You should therefore check the travel services displayed and, where necessary, carry out the availability queries manually.

7. You can now firmly book the prereserved travel services using  *Book*.
8. To save the new travel plan, choose .

### Result

You have created a new travel plan by copying an existing one.

---

**Canceling a Travel Plan: Planning Manager**

## Canceling a Travel Plan: Planning Manager

### Use

In the overview of travel plans in the planning manager you can cancel entire travel plans. When you do so, all travel services booked in the plan are canceled at the same time. Travel plans must be canceled before they can be deleted.

You can cancel car rental and flight reservations at any time, as long as no ticket has been issued. Depending on the provider, cancellation fees may be charged if a ticket has been issued. The responsible travel agency can give information about these fees. (See also [Cancel/Delete travel services \[Page 96\]](#) .

### Procedure

1. Choose [Travel Management \[Page 21\]](#) → *Travel Planning* → *Planning Manager*.
2. Enter the personnel number of the traveler and choose *Continue*.
3. Select the travel plan to be canceled.
4. Choose  *Cancel*.

## Deleting a Travel Plan: Planning Manager

### Use

You can delete a complete travel plan including all of the travel services it contains. **When you delete a travel plan you automatically delete the entire object *Employee trip*, including the travel expense report, if one exists.**

### Prerequisites

If travel services have already been booked in a travel plan, you have to cancel these bookings before deleting the travel plan. All travel services can be [canceled at the same time \[Page 68\]](#).

### Procedure

1. Choose [Travel Management \[Page 21\]](#) → *Travel Planning* → *Planning Manager*.
2. Enter the personnel number of the traveler and choose *Continue*.
3. Select the travel plan to be deleted.
4. Choose  *Delete*.

Flight

## Flight

## Determining Available Flight Connections

### Prerequisites

You belong to a [user group \[Ext.\]](#) that has been assigned the travel service category 'flight' (see also Customizing R/3 *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → [Define user group-specific travel service categories \[Ext.\]](#)).

### Procedure

In the Planning Manager you have created a [travel plan \[Page 66\]](#).

1. Choose  *Flight*.

The *Flight Request* dialog box appears.

2. Enter the place of departure and destination. You can enter the name of a town or an IATA location abbreviation. The system only recognizes towns defined with an IATA location.
3. Enter the departure date. If you also want to choose the return flight now, enter the return flight date.
4. You can also enter a time for the outbound and return flight (optional). Depending on availability the system lists 15 to 20 flight connections, first direct flights, then with transfer connections.
5. You can choose for the outbound and return flights, whether the time specified is to be the arrival or departure time.
6. Choose  *Query*.

The [Flight Availability \[Page 72\]](#) *List* screen appears with all the free [flight classes \[Page 72\]](#) for available flight connections listed according to priority. These priorities show which booking you should prefer according to your enterprise's travel policy (see IMG for *Travel Planning* under *Travel Profiles*).



Display further details by choosing  *Flight information*.

7. Select the required class for the outbound (and return) flights and choose *Continue*.

You return to the *Create Travel Plan for <...>* overview. The queried flights carry the status *prereserved* for a certain period of time and can be booked. To edit the flight request or display details, click on the appropriate request in the overview.

#### See also:

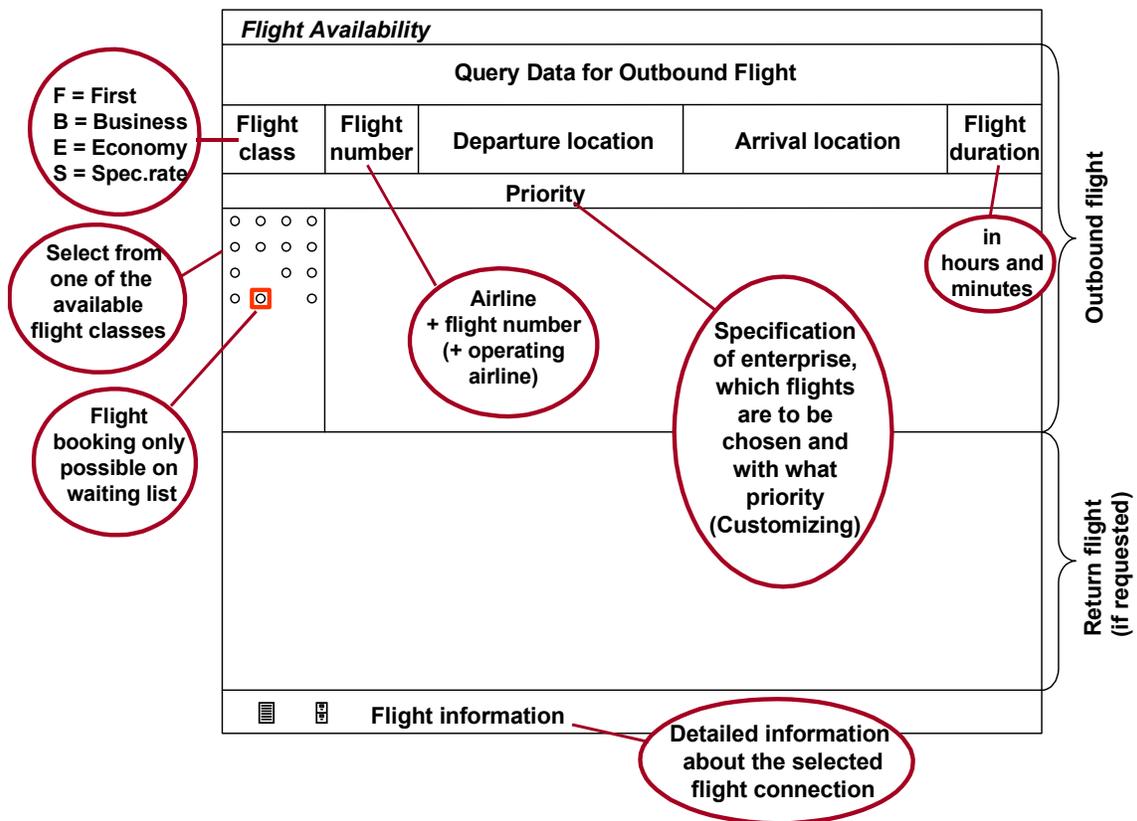
[Selecting a Seat \[Page 77\]](#)

[Booking Travel Services \[Page 94\]](#)

Information: Flight Availability

## Information: Flight Availability

In the *Flight Availability* dialog box the currently available flight connections and flight classes for the required route are displayed. Here you can choose a flight that is then prereserved for a certain time period of time and is available for online booking. You can also display a description of the field in a quick info text that appears when you position the cursor over the appropriate field for a moment. In the *Flight number* column the quick info text also displays information about the aircraft type of the respective connection.



### Legend

<b>First class (F)</b>	
<b>Business class (B)</b>	
<b>Economy class (E)</b>	An economy rate that does not have any restricting conditions.
<b>Special rate (S)</b>	A particularly cheap economy rate with possible restrictions for transfers and cancellations.
<b>Operating airline</b>	Some flights are operated by several airlines jointly. If the operating airline is not the same as the official offering airline, then the operating airline is included in parentheses after the flight number.

Information: Flight Availability

<p><b>Waiting list</b></p>	<p>If a flight is already fully booked, but the possibility exists that a seat may become vacant as a result of the move-up procedure, then some airlines offer a waiting list.</p> <p>If you book a flight on the waiting list, you can view the current booking status when you call the <a href="#">travel plan [Page 103]</a> for processing in the R/3 System at a later date.</p> <p>If the status of the flight is still on <i>waiting list</i>, the flight is not yet confirmed.</p> <p>If the status of the flight is on <i>reserved and confirmed</i> the booking no longer has waiting list status and has been definitely accepted by the provider.</p>
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---

**Determining the Flight Price**

## Determining the Flight Price

### Use

The connected reservation system cannot deliver prices while you are querying the availability of flights because the flight price depends on the combination of all the flights required for a trip (for example, outbound and return flights).

You therefore determine the total flight price **after** you have completed your flight selection. The flight price is required so that later the ticket can be issued by the travel agency to complete the booking process.

### Prerequisites

You have chosen all the flights you require for your trip via an availability query (see also [Determining Available Flight Connections \[Page 71\]](#)).

### Activities

Choose  *Price*.

This function first calculates the total price of the flights and then displays all the travel services with their prices.



The existence of a price is a prerequisite for issuing the flight ticket. If the system cannot determine a current price you can either have the travel agency carry out the price determination at a later date or use a different booking class and restart the price determination.

## Querying Best-Price Flight Connections

### Use

Instead of the [general availability query \[Ext.\]](#) you can also display the best-price flight connections for the whole trip. To do this, use the *Best-Price* function. You can use the best-price query for single flights or when requesting several flights for a trip (this is where you see the advantage of the best-price query). The advantages of this query come from the fact that flight prices are influenced by a number of factors - there is no single fixed price per leg of flight. Influencing parameters are, for example:

- Outward and return flight
- Stopovers or round trips
- Days chosen for the trip
- Duration of stay

The *best-price* query determines the optimum price for the all the flights in a travel plan taking any special booking conditions for the individual flights into consideration.

When you use the *best-price* query you do not have to start an availability query for each individual flight. You are also guaranteed to find flights for which there is a price in the system. The determination of a price is a prerequisite for issuing the ticket to complete the booking process. This is usually carried out centrally by the appropriate travel center or travel agency.

### Prerequisites

You have activated the *Best-Price Flight* function in the Customizing of *Travel Planning* and determined which of the following strategies is to be considered for the best-price flight query:

- Flights must not agree with the [travel profile \[Ext.\]](#)
- Only flights that agree with the travel profile are displayed
- The best-price flight query can be made taking individual rules into consideration. These rules describe, for example, constellations of the factors *geographical area*, *airline* and *cabin class*.

To make the settings, refer to the Customizing under:

- *Dialog and Planning Control* → *Travel Planning Control* → [Define price and availability strategies \[Ext.\]](#)
- *Trip Rules and Profiles* → *Travel Profiles* → [Specify settings for price-controlled availability query \[Ext.\]](#)

### Procedure

In the Planning Manager you have created a [travel plan \[Page 66\]](#).

6. Choose  *Flight*.

The *Flight Request* dialog box appears.

7. Enter the place of departure and destination. You can enter the name of a town or an IATA location abbreviation. The system only recognizes towns defined with an IATA location.

**Querying Best-Price Flight Connections**

8. Enter the departure date. If you also want to choose the return flight now, enter the return flight date.
  9. You can also enter a time for the outbound and return flight:  
If you do **not** enter a time: The system determines the cheapest flight of the day.  
If you enter a time: The system determines the cheapest flight for the time given, +/- 2 hours.
  5. Choose  *Enter*.  
If you require more flights for your trip, repeat steps 1 to 5.
  6. Choose  *Best-price flight*.  
The *Flight Recommendation* dialog box appears.
  7. Select the required combination and chose *Continue*.
- You can now, as for the standard query, [select a seat \[Page 77\]](#).

**See also:**

[Booking Travel Services \[Page 94\]](#)

[Requesting Airline Tickets \[Page 95\]](#)

## Selecting a Seat

### Use

In *Planning Manager* you can select an exact seat for your chosen flight. This seat is then reserved when the flight request is booked.

The seat selection is not, however, a mandatory component of booking a flight.

### Prerequisites

You have [selected a flight connection \[Page 71\]](#) in a travel plan.

### Procedure

1. Call the relevant [detail window \[Ext.\]](#) from the overview screen of all the travel services by double-clicking on the required flight request.
2. Choose  *Seat*.  
You see a vertical display of the seat distribution for the chosen class in the appropriate aircraft type.
3. Choose the seat you would like by clicking the appropriate box.
4. Choose *Continue*.

Your choice is displayed in the detail window of the flight request in the *Seat* field. Next to it you see the reservation status of the seat (possible status values are *selected*, *requested*, *reserved*, *canceled*).

#### See also:

[Changing a Seat \[Page 78\]](#)

[Canceling a Seat \[Page 79\]](#)

## Changing a Seat

# Changing a Seat

## Use

You can change the seat selected for a flight request, as long as the flight ticket has not been issued.

## Procedure

1. In the Travel Management menu, choose *Travel planning* → *Planning manager*.
2. Call the required travel plan with  *Change*.
3. Call the relevant [detail window \[Ext.\]](#) from the overview screen of all the travel services by double-clicking on the required flight request.
4. Choose  *Seat*.  
The *Seat Reservation* dialog box appears. The seat already chosen is colored orange.
5. To change the seat reservation, choose the required seat by clicking on a different box.
6. In the dialog box that appears, confirm the changes you made.
7. Choose *Enter*.
8. So that the change you made can be included in the booking, confirm the flight booking again by choosing  *Book*. The changed data is transferred to the connected reservation system in the booking key ([PNR \[Ext.\]](#)).

### See also:

[Booking Travel Services \[Page 94\]](#)

[Canceling a Seat \[Page 79\]](#)

## Canceling a Seat

### Use

You can cancel the seat selected for a flight request, as long as the flight ticket has not been issued.

### Procedure

3. In the [Travel Management \[Page 21\]](#) menu, choose *Travel Planning* → *Planning Manager*.
4. Call the required travel plan with  *Change*.
5. Call the relevant [detail window \[Ext.\]](#) from the overview screen of all the travel services by double-clicking on the required flight request.
6. Choose  *Seat*.
7. The *Seat Reservation* dialog box appears.
6. Choose  *Cancel seat*.
7. Confirm the dialog box that appears. You return to the detail window of the flight request.
8. Choose  *Enter*.
9. So that the change you made can be included in the booking, confirm the flight booking again by choosing  *Book*. The changed data is transferred to the connected reservation system in the booking key ([PNR \[Ext.\]](#)).

### Result

You have canceled a previously selected or booked seat.

#### See also:

[Canceling/Deleting Travel Services \(Planning Manager\) \[Page 96\]](#)

Hotel

## Hotel

## Selecting a Hotel Room

### Prerequisites

You belong to a [user group \[Ext.\]](#) that has been assigned the travel service category 'hotel' (see also Customizing for *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → [Define user group-specific travel service categories \[Ext.\]](#)).

### Procedure

In the Planning Manager you have created a [travel plan \[Page 66\]](#).

10. Choose  *Hotel*.

The *Hotel Request* dialog box appears.

11. Enter the required location. You can enter the name of a town or an [IATA location \[Ext.\]](#) abbreviation. The system only recognizes towns defined with an IATA location.
12. Enter departure and arrival dates.

You can use the *Name*, *Hotel chain* and *Location* entries as **optional** search criteria for the available hotels query. You can enter several (partial) names in the *Name* field. The system then searches for all the hotels whose name contains one or more of these terms.



Before you start the available hotels query you can specify or change your [hotel preferences \[Page 55\]](#). To do this choose  *Preferences*.

4. Choose  *Query*.

- a. The *Hotel Availability: Hotel List* screen appears listing all the available hotels that meet the search criteria (if entered). If you did not enter any search criteria the system, due to its provider neutrality, selects approx. 30 available hotels at random.

To extend the list, choose  *More hotels*.

- b. If the *Hotel Availability: Hotel List (Hotel Catalog)* screen appears, then your enterprise has set up and activated a special hotel catalog with selected hotels.

To check the availability of other hotels, not included in the hotel catalog, choose the *Standard query*.

5. Select the required provider.



You can display details for the selected hotel (such as address, location and conditions) by choosing  *Hotel information*. To return to the hotel list, choose *Continue*.

If a hotel has the symbol  this indicates that this hotel corresponds to the personal [hotel preferences \[Page 53\]](#) of the traveler.

## Selecting a Hotel Room

- To extend the list, for example, because no hotel is displayed that matches the preferences of the traveler, choose  *More hotels*.
- Choose the selected hotel with *Continue*. A list of rooms appears. The rooms are sorted by rate.



If a room type has the symbol  this indicates that it corresponds to the personal [hotel preferences \[Page 53\]](#) of the traveler. You can display further details about the room types via the plus symbol at the beginning of the line.

- Select the required room type and choose *Continue*. You return to the *Create Travel Plan for <...>* overview.

The selected hotels carry the status *requested* for a certain period of time and can be booked. To edit the hotel request or display details, click on the appropriate request in the overview.

### See also:

[Consideration of the Enterprise-Specific Hotel Catalog \[Page 112\]](#)

[Booking Travel Services \[Page 94\]](#)

[Requesting Airline Tickets \[Page 95\]](#)

## Consideration of the Enterprise-Specific Hotel Catalog

### Use

If your enterprise has come to special agreements with certain hotels or prefers particular hotels that should be taken into consideration when booking hotels, you can create a hotel catalog specific to your enterprise containing all such hotels.



We recommend for the *Hotel* sector, that you control the compliance with the travel policies stored in the travel planning system by maintaining a hotel catalog or simply by entering negotiated hotel rates. This has clear advantages over the control using a travel policy.

When you make an [availability query \[Ext.\]](#) a limited number of available providers (due to the neutrality of the connected reservation system AMADEUS towards providers) flows into the R/3 travel planning system. The selection is random. This could mean that none of the hotels are displayed that have been assigned highest priority in the [travel profile \[Ext.\]](#), even if they are available at the time of the query.

Using the hotel catalog eliminates this problem totally.

### Prerequisites

To activate the hotel catalog you need to make various settings in the Customizing for *Travel Planning*:

#### Hotels and rates in the catalog:

- *Master Data* → *Travel Service Provider* → *Hotels* → [Define enterprise-specific hotel catalog \[Ext.\]](#)
- *Rates and Discounts* → *Enterprise-Specific Rate Agreements* → [Define enterprise-specific hotel catalog rates \[Ext.\]](#)

#### Formulating the [travel profile \[Ext.\]](#) with catalog hotels:

- *Trip Rules and Profiles* → *Travel Profiles* → [Define assignment of travel profiles to hotel catalog items \[Ext.\]](#)

#### Strategies for using the hotel catalog for the availability query:

- *Dialog and Planning Control* → *Travel Planning Control* → [Define price and availability strategies \[Ext.\]](#)

### Activities

You have [created a travel plan \[Page 66\]](#) and started an availability query for a hotel.

- If the hotel catalog is **activated** and the system finds available hotels for the given time period and location, you can also display the availability of hotels not contained in the enterprise-specific hotel catalog.

To do this, choose after the first query *Standard query* from the dialog box *Hotel Availability: Hotel List (Hotel Catalog)*.

---

**Consideration of the Enterprise-Specific Hotel Catalog**

- If the hotel catalog is activated (see also [Define price and availability strategies \[Ext.\]](#)) and the system can find **no** available catalog hotels for the given time period and location, a standard availability query is started automatically in the connected reservation system (not using the hotel catalog) and these results are displayed.

You do not need to start an additional query.

## Car Rental

## Selecting a Car Rental

# Selecting a Car Rental

## Prerequisites

You belong to a [user group \[Ext.\]](#) that has been assigned the travel service category 'car rental' (see also Customizing R/3 *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → [Define user group-specific travel service categories \[Ext.\]](#)).

## Procedure

You have chosen *Planning Manager* and have entered at least the personnel number of the traveler.

13. Choose  *Car rental*.

The *Car rental request* dialog box appears.

14. Enter the *Pickup* and *Dropoff locations*, *Date* and *Time* for the car rental.

You can enter the name of a town or an [IATA location \[Ext.\]](#) abbreviation. The system only recognizes towns defined with an IATA location.

15. The *Car rental provider*, *Pickup* and *Dropoff address* entries are optional and are used as search criteria for the car rental company availability query.



Before you start the car rental availability query you can change the car rental preferences of the traveler (if standard [car rental preferences \[Page 56\]](#) have already been set up in the master data) or you can enter these. To do this, choose  *Preferences*.

4. To view the available car rentals, choose  *Query*.

The *Car Rental Availability: Provider List* screen appears displaying a list of all the car rental companies available at the location(s) you entered.



If a provider has the symbol  this indicates that it corresponds to the personal car rental preferences of the traveler.

5. Select the required provider and choose *Enter*.

The *Car Rental Availability: Vehicle List* screen appears.



You can display details about the rate basis and rate conditions for a selected vehicle by choosing  *Rate description*.

If a vehicle type has the symbol  this indicates that it corresponds to the personal car rental preferences of the traveler.

6. Select the required vehicle type and choose *Enter*.

**Selecting a Car Rental**

You return to the *Create Travel Plan for <...>* overview. The queried car rentals carry the status *requested* for a certain period of time and can be booked. To edit the car rental request or display details, click on the appropriate request in the overview.

If you do not need any other transportation or accommodations services you can now book the travel plan.

**See also:**

[Booking Travel Services \[Page 94\]](#)

---

**German Railroad**

## German Railroad

To use the booking functions for the German Railroad, you have to have made the necessary settings in the following Travel Management Customizing activities:

- *Travel Planning → Master Data → Control Parameters for Travel Planning → Define access parameters of user groups for German Railroad*
- *Travel Planning → Master Data → Control Parameters for Travel Planning → Define user group-specific travel service categories*

The user must belong to a user group that has been assigned to the travel service category 'Train' (see Travel Management Customizing under *Travel Planning → Master Data → Control Parameters for Travel Planning → Define user group-specific travel service categories*).

**See also:**

[Train Preferences \[Page 57\]](#)

[Querying and Booking Train Connections \[Page 89\]](#)

[Major Customer Ticket \[Page 91\]](#)

[Rail Card \[Page 92\]](#)

## Querying and Booking Train Connections

### Use

From the R/3 Travel Planning System you can query German Railroad train connections, order the appropriate rail ticket and reserve a seat.

If settings for a [major customer ticket \[Page 91\]](#) with the German Railroad and a [rail card \[Page 92\]](#) exist, the corresponding rates are taken into consideration when displaying the price and ordering the rail ticket.

### Prerequisites

The settings described in [German Railroad \[Page 88\]](#) have been made in Customizing.

### Procedure

#### Querying the connection

You have chosen *Planning Manager* and have entered at least the personnel number of the traveler.

1. Choose  *Rail*.  
The *Rail Request* dialog box appears.  
Enter the date, time, start and destination.
2. Choose  *Query*.  
You might have to enter a specific train station.
3. Select the required and choose  *Select*.

#### Reserving ticket and seat

1. You can now specify whether you want a ticket **with** or **without seat reservation**.  
You can enter different preferences for a seat reservation.
2. Choose  *Continue*.  
The train connection is now integrated into the itinerary of your travel plan.

#### Booking

After selecting all the other travel services required, you can book all the requests for this trip together:

1. Choose  *Book*.  
The trip is firmly booked via the connected reservation system. A [PNR \[Ext.\]](#) is created and is later displayed in the *Existing Travel Plans* list in the planning manager.
2. To save the travel plan, choose .

#### Issuing the ticket

The ticket is issued by the travel agency or travel center and forwarded to the traveler.

## Querying and Booking Train Connections

### See also:

[Canceling/Deleting Travel Services \(Planning Manager\) \[Page 96\]](#)

[Booking Travel Services \[Page 94\]](#)

## Major Customer Ticket

### Use

The major customer ticket grants customers that reach a certain annual total turnover with the German Railroad a discount off the usual ticket price.

If your enterprise has a major customer ticket for the German Railroad, you can enter this customer number in the Customizing for Travel Management under *Travel Planning* → *Master Data* → *Control Parameters for Travel Planning* → *Define access parameters of user groups for German Railroad*.

This access parameter (*DB Customer Number*) is used to take the discount into consideration directly when carrying out the rail reservation via the *planning manager*.

---

**Rail Card**

## Rail Card

### Use

If the traveler has a rail card for the Deutsche Bahn AG (German railroad company), this data can be defined in the R/3 System and can then be automatically taken into consideration when reserving a train connection using the *planning manager*.

You enter these details in the [Infotype 0475 \(Customer Programs\) \[Page 58\]](#). Select the following data using the F4 input help:

*Provider category:* T

*Provider:* DB

*Customer program:* Rail card First or 2<sup>nd</sup> Class

*Customer number:* <Rail card number>



You do not have to enter the values for the customer program "Rail Card" in Customizing; they are defined as fixed values in the system.

## Displaying the Total Price of a Trip

### Use

Once you have queried and selected all the required travel services for a travel plan in the system, you can display the total price for the trip.

### Activities

To display the total price you must have opened a travel plan for editing.

1. In the [Travel Management \[Page 21\]](#) menu, choose *Travel Planning* → *Planning Manager*.
2. In the overview select a travel plan.
3. Choose  *Change* →  *Price*.

---

**Booking Travel Services**

## Booking Travel Services

### Use

Once you have chosen the required travel services you can book all the chosen items from a travel plan online via the connected reservation system.

Depending on the process model the booking can either be carried out decentralized by the traveler or the area secretary, or they can be carried out centrally by a travel agency or the internal travel center.

Note that the means of transport and accommodations selected in the travel plan can only be definitely booked for a certain time period. If, for example, only a limited number of seats are available for a flight this can not be guaranteed over a long period of time.

### Activities

To book the requests from a travel plan in the *Planning Manager* together, choose  *Book*.

A corresponding posting key (PNR) is created that can be uniquely identified by the connected reservation system and that can also be modified at a later date.



In Customizing you can specify that all the bookings made by a connected travel agency are to be automatically put in a processing queue for the ticket issue. In this case you do not need to request the ticket manually using the corresponding pushbutton. You make these settings in the Customizing for Travel Management, under *Travel Planning* → *Master Data* → *Control Parameters for Travel Planning* → [Define Queues for PNR Resubmission \[Ext.\]](#).

## Requesting Airline Tickets

### Use

You can inform the responsible travel agency directly from a travel plan that no more changes will be made to the chosen and booked flights and that the airline ticket can be issued.

The posting key (PNR) is transferred to the travel agency with the ticket request from the R/3 System, that is it is put in a queue for resubmission of the PNR previously defined in Customizing for *Travel Planning*.

For more information about setting the queues, see Customizing for *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → [Define Queues for PNR Resubmission \[Ext.\]](#).

You can only use this function if the appropriate settings have been made in Customizing for *Travel Planning*, under *Master Data* → *Control Parameters for Travel Planning* → [Define sales offices \[Ext.\]](#).

### Prerequisites

The flights have been booked (see [Booking Travel Services \[Page 94\]](#)).

### Activities

In the *Planning Manager*, choose  *Request ticket*. This pushbutton is only active once a travel plan has been booked.

## Canceling/Deleting Travel Services (Planning Manager)

## Canceling/Deleting Travel Services (Planning Manager)

### Use

Depending on the reservation status of the flights, hotel rooms, car rentals and rail trips you can cancel or simply delete items from the travel plan.

You can simply delete request items with the status *open*, that is, items for which you have not yet made an exact service selection or booking.

Once a travel service has been selected or booked you must cancel this and book/confirm the cancellation so that it can be transferred to the connected reservation system.

You can cancel car rental and flight reservations at any time, as long as no ticket has been issued. Only after a ticket has been issued can possible cancellation fees be incurred. You can find out about these from the responsible travel agency.

If you have opened a travel plan in editing mode, you will find information here about the cancellation and rebooking conditions of the travel services booked.

Travel service category	Cancellation/Rebooking conditions
Flight	<ol style="list-style-type: none"> <li>1. Choose  <i>Price</i> →  <i>Airfare</i>.</li> <li>2. Expand the required item with . The information relates to a cancellation made AFTER a ticket has been issued.)</li> </ol>
Hotel	<ol style="list-style-type: none"> <li>1. Select an item from the overview with a click.</li> <li>2. Choose  <i>Hotel information</i>.</li> </ol>

### Procedure

#### Deleting

To delete an open travel request from a travel plan:

1. Select the relevant detail window by clicking the request.
2. Choose  *Delete*.

#### Canceling

To cancel a selected (status *requested*) or booked (status *reserved* or *reserved and confirmed*) travel request:

1. Select the relevant detail window by clicking the request.
2. Choose  *Cancel*.
3. Confirm the cancellation with  *Book*.
4. To save the travel plan, choose .

The system automatically deletes the canceled travel request from the overview of request items in *Planning Manager*.



## Booking with Trip Template (QuickPlan)

# Booking with Trip Template (QuickPlan)

## Use

In *Planning Manager* you can use predefined trip templates (*QuickPlan*) to reduce the planning and posting process of recurring trips.

Trip templates contain - similar to document templates for Office documents - the basic data for a travel plan, such as a specific outbound and return flight for a destination visited frequently or regularly.

If you create a travel plan using a *QuickPlan* trip template as a reference, you only need to enter the respective trip date and then you can book the trip immediately. The "availability query" and "travel service selection" steps are skipped as this data is already specified in the trip template.

As a general rule, we recommend that you create trip templates for trips that a traveler makes frequently (such as weekly trips to a customer) or for trips made in one form or another by several travelers (such as trips to a trade fair).

As a rule expert users, who have the necessary authorization, create trip templates.

You can set up trip templates according to user group. Members of a user group then only see the trip templates that have been set up for their user group (for their travel profile).

## Prerequisites

The reservation system connected to *Travel Planning* must be the AMADEUS Global Travel Distribution System.

## Features

- You can create a travel plan with a reference, one that is based on a trip template defined in the R/3 System
- You can create a trip template to be used for future trips from a travel plan that has already been created and booked (you require special authorization for this, see below)

## Activities

Function	Activities:
----------	-------------

**Booking with Trip Template (QuickPlan)**

<p>Creating a travel plan using a trip template</p>	<ol style="list-style-type: none"> <li>1. In the SAP menu under <i>Accounting</i> → - <i>Financial Accounting</i> → <i>Travel Management</i> → <i>Travel planning</i>, call the <i>Planning manager</i>.</li> <li>2. Choose  <i>Create using QuickPlan</i>.</li> <li>3. In the dialog box that appears, select the required trip template.</li> <li>4. You can display details of the selected trip template using .</li> <li>5. Choose the selected trip template using .</li> <li>6. To book this travel plan, confirm the dialog box that appears.</li> <li>7. Enter data as required.</li> </ol>
<p>Store a travel plan as a trip template in the system</p>	<ol style="list-style-type: none"> <li>1. From the <i>Planning manager</i>, call a travel plan that does not lie in the past.</li> <li>2. Choose  <i>Save as QuickPlan</i>.</li> <li>3. Enter data as required.</li> </ol>

**Example**

Several employees of an enterprise travel regularly to the plant located near London. This trip is always to be made with the same flight (same flight number) in the same flight and booking class. You can define a trip template for this case in the system that already contains these specifications.

For their next trip to London the travelers choose in the *Planning Manager* the function *Create using QuickPlan*, choose the appropriate trip template, enter the current trip date and confirm the travel plan for booking. The system automatically carries out the required availability queries on the basis of the travel policy and then presents a fully prepared travel plan, which you can change to suit your needs or simply accept and book with a push of a button.

If one of the travel services defined in the trip template is not available, the flight request is copied to the travel plan with the status *open*. You can then query the availability of this flight manually, for which your travel profile is checked.

**Authorization for Creating a Trip Template**

You can assign the authorization to create trip templates via the authorization field AUTHC that is part of the travel planning authorization object (F\_TRAVL).

The value 'Q' in the authorization field AUTHC controls the authorization for creating trip templates.

**Booking with Trip Template (QuickPlan)**

You do not have to control this authorization via the single authorization profiles. Any user that has the authorization to work with the *Planning Manager* may use this function.

For more information about the authorization field AUTHC, see [authorization checks in Travel Planning \[Page 142\]](#).

## Travel Manager: Booking Travel Services

### Definition

The travel manager allows the comprehensive processing of travel requests, travel plans and travel expense reports (see [Travel Manager: Cross-Process Entry \[Page 23\]](#)).

The entry part *Booking flight/hotel/car rental*, which you use to query the availability of and then book these travel services online, is directed (as is the whole entry scenario) at the occasional user, such as the traveler himself and/or the department secretary.

**The following section describes how to enter travel plans using the travel manager.**

### Use

When you call the *Booking flight/hotel/car rental* link in the travel manager, you are already creating a new travel plan (see also [Creating a Travel Plan: Travel Manager \[Page 104\]](#)).

You can carry out the following functions:

- Checking the availability of flights, hotel rooms and car rentals
- Querying the best-price flight combinations for the whole trip
- Booking flights, hotel rooms and car rental online
- Canceling and possible rebooking of reserved services, should you need to make changes to a trip already planned
- Automatic flow of data into SAP *Travel Management*, should changes be made by the travel provider

If a [travel request \[Page 30\]](#) has already been created with the travel manager for this trip, the required data is automatically transferred to the travel plan.



If you have entered towns in the travel request that do not have their own [IATA location \[Ext.\]](#), check these towns in the travel plan and replace them with an existing IATA location where necessary.

### Integration

The system automatically creates the travel expenses statement belonging to a travel plan created. As soon as you book a travel service online in the reservation system and save the travel plan, a corresponding receipt for the travel service is created in Travel Expenses.



The receipt for a booked travel service is only created once. For cancellations or rebookings you have to update the receipt in the travel expense statement manually (see also [Travel Manager: Data Area "Expense Receipts" \[Page 254\]](#)).

You can also enter your travel expenses via the travel manager when you have returned from your trip.

Travel plans and their corresponding travel expense statements have the same trip number.



## Travel Plan

### Definition

The *Travel Plan* object forms the framework for all the actions in *Travel Planning*. In order to start price and availability queries and book travel services you must have created a travel plan for the relevant trip. General trip data, such as personnel number, destination and reason for the trip and the trip activity are stored in the travel plan.

Each travel plan is stored in the system with a trip number that identifies it uniquely, so that booked travel services can also be assigned uniquely. The assignment of the travel services is also used for the object-specific forwarding of the data to *Travel Expenses*. The travel plan thus has the same number as the trip to be settled.

To discover how to create a travel plan, see:

[Creating a Travel Plan \(Planning Manager\) \[Page 66\]](#)

[Creating a Travel Plan \(Travel Manager\) \[Page 104\]](#)

## Creating a Travel Plan: Travel Manager

## Creating a Travel Plan: Travel Manager

### Prerequisites

Before you can create a travel plan for a traveler, a valid personnel number must exist in the system for this traveler.



If you have entered towns in the travel request that do not have their own [IATA location \[Ext.\]](#), check these towns in the travel plan and replace them with an existing IATA location where necessary.

### Procedure

Direct start	Start via the travel manager
3. <a href="#">Travel Management [Page 21]</a> → <i>Plan trip</i>	4. <a href="#">Travel Management [Page 21]</a> → <i>Travel manager</i> → <i>Planning a business trip</i> .

2. Enter the personnel number of the traveler and choose *Continue*. The *Travel Plan: <Trip Number>, First Name Last Name of Traveler* screen appears.

3. Enter data as required.

The entries in the following data areas are optional:

- v. *Add. Destinations*: Enter the destinations of any additional trip segments that follow the first destination. The entries serve informational purposes only. They do not influence the subsequent reservation of the travel services.
- vi. *Trip advance*: If you require a trip advance, enter this here. The advance amount is converted into the expenses amount directly. The entry for the required advance is used as information for approval of the travel plan at a later date and forms the basis for the payment.

For more information about the settlement of trip advances, see [Scenarios for Entering Trip Advances \[Page 266\]](#).

- vii. *Alternative cost assignment for entire trip, if other than master CA*: If the costs of the trip are to be assigned to a different account assignment object, specify this here. This entry is also merely information used for the approval of the travel plan.

- viii. *Comments*: In this user-defined text field you can enter any additional comments to the trip. This can also provide important additional information for the approving superior.

4. One after another, expand the data areas for the travel services you require by choosing . In each area enter the time and location of the travel service, start an availability query and select a service.

5. Subsequently you can book all the travel requests in the travel plan at once.

The services you select are updated in the overview area on the left-hand side of the screen to form a chronological itinerary of the trip.

---

**Creating a Travel Plan: Travel Manager**

You can use this itinerary to navigate to the individual requests by clicking on the required item to select it. You can then edit the selected item in the right-hand screen area.

**See also:**

- [Selecting and Booking Available Flights \(Travel Manager\) \[Page 106\]](#)
- [Selecting and Booking Hotel Rooms \(Travel Manager\) \[Page 110\]](#)
- [Selecting and Booking Car Rentals \(Travel Manager\) \[Page 114\]](#)

Which travel service categories you can request depends on your user group.

You make the settings in the Customizing of R/3 *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → *Define user group-specific travel service categories*.

## Selecting and Booking Available Flights (Travel Manager)

## Selecting and Booking Available Flights (Travel Manager)

The procedure below describes the standard flight booking transaction. A single person must not necessarily carry out the individual steps. Who carries out which actions depends on the user authorization concept defined at your enterprise.

### Prerequisites

You belong to a [user group \[Ext.\]](#) that has been assigned the travel service category 'flight' (see also Customizing R/3 *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → [Define user group-specific travel service categories \[Ext.\]](#)).

### Procedure

You have chosen *Plan trip* or *Travel manager* → *Create travel plan* and are in the *Travel Plan: XXXXXXXX, <First Name Last Name>* screen.

1. Open the data area *Reserve flight* by choosing .
2. Enter the place of departure and destination. You can enter the name of a town or an IATA location abbreviation. The system only recognizes towns defined with an IATA location.
3. Enter the departure date.
4. You can enter a time. If you do not enter a time the system lists between 15 and 20 flight connections for the query.
5. In the *Destination/Departure* field you can determine whether the time entered should be the departure or destination time.
6. Choose  *Query*.

The *Flight Availability List* screen appears with all the free flight classes for available flight connections listed. The flight connections are listed according to priorities that were assigned in Customizing for R/3 *Travel Planning*. These priorities help ensure that the travel policy for your enterprise is abided by.



Display further details by choosing  *Flight information*. You can still not display the price.



To determine the price you must first **select all the flight connections you require** and then choose  *Airfare*.

7. Select the required flight class and choose *Continue*. You return to the *Create Travel Plan for <...>* overview. The status of the flights is set to *prereserved* for about 30 minutes. You have this amount of time to book the flights.
8. To view details of the travel request expand the overview area on the left-hand side of the screen.

To edit a flight request click the relevant request on the overview area on the left side.

---

**Selecting and Booking Available Flights (Travel Manager)****Seat**

You can also [select a seat \[Page 77\]](#) and reserve this.

**Additional flights**

To select additional flights (such as connecting or return flights), choose  *Flight* and repeat the procedure described above.

**Booking**

To book the selected flights, choose  *Confirm*.



If you want to book further travel services of the same or a different category, select these first and then book the whole trip at once. The pushbutton  *Book* books all the requested travel services for one trip. The system creates **one [booking record \(PNR\) \[Ext.\]](#)** for the whole trip in which the reservation data is transferred to the reservation system.

According to the settings in Customizing for *Travel Planning* (see *Define queues for the PNR resubmission*) the booking is put directly into the processing loop of the responsible travel agency.

**Canceling**

You can [cancel \[Page 116\]](#) a reserved flight.

## Selecting and Booking Best-Price Flight Connections (Travel Manager)

## Selecting and Booking Best-Price Flight Connections (Travel Manager)

### Use

Instead of the flight availability query you can also display the **best-price flight connections** for the whole trip. To do this, use the *Best-Price Flight* function. You can use the best-price query for single flights or when requesting several flights for a trip (this is where you see the advantage of the best-price query). The advantages of this query come from the fact that flight prices are influenced by a number of factors - there is no single fixed price per leg of flight. Influencing parameters are, for example:

- Outward and return flight
- Stopovers or round trips
- Days chosen for the trip
- Duration of stay

The *best-price* query determines the optimum price for the all the flights in a travel plan taking any special booking conditions for the individual flights into consideration.

When you use the *best-price* query you do not have to start an availability query for each individual flight. You are also guaranteed to find flights for which there is a price in the system. The determination of a price is a prerequisite for issuing the ticket to complete the booking process. This is usually carried out centrally by the appropriate travel center or travel agency.

### Prerequisites

You have activated the *Best-Price Flight* function in the Customizing of *Travel Planning* and determined which of the following strategies is to be considered for the best-price flight query:

- Flights must not agree with the [travel profile \[Ext.\]](#)
- Only flights that agree with the travel profile are displayed
- The best-price flight query can be made taking individual rules into consideration. These rules describe, for example, constellations of the factors *geographical area*, *airline* and *cabin class*.

To make the settings, refer to Customizing under:

- *Dialog and Planning Control* → *Travel Planning Control* → [Define price and availability strategies \[Ext.\]](#)
- *Trip Rules and Profiles* → *Travel Profiles* → [Specify settings for price-controlled availability query \[Ext.\]](#)

### Procedure

You have chosen *Plan trip* or *Travel manager* → *Create travel plan* and are in the *Travel Plan: XXXXXXXX, <First Name Last Name>* screen.

16. Open the data area *Reserve flight* by choosing .

**Selecting and Booking Best-Price Flight Connections (Travel Manager)**

17. Enter the place of departure and destination. You can enter the name of a town or an IATA location abbreviation. The system only recognizes towns defined with an IATA location.
18. Enter the departure date.
19. You can also enter a time for the outbound and return flight:
  - If you do **not** enter a time: The system determines the cheapest flight of the day.
  - If you enter a time: The system determines the cheapest flight for the time given, +/- 2 hours.
20. In the *Arrival/Departure* field you can determine whether the time entered should be the departure or arrival time.
21. Choose *Enter*.
22. If you require more flights for this trip, choose  *Flight* and repeat steps 2 through 6.
8. Once you have entered **all** your required flights, choose  *Best-Price Flight*.
  - The *Flight Recommendation* dialog box appears.
9. Select the required combination and chose *Continue*.

**Seat**

You can also select and reserve a seat. The procedure is the same as that described in the planning manager: [selecting a seat \[Page 77\]](#).

**Booking**

To book the selected flights, choose  *Confirm*.



If you want to book further travel services of the same or a different category, select these first and then book the whole trip at once. The pushbutton  *Book* books all the requested travel services for one trip. The system creates **one booking record (PNR) [Ext.]** for the whole trip in which the reservation data is transferred to the reservation system.

According to the settings in Customizing for *Travel Planning* (see *Define queues for the PNR resubmission*) the booking is put directly into the processing loop of the responsible travel agency.

**Canceling**

You can [cancel \[Page 116\]](#) a reserved flight.

## Selecting and Booking Hotel Rooms (Travel Manager)

# Selecting and Booking Hotel Rooms (Travel Manager)

The procedure below describes the standard hotel booking transaction. A single person must not necessarily carry out the individual steps. Who carries out which action depends on the authorizations of the individual user.

## Prerequisites

You belong to a [user group \[Ext.\]](#) that has been assigned the travel service category 'hotel' (see also Customizing R/3 *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → [Define user group-specific travel service categories \[Ext.\]](#)).

## Procedure

In the [Travel Management \[Page 21\]](#) initial menu, you have chosen *Travel manager* → *Create travel plan* or *Plan trip* and have entered the required data in the general data area of the travel plan in the view *Travel Plan: XXXXXXXX, <First Name Last Name>*.

For more information about editing the general data, see [Creating a Travel Plan: Travel Manager \[Page 104\]](#).

## Request Data

23. Open the data area *Reserve hotel* by choosing .
24. Enter the required location. You can enter the name of a town or an [IATA location \[Ext.\]](#) abbreviation. The system only recognizes towns defined with an IATA location.
25. Enter departure and arrival dates.
26. You can use the *Name*, *Hotel chain* and *Location* entries as search criteria for the available hotels query. You can enter several (partial) names in the *Name* field. The system then searches for all the hotels whose name contains one or more of these terms.
27. Before you carry out the available hotels query, you can change your hotel preferences (if you have already set up standard [hotel preferences \[Page 55\]](#)), or you can enter your preferences. To do this, choose  *Preferences*.

6. Choose  *Query*.

The *Hotel Availability: Hotel List* screen appears listing all the available hotels that meet the search criteria (if entered). If you did not enter any search criteria the system, due to its provider neutrality, selects approx. 30 available hotels at random.

If you want to extend the list, choose  *More hotels*.

If the results of the query appear in the *Hotel Availability: Hotel List (Hotel Catalog)* screen, then your enterprise has set up and activated a special hotel catalog with selected hotels.

If you want to check the availability of hotels that are not contained in the hotel catalog, choose *Standard query*.

5. Select the required provider.

## Selecting and Booking Hotel Rooms (Travel Manager)



You can display details for the selected hotel (such as address, location and conditions) by choosing  *Hotel information*. To return to the hotel list, choose *Continue*.

If a hotel has the symbol  this indicates that this hotel corresponds to the personal [hotel preferences \[Page 55\]](#) of the traveler.

6. Choose the selected hotel with *Continue*. A list of rooms appears. The rooms are sorted by rate.



If a room type has the symbol  this indicates that it corresponds to the personal [hotel preferences \[Page 55\]](#) of the traveler. You can display further details about the room types via the plus symbol and the beginning of the room line.

9. Select the required room type and choose *Continue*. You return to the *Create Travel Plan for <...>* overview. The queried hotels carry the status *requested* for a certain period of time and can be booked.
10. To edit the hotel request or display details, click on the appropriate request in the overview.

### Booking

To book the selected hotel rooms, choose  *Confirm*. Once the booking has been confirmed by the provider, the trip is updated automatically. The status of the individual travel requests is then set to *reserved and confirmed*.



If you want to book further travel services for this trip of the same or a different category, select these first and then book the whole trip at once. The pushbutton  *Book* books all the requested travel services for one trip.

### Canceling

You can [cancel \[Page 116\]](#) a reserved hotel room.

## Consideration of the Enterprise-Specific Hotel Catalog

# Consideration of the Enterprise-Specific Hotel Catalog

## Use

If your enterprise has come to special agreements with certain hotels or prefers particular hotels that should be taken into consideration when booking hotels, you can create a hotel catalog specific to your enterprise containing all such hotels.



We recommend for the *Hotel* sector, that you control the compliance with the travel policies stored in the travel planning system by maintaining a hotel catalog or simply by entering negotiated hotel rates. This has clear advantages over the control using a travel policy.

When you make an [availability query \[Ext.\]](#) a limited number of available providers (due to the neutrality of the connected reservation system AMADEUS towards providers) flows into the R/3 travel planning system. The selection is random. This could mean that none of the hotels are displayed that have been assigned highest priority in the [travel profile \[Ext.\]](#), even if they are available at the time of the query.

Using the hotel catalog eliminates this problem totally.

## Prerequisites

To activate the hotel catalog you need to make various settings in the Customizing for *Travel Planning*:

### Hotels and rates in the catalog:

- *Master Data* → *Travel Service Provider* → *Hotels* → [Define enterprise-specific hotel catalog \[Ext.\]](#)
- *Rates and Discounts* → *Enterprise-Specific Rate Agreements* → [Define enterprise-specific hotel catalog rates \[Ext.\]](#)

### Formulating the [travel profile \[Ext.\]](#) with catalog hotels:

- *Trip Rules and Profiles* → *Travel Profiles* → [Define assignment of travel profiles to hotel catalog items \[Ext.\]](#)

### Strategies for using the hotel catalog for the availability query:

- *Dialog and Planning Control* → *Travel Planning Control* → [Define price and availability strategies \[Ext.\]](#)

## Activities

You have [created a travel plan \[Page 66\]](#) and started an availability query for a hotel.

- If the hotel catalog is **activated** and the system finds available hotels for the given time period and location, you can also display the availability of hotels not contained in the enterprise-specific hotel catalog.

To do this, choose after the first query *Standard query* from the dialog box *Hotel Availability: Hotel List (Hotel Catalog)*.

---

**Consideration of the Enterprise-Specific Hotel Catalog**

- If the hotel catalog is activated (see also [Define price and availability strategies \[Ext.\]](#)) and the system can find **no** available catalog hotels for the given time period and location, a standard availability query is started automatically in the connected reservation system (not using the hotel catalog) and these results are displayed.

You do not need to start an additional query.

## Selecting and Booking Car Rentals (Travel Manager)

# Selecting and Booking Car Rentals (Travel Manager)

The procedure below describes the standard car rental booking transaction. A single person must not necessarily carry out the individual steps. Who carries out which action depends on the authorizations of the individual user.

## Prerequisites

You belong to a [user group \[Ext.\]](#) that has been assigned the travel service category 'car rental' (see also Customizing R/3 *Travel Planning* under *Master Data* → *Control Parameters for Travel Planning* → [Define user group-specific travel service categories \[Ext.\]](#)).

## Procedure

In the [Travel Management \[Page 21\]](#) initial menu, you have chosen *Travel manager* → *Create travel plan* or *Plan trip* and have entered the required data in the general data area of the travel plan in the view *Travel Plan: XXXXXXXX, <First Name Last Name>*.

For more information about editing the general data, see [Creating a Travel Plan: Travel Manager \[Page 104\]](#).

## Request Data

28. Open the data area *Reserve car rental* by choosing .

29. Enter the *Pickup* and *Dropoff locations*, *Date* and *Time* for the car rental.

You can enter the name of a town or an [IATA location \[Ext.\]](#) abbreviation. The system only recognizes towns defined with an IATA location.

30. The *Car rental provider*, *Pickup* and *Dropoff address* entries are optional and are used as search criteria for the car rental company availability query.

31. Before you start the car rental availability query you can change the car rental preferences of the traveler (if standard [car rental preferences \[Page 56\]](#) have already been set up in the master data) or you can enter these. To do this, choose  *Preferences*.

7. To view the available car rentals, choose  *Query*.

The *Car Rental Availability: Provider List* screen appears displaying a list of all the car rental companies available at the location(s) you entered.



If a provider has the symbol  this indicates that it corresponds to the personal car rental preferences of the traveler.

6. Select the required provider and choose *Enter*. The *Car Rental Availability: Vehicle List* screen appears.



You can display details about the rate basis and rate conditions for a selected vehicle by choosing  *Rate description*.

### Selecting and Booking Car Rentals (Travel Manager)

If a vehicle type has the symbol  this indicates that it corresponds to the personal car rental preferences of the traveler.

7. Select the required vehicle type and choose *Enter*.
8. You return to the *Create Travel Plan for <...>* overview. The queried car rentals carry the status *requested* for a certain period of time and can be booked.
9. To edit the car rental request or display details, click on the appropriate request in the overview.

#### Booking

To book the selected car rental, choose  *Confirm*.

Once the booking has been confirmed by the provider, the trip is updated automatically. The status of the individual travel requests is then set to *reserved and confirmed*.



If you want to book further travel services for this trip of the same or a different category, select these first and then book the whole trip at once. The pushbutton  *Book* books all the requested travel services for one trip.

#### Canceling

You can [cancel \[Page 116\]](#) a reserved car rental.

---

**Canceling/Deleting a Travel Service (Travel Manager)**

## Canceling/Deleting a Travel Service (Travel Manager)

### Use

Depending on the reservation status of the flights, hotel rooms, car rentals and rail trips you can cancel or simply delete items from the travel plan.

You can simply delete request items with the status *open*, that is, items for which you have not yet made an exact service selection or booking.

Once a travel service has been selected or booked you must cancel this and confirm the cancellation so that it can be transferred to the connected reservation system.

You can cancel car rental and flight reservations at any time, as long as no ticket has been issued. Only after a ticket has been issued can possible cancellation fees be incurred. You can find out about these from the responsible travel agency.

If you have opened a travel plan in editing mode, you will find information here about the cancellation and rebooking conditions of the travel services booked.

### Procedure

#### Deleting

To delete an open travel request from a travel plan:

1. Select the relevant detail window by clicking the request.
2. Choose  *Delete*.

#### Canceling

To cancel a selected (status *requested*) or booked (status *reserved* or *reserved and confirmed*) travel request:

1. Select the relevant detail window by clicking the request.
2. Choose  *Cancel*.
3. Confirm the cancellation with  *Confirm*.

To save the travel plan, choose .

The canceled travel service still appears in the list of requested travel services with the status *open*. If you want to use the same travel service for a different time period, simply enter the changed data and choose *Query* again.

## Displaying the Total Price of a Trip (Travel Manager)

### Use

Once you have queried and selected all the required travel services for a travel plan in the system, you can display the total price for the trip.

This function is available in the *Travel Manager* if the overview of the trip itinerary is hidden. You determine whether you want the overview area displayed or hidden in your [personal settings](#) [Page 26].

### Activities

To display the total price you must open a travel plan for editing:

1. In the [Travel Management \[Page 21\]](#) menu, choose *Travel Manager*.
2. Choose *List of all trips*.
3. Select a travel plan.
4. Choose  *Change*.
5. You can display the prices of all the travel services, including the total price, by choosing  *Price overview*.

If you are already processing a travel plan you only need to follow step 5.

---

**Synchronization between SAP Travel Planning and Connected Reservation System**

## Synchronization between SAP Travel Planning and Connected Reservation System

The SAP Travel Planning guarantees the comprehensive synchronization of travel plans in the SAP system with the respective current data from the connected reservation system. This covers both the online and the offline synchronization of data.

This synchronization is an important prerequisite for the consideration of modifications to posting records ([PNRs - Passenger Name Records \[Ext.\]](#)), that have been carried out externally - outside the SAP system. This is, for example, the case if the reservation of a flight on a waiting list is confirmed in the reservation system or if the traveler changes the booking at the airport directly. So that the SAP system always has the same status of data as the connected reservation system, the travel plans (the PNR) must be synchronized.

### Online Synchronization

An online synchronization is always carried out automatically each time a travel plan is called in the SAP system in editing mode, as this creates an up-to-date PNR. This form of synchronization has a processing limit. Three days after the end of the trip the PNR can no longer be called up in the reservation system. The PNR can also no longer be read in SAP Travel Planning and can only be called in display mode.

### Offline Synchronization

As the AMADEUS Global Travel Distribution reservation system is connected to SAP Travel Planning, the AMADEUS-specific function **AMADEUS Interface Record (AIR)** is available for **offline synchronization**.

The offline synchronization has the following advantages:

- **A constant synchronization of the PNR is guaranteed using AIR** A renewed call of the travel plan to trigger the synchronization with the data in the reservation system is no longer necessary.
- **Using the AIR it does not matter that a PNR can not be called in the connected reservation system after three days have elapsed.** There are thus no time restrictions for the synchronization of a travel plan.
- **There is no authorization problem for bookings created externally:** If a PNR has been created for an employee by a sales office unknown to the SAP system (that is, external to the SAP system, such as a travel agency) the SAP Travel Planning sales office does not have the authorization to read/edit this booking. A travel plan can not be created from such a booking. This authorization problem does not exist for the AIR offline synchronization if the SAP Travel Planning sales office is stored in a FC element in the externally created PNR.
  - ⇒ **The SAP Travel Planning data allows an accurate reporting.** As information about the externally created or externally modified bookings can be included, the SAP Travel Planning reporting data is comprehensive and reliable.

---

## Synchronization between SAP Travel Planning and Connected Reservation System

### Prerequisites

#### Software prerequisites

To carry out the AIR import, you must install the AMADEUS **ProPrinter**<sup>®</sup> function. This software is available free of charge via the Internet or is delivered (also free of charge) with the installation of the AMADEUS Gateway software. The **ProPrinter**<sup>®</sup> must be installed on the same server as the RFC server.

For more information about the contact to the **SAP & AMADEUS Competence Center**, see the SAP Library under *Financials* → *Financial Accounting (FI)* → *Travel Management* → *Travel Planning* → [Technical Prerequisites for Travel Planning \[Page 40\]](#).

#### Customizing prerequisites

The **AIR (AMADEUS Interface Record)** is created based on a ticket: Once a ticket has been issued, the reservation system sends the AIR to the **sales office** that created the travel plan and therefore also the PNR. An up-to-date AIR containing the necessary price and travel information is created each time the PNR is modified.



You specify the sales offices in the Customizing for Travel Management under *Travel Planning* → *Master Data* → *Control Parameters for Travel Planning* → [Define API access parameters \[Ext.\]](#).

If an office ID is stored in the *Sales office (Settlement)* field, the system takes this as the relevant SAP Travel Planning sales office.

If no entry exists in this field, the system identifies the office ID in the *Sales office (Booking)* field as the correct sales office.

If there is no entry in this field either, an offline synchronization of externally created bookings is **not** possible in SAP Travel Planning. In this case only external modifications of the PNR can be processed in the SAP system.

## Import and Processing

## Import and Processing

### Use

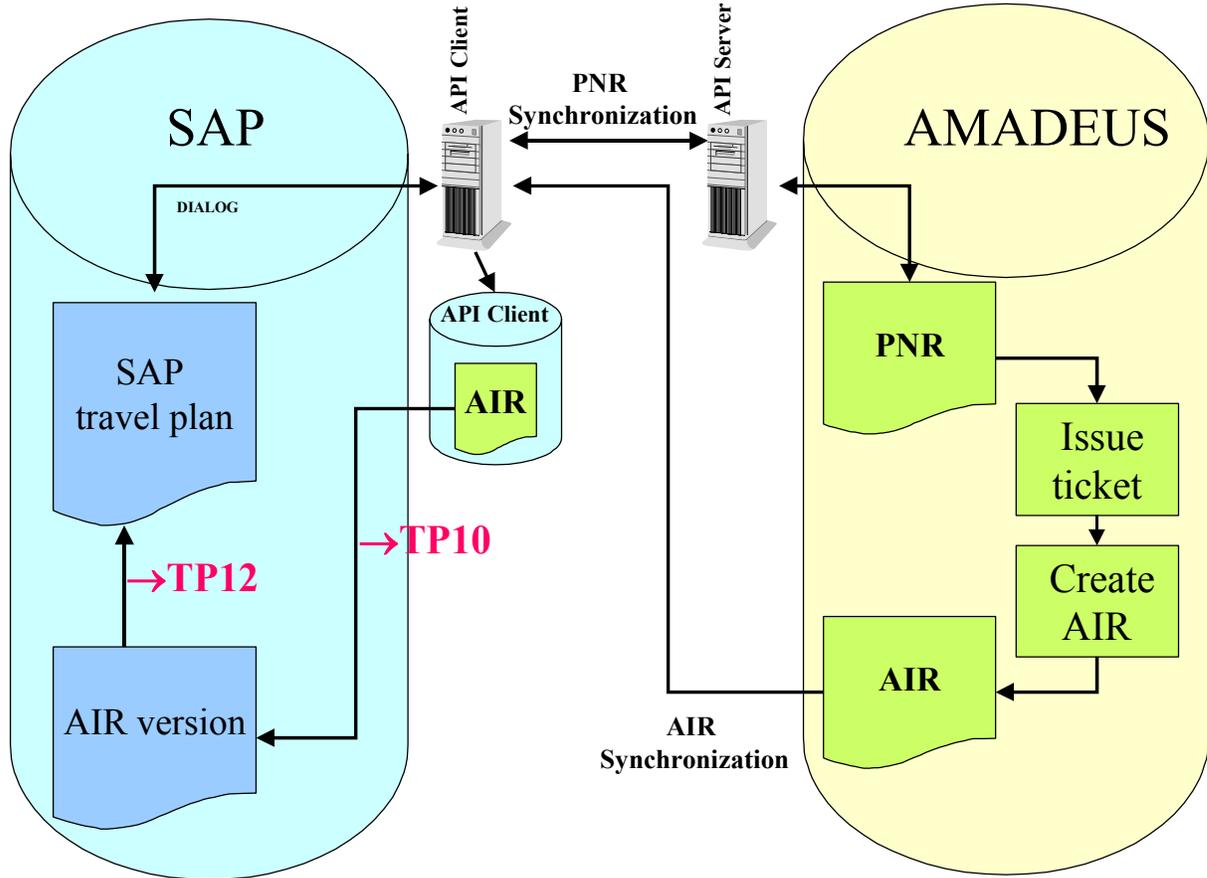
The synchronization of the travel plans in the SAP system with the externally modified data is achieved via the import and processing of AIRs (AMADEUS Interface Record). In the AIRs the currently up-to-date reservation and settlement data from the reservation is communicated to the SAP system (see [Synchronization between SAP Travel Planning and Connected Reservation System \[Page 118\]](#)).

The AIRs are stored in the AMADEUS Gateway. The AIRs are stored as files on the local PC via the **ProPrinter**<sup>®</sup> program that receives the AIRs sent by the reservation system. From there the AIRs can be imported into the SAP system for further processing.

Two transactions are available for this (you can not call these transactions from the menu):

Transaction code	Function
TP10	<p>Imports the AIRs from the directory created on the server by <b>ProPrinter</b><sup>®</sup> into the SAP system.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>the import of <b>all</b> AIRs into the SAP system</li> <li>the <b>automatic</b> processing of the AIRs that can be <b>unambiguously</b> assigned to a travel plan (that is, for which the system can determine an exact personnel number and/or trip number)</li> </ul> <p>See also <a href="#">Importing AIRs (TP10). [Page 123]</a></p>
TP12	<p>Processes the AIRs that could not be unambiguously assigned during the import. These include, for example, bookings created externally to the SAP system (PNRs), as a travel plan must first be created for these in SAP Travel Planning.</p> <p>See also <a href="#">Processing AIRs and Updating Travel Plans (TP12) [Page 125]</a></p>

The following graphic illustrates the points in the synchronization flow where the two transactions TP10 and TP12 occur.



### Prerequisites

The data required for an exact identification of an AIR to a travel plan is the **personnel number** of the traveler and, for an external modification of a booking created in the SAP system, the **trip number**.



If a **travel plan was created in the SAP system**, this information is automatically contained in the PNR. During the synchronization activity the travel plan identified correspondingly is updated with new data.

If a **travel plan was created outside the SAP system**, then certain data must be specified in the PNR during the external creation so that the SAP system can process the AIR that belongs to it.

For this the address of the processing sales office must be specified in the PNR via an FC element. This is set up in the Customizing for SAP Travel Planning and is connected to the **ProPrinter®**.

The personnel number can be determined using one of the following methods:

**Import and Processing**

- The traveler's personnel number can be stored in his "customer profile" in the AMADEUS system. The information from the "customer profile" is automatically sent with a traveler's booking.
- If the personnel number is not stored in the AMADEUS "customer profile", it is determined using the name of the traveler specified in the PNR. After importing the AIR the SAP system checks which employee corresponds to the name specified in the PNR and determines the corresponding personnel number.

## Importing AIRs (TP10)

### Use

The transaction TP10 *Synchronization of Travel Plans via AMADEUS Interface Records (AIR)* imports the AIRs from the directory created on the server by **ProPrinter**<sup>®</sup> into the SAP system.

This transaction also automatically processes the AIRs that can be directly assigned to a SAP travel plan (because they could be identified unambiguously via personnel and trip number).

### Unambiguous identification of AIRs

An unambiguous identification is possible for AIRs that relate to a booking created with SAP Travel Planning and that was just modified externally. For bookings created externally to the SAP system (PNRs) the personnel number can be sent in the PNR, via the "customer profile" stored in the AMADEUS system, so that a booking created externally can also be immediately identified and processed automatically. The important thing is that the trip number and/or the personnel number of the traveler is known in the AIR.



### Exception

This automatic processing of AIRs does not take place if the travel plan to be updated is locked at the time of the import. This would be the case if a travel plan was, for example, called for editing.

For the AIRs that can not be unambiguously processed and integrated in a travel plan, you must start the processing manually using transaction TP12.

### Successful processing of AIRs

An AIR that has been processed successfully does not appear in the list of AIRs to be processed in TP12.

For more information about the processing status of an AIR see [Displaying Success of AIR Processing \[Page 127\]](#).

The AIRs that could be processed are deleted from the SAP database automatically. In the AIR directory created by **ProPrinter**<sup>®</sup> on the API server these AIRs are moved from the directory of AIRs to be processed to a backup directory automatically.

### Procedure

1. Create a batch job that will carry out the import of AIRs using TP10, for example, every night.
2. Start transaction TP12.

Here you see a list of the AIRs that could not be identified and processed during the import. You now have to process these AIRs manually ([TP12 \[Page 125\]](#)).

### Result

You have imported all the AIRs from the **ProPrinter**<sup>®</sup> directory into the SAP system. The AIRs that could be identified were processed automatically and the corresponding travel plans updated. You have to process the AIRs that could not be identified manually using TP12.

Importing AIRs (TP10)

## Processing AIRs and Updating Travel Plans (TP12)

### Use

You can use the transaction TP12 *Synchronization of Travel Plans* (RFARHT12) to start the manual processing of the AIRs that could not be unambiguously identified during the import.



The responsible travel manager should process the AIRs using this transaction. **Under no circumstances** should a batch job be used to process these AIRs.

The following data is required for the identification of the AIR and, if it is available in the AIR, it is displayed in the list:

- AIR number
- PNR code
- Trip number
- Personnel number
- Name of passenger (does not necessarily correspond to the employee name)
- Date
- Flight segment (only if a flight exists in the booking)

### Prerequisites

To process AIRs using transaction TP12 you must first have imported them into the SAP system ([Importing AIRs \(TP10\) \[Page 123\]](#)).

### Features

We recommend that you carry out the functions for processing AIRs (functions 1 to 3) in the following order:

	Function	Description
1.	All with PERNR: 	Starts the processing of all AIRs for which the <i>Personnel number</i> field is filled.
2.	Processing of AIR: 	Starts the processing for all the selected AIRs. The system checks whether the required parameters travel plan, trip number and PNR can be assigned correctly. AIRs that could not be processed are subsequently colored red.

## Processing AIRs and Updating Travel Plans (TP12)

3.	<i>Processing of AIR (manually):</i> 	<p>Is used to manually assign a selected AIR to a particular trip number or personnel number.</p> <p>You should only choose this function if neither the personnel number nor the trip number is known for an AIR and the system can not associate the name specified in the AIR with an existing employee due to an incorrect or international spelling (such as with passenger name "Bennet" and employee name "Bennett").</p> <p>If, in the dialog box that appears, you only choose a personnel number, and no trip number, the system creates a new trip in SAP Travel Management.</p>
4.	<i>Select:</i> 	Selects individual AIRs so that you can edit these later with a particular processing function or so that they can be deleted.
5.	<i>Delete:</i> 	Deletes the selected AIRs. → Deleted AIRs are colored light beige. When you exit the transaction these AIRs are automatically deleted from the SAP database.
6.	<i>Information:</i> 	Displays the analysis information for a selected AIR.



If you have any incorrect entries after carrying out all these processing possibilities, report them using an OSS message to the SAP Travel Management support, *Travel Planning* area (FI-TV-PL).

**See also:**

[Displaying Success of AIR Processing \[Page 127\]](#)

## Displaying Success of AIR Processing

### Use

After you have started processing AIRs manually in transaction T12 (see [Processing AIRs and Updating Travel Plans \(TP12\) \[Page 125\]](#)), the success statuses of the processing are highlighted in color in the list and given a status message.

#### Success Statuses

Color	Status message	Meaning
Dark green	CREATED	<ul style="list-style-type: none"> <li>Processing was <b>successful</b></li> <li>An <b>existing</b> travel plan was updated</li> <li>AIR will be deleted from the SAP database</li> </ul>
Light green	UPDATED	<ul style="list-style-type: none"> <li>Processing was <b>successful</b></li> <li>A <b>new</b> travel plan was created</li> <li>AIR will be deleted from the SAP database</li> </ul>
Red	NO TRIP or OVERLAP	<ul style="list-style-type: none"> <li>Processing was <b>not successful</b></li> <li>AIR remains in the database</li> </ul>
Light beige	--	<ul style="list-style-type: none"> <li>You have deleted this AIR</li> </ul>

When you exit the transaction these AIRs are automatically deleted from the SAP database. In the AIR directory created by *ProPrinter*<sup>®</sup> on the API server these AIRs are moved from the directory of AIRs to be processed to a backup directory automatically.

### Activities

Check for possible errors.

Error	Activities:
No personnel number can be associated with the AIR	Delete the entry
Personnel number and trip number exist, but the PNR of the AIR does not correspond to the PNR of the travel plan in the SAP system	<p>Decide whether the PNR contains the relevant booking.</p> <p>If the PNR in the existing travel plan is correct, delete the AIR in the list display of TP12.</p> <p>If the PNR in the AIR entry in TP12 is the correct version, delete the travel plan in the SAP system and restart the processing of the AIR in TP12.</p>

---

**Approval Process in Travel Planning**

## Approval Process in Travel Planning

### Purpose

You can approve a travel plan in two ways:

- manually in the entry transactions of Travel Planning
- supported by SAP Business Workflow<sup>®</sup>

If you want to use *SAP Business Workflow*, *Travel Management* supports the approval process with a reference approval procedure that you can adapt to suit your company's requirements at any time.

For more information about the approval of a travel plan with SAP Business Workflow<sup>®</sup> see the SAP Library under *Basic Components* → *Business Management (BC-BMT)* → *SAP Business Workflow (BC-BMT-WFM)* → *Reference Documentation* → *BC - Workflow Scenarios in Applications* → *FI -Financial Accounting: Workflow Scenarios* OR *PA - Personnel Management: Workflow Scenarios* → [Workflow Scenarios in Travel Management \(FI-TV\) \[Ext.\]](#).

### Prerequisites

The person who wants to approve a travel plan needs special authorization. For more information, see [Authorization Checks in Travel Planning \[Page 142\]](#).

### Process Flow

Approval via SAP Business Workflow	Approval via entry scenarios
------------------------------------	------------------------------

Approval Process in Travel Planning

<p>The travel planning data is entered in the system by the <a href="#">traveler [Ext.]</a> or a <a href="#">travel assistant [Ext.]</a></p> <p>The traveler's superior approves the travel plan. This determined by the system automatically based on the maintained structural organization.</p> <p>The superior can approve the travel plan, return it to the traveler for correction or reject it.</p> <p>When the superior has approved the travel plan the traveler is informed of this via an automatically generated mail. The booking record is put in a processing queue of the connected travel agency.</p> <p>If a correction is necessary the superior appends a message to this effect to the workflow. The employee receives a work item with this attachment. When the work item is executed the transaction to change the travel plan is started.</p> <p>If the travel plan is rejected the superior enters a message that the traveler receives as a mail. The booking is then canceled.</p>	<p>The travel plan can also be approved directly in the entry transaction. The superior calls the appropriate travel plan in the entry transaction and carries out the <i>Approve</i> function.</p>
<p>This scenario strongly supports the decentralized trip entry model. This is supported by the <a href="#">Roles Concept in Travel Management [Page 22]</a>.</p> <p>The advantage is that it connects all persons who are involved in approval directly via the SAP System.</p>	

**See also:**

[Approval via Entry Transactions \[Page 130\]](#)

[Approval Status of a Travel Plan \[Page 131\]](#)

## Approval via Entry Transactions

## Approval via Entry Transactions

### Use

You can approve travel plans manually via the entry transactions in Travel Planning. To approve travel plans you require the corresponding authorization (see also [Authorization Checks in Travel Planning \[Page 142\]](#)).

The traveler can see in the respective entry transactions by the approval status in the overview of his trips, which travel plans have been approved or rejected.

### Procedure

#### Planning manager

Task	Activities:
Travel plans can be <ul style="list-style-type: none"> <li>• approved</li> <li>• rejected</li> </ul>	<ol style="list-style-type: none"> <li>1. Call the <i>Planning manager</i>.</li> <li>2. In the overview table, select a travel plan.</li> <li>3. Choose <i>Travel plan</i> → <i>Approve</i>.</li> <li>4. On the popup that appears decide whether you want to <i>approve</i> or <i>reject</i> the travel plan.</li> </ol>

#### Travel manager

Task	Activities:
Travel plans can be <ul style="list-style-type: none"> <li>• approved</li> </ul>	<ol style="list-style-type: none"> <li>1. Call the <i>Travel manager</i>.</li> <li>2. Position the cursor in the overview area (on the left-hand side or can be called up via <i>List of all trips</i>) on a travel plan.</li> <li>3. Choose <i>Change</i>.</li> <li>4. Choose <i>Travel plan</i> → <i>Approve</i>.</li> </ol>

#### See also:

[Approval Status of a Travel Plan \[Page 131\]](#)

## Approval Status of a Travel Plan

The approval status of a travel plan is displayed in the respective overview screens of the *Planning Manager* and *Travel Manager*.

The following statuses are defined for the approval process:

Status	Meaning
open	The superior responsible has not yet processed the trip.
approved	The superior has approved the trip.
rejected	The superior has rejected the trip.

## Travel Planning Information System

### Use

The information system in R/3 Travel Planning aids travel managers in enterprises to fulfill their tasks, such as checking the trip destinations, routes, transportation selected and the providers. Data concerning business volumes attained certain travel service providers can also be used as an effective basis for negotiation during talks with appropriate providers about rate agreements.

Using filters in the reports you can select whether purely data from travel services actually reserved flow into the provider-specific reports or whether open or requested travel plan items are also to be included.

You do **not** need to make additional settings in Customizing in order to use travel planning data for reports.

### Integration

Within the R/3 System you can also use the reports from *Travel Expenses* from the [Manager's Desktop \[Ext.\]](#) in HR *Personnel Management*.

You can also use the data from *Travel Expenses* in *Business Information Warehouse* (BW). For more information, see in the SAP Library under BW System.

### Features

The information system in R/3 *Travel Planning* includes the following reports:

- Flights
  - Hierarchical overview of flights by airline carrier
  - Overview of flights by airline carrier
  - Overview of flights by place
  - Ticket information for flights
- Hotels
  - Business volume with hotel chains (hierarchical)
  - Business volume with hotel chains
  - Business volume by hotel location
- Car rental
  - Business volume with car rental companies
  - Business volume by rental locations
- General reports
  - Overview of planned trips



---

**Travel Planning Information System**

For more information, in the call screen of the respective report choose *Help* → *Application help*.

**Activities**

From the SAP Easy Access menu, call the R/3 *Travel Planning* information system as follows:

*Accounting* → *Financial Accounting* → *Travel Management* → *Travel planning* → *Information system*

or

*Human Resources* → *Travel Management* → *Travel planning* → *Information system*.

**See also:**

To discover how you set up your own, enterprise-specific reports in the form of queries, see the DAP Library under [Creating and Changing Queries \[Ext.\]](#).

---

**Customizing**

## Customizing

This chapter contains additional information, complementing the Implementation Guide (IMG) documentation.

You should still read the IMG documentation, which you will find in the SAP Reference IMG under *Financial Accounting* → *Travel Management* → *Travel Planning*.

To call the SAP Reference IMG from the SAP Easy Access Menu, choose *Tools* → *AcceleratedSAP* → *Customizing* → *Project Management*.

## Airfare Rates and Discounts

---

## Processing Routings

# Processing Routings

## Use

The **routing** function allows you to define certain itineraries for which an enterprise-specific airfare rate or discount is to apply.

## Integration

During a price query the system will now, together with the relevant Customizing settings, take the rates or discounts for the defined routes into consideration.

## Prerequisites

You are in the view *Change Negotiated Airfare Rates* or *Change Discount Agreements for Flights* and have entered all required data.

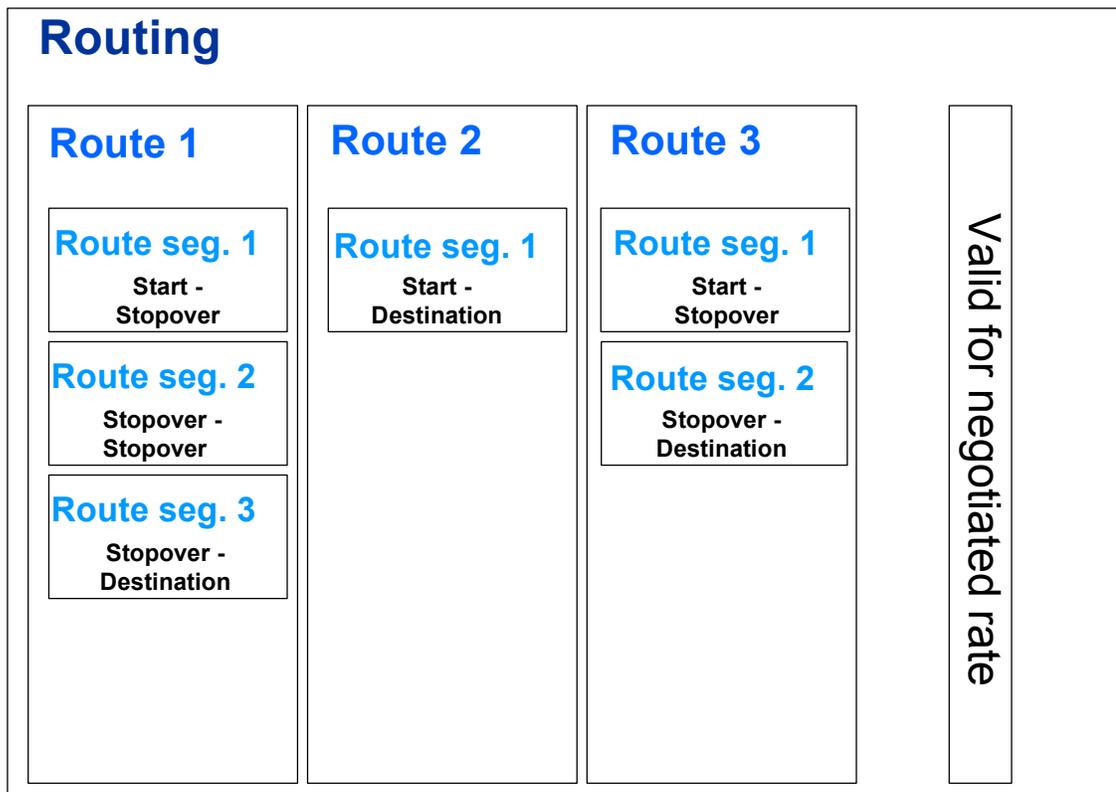
## Features

You can use this function to **create**, **display** or **delete** routings.

### Components of a routing

A routing is made up of **routes**. You can define a routing variant by determining several alternative routes for which same negotiated rate or discount applies.

A route is made up of either a direct route (non-stop flight) or several individual succeeding **route segments** (transit flight). Route segments cover, for example, route sections such as start - stopover, stopover - stopover or stopover - destination.



**Determinants of a route segment**

- Start location
- Airline provider
- Booking class
- Destination location

You can assign these determinants several entries for each route segment. You will find the required data in the collective agreement.

**Activities**

You can create a new routing or change an existing one using the pushbutton *Edit* next to the *Routing* field.

A number is not displayed in the *Routing* field until you have created a routing using the pushbutton *Edit* and have assigned this routing the rate or discount.

To access the *Overview of Routings* directly, for example, in order to delete a routing, use the transaction code TP40.

## Processing Routings

### Example

An enterprise has negotiated a special airfare rate for the Hamburg-Sydney route with Swissair. This rate applies only for the route Hamburg-Zurich-Singapore-Sydney and Hamburg-Geneva-Bangkok-Sydney, not for any other available flight connections.

You can therefore define two possible routes for the special rate routing.

Route	Route segments	Provider	Class
1	Hamburg-Zurich	Swissair (SR) / Lufthansa (LH)	H / B
	Zurich-Singapore	Swissair (SR)	M / H / B
	Singapore-Sydney	Qantas (QF) / Ansett (AN)	Y
2	Hamburg-Geneva	Swissair (SR) / Lufthansa (LH)	H / B
	Geneva-Bangkok	Swissair (SR)	M / H / B
	Bangkok-Sydney	Qantas (QF)	Y / L

For each route segment you must enter the booking classes laid down in the agreement, start and destination locations and the provider. You can make several entries.

### See also:

Creating Routings

Changing Routings

## Creating Routings

### Prerequisites

You are in the view *Change Negotiated Airfare Rates* or *Change Discount Agreements for Flights* and have entered all required data.

You call these views in Customizing for Travel Management under

- *Travel Planning* → *Rates and Discounts* → *Enterprise-Specific Rate Agreements* → *Define allowed entries for enterprise-specific airfare rates*
- *Travel Planning* → *Rates and Discounts* → *Define enterprise-specific airfare discounts*

### Procedure

1. Next to the *Routing* field, choose *Edit*. The *Overview of Routings* screen appears.
2. Choose *Routing* → *Create*. The *Routes* screen appears.
3. If you have called this view directly using transaction code TP40 rather than via Customizing, you have to enter the *Routing provider* manually.

Now create the routing segment by segment

4. In the *Current route segment* screen area enter the following data using the pushbutton *List*:
  - a. Start location
  - b. Possible provider for the respective route segment
  - c. Possible booking class
  - d. Destination location

You can assign more than one entry to each field.



If the route segment currently being processed is the **last (or only) segment**, confirm this with *Close route*. The route is now closed.

If the route segment currently being processed is **not the last segment**, choose *Transfer route segment* and repeat step 4 for all further route segments. The *From* field of the new route segment is automatically prepopulated with the value of the *To* field from the preceding route segment.

Once you have entered the last route segment, choose *Close route*.

5. Each time you close a route another tab page appears to enter an alternative route. You can enter up to **12 alternative** routes using the procedure described.
6. When you have finished creating routes choose *Copy routing*. You return to the *Overview of Routings* screen. The routing you have just created now appears in the overview.
7. Save your entries.
8. To assign the defined rate or discount to the selected routing, choose *Choose routing*.

---

**Creating Routings****Result**

You have created the flight routings as per agreement for a certain enterprise-specific, negotiated rate or discount. During a price query the system will now, together with the relevant Customizing settings, take the rates for the defined routes into consideration.

## Deleting Routings

### Use

You can delete routings no longer required individually.

### Prerequisites

Routings can only be deleted if there is no rate or discount assigned to it.

### Procedure

You are in the *Overview of Routings* screen. You access this screen via the transaction TP40 or via Travel Planning Customizing (see [Processing Routings \[Page 136\]](#)).

Select the routing to be deleted.

Choose *Routing* → *Delete*.

### Result

The routing is deleted from the system.

## Authorization Checks in Travel Planning

# Authorization Checks in Travel Planning

## Definition

The authorization check for accessing objects in Travel Planning corresponds to the general SAP authorization checks.

The term [authorization object \[Ext.\]](#) is of fundamental importance for the SAP authorization check. An authorization object is a list with a maximum of ten [authorization fields \[Ext.\]](#). The authorization objects are listed in table TOBJ.

All of the authorization fields existing in any authorization object are defined with their attributes in table AUTHA in the repository.

An **authorization** for an authorization object is an assignment of values to the object's fields.

Several authorizations for an object can be collected in one composite profile.

For more information about authorizations and the profile generator see the SAP Library under *Basic Components* → *Computing Center Management System (BC-CCM)* → *Users and Authorizations*.

## Authorization object *Travel Planning* (F\_TRAVL)

This authorization object is used for the authorization check in Travel Planning.

When you call Travel Planning a check is first made as to whether you at least have reading authorization (authorization level R). If this is the case a more detailed authorization check is carried out in the transaction.



Note that the values specified for the individual fields do not generally include other values. This means that if you want to assign the authorization levels 'R' and 'W', you must specify each value specifically.

The authorization object contains the following fields:

Name of authorization field	Meaning of field
AUTHC	Authorization level
AUTHP	Personnel number check
BUKRS	Company code
KOSTL	Cost center
PERSA	Personnel area
PERSG	Employee group
PERSK	Employee subgroup
PTZUO	Employee grouping for Travel Management
VDSK1	Organizational key

The values of the AUTHC and AUTHP are explained in more detail in the following section *Values of the individual authorization fields*.

**Authorization Checks in Travel Planning**

The values for the authorization fields [BUKRS \[Ext.\]](#), [KOSTL \[Ext.\]](#), [PERSA \[Ext.\]](#), [PERSG \[Ext.\]](#), [PERSK \[Ext.\]](#) and VDSK1 originate from Infotype 0001 (*organizational assignment*), the value for the field PTZUO is filled from the specifications Infotype 0017 (*travel privileges*).

For more information about authorizations see the SAP Library under *Basic Components* → *Computing Center Management System (BC-CCM)* → *Users and Authorizations* → *Profile Generator: Generating Profiles Automatically*.

**Values of the individual authorization fields:**

**The authorization field AUTHC**

In the components *HR* and *Travel Management (FI-TV)* the *authorization level* is defined using the field AUTHC. The following *authorization level* values are possible:

Value	Authorization for
R	Read (display travel plans)
W	Maintain SAP data (create/change travel plans)
A	Approve travel plans
B	Book in connected reservation system
C	Book approved trips in connected reservation system
Q	<a href="#">Create trip templates [Page 98]</a>
*	All operations



You can only specify the values 'W', 'A', 'B' and 'C' together with 'R' and you must specify the value 'Q' together with 'R' and 'W'.

**The authorization field AUTHP**

In the field AUTHP the value for the personnel number check must be defined.

Value	Authorization for
O	Own personnel number only
E	All personnel numbers except own
*	All personnel numbers

If the authorizations in the AUTHP field have the value 'O' or 'E', the assignment user name/personnel number must be defined in the HR Infotype [0105 \(communication\) \[Ext.\]](#), subtype 0001 (system user name SAP system).

**Example of the values for the authorization field AUTHP:**

- The value **O** reproduces a **decentralized concept**. Users with this value can only carry out processing for their own personnel numbers.
- The value **E** reproduces the **department office** concept that processes a **decentral** department's trip data, but processes the data for this department **centrally**. Users with this value can process for all personnel numbers for the department except their own.

---

**Authorization Checks in Travel Planning**

- The value '\*' reproduces a **centralized concept**. Users with this value can process trip data for all personnel numbers.



Assign the required authorizations for all the other fields as well.

In the case of the value 'O' you should, for the sake of simplicity, enter '\*' in the employee's organizational assignment fields (that is, all the fields except AUTHC) so that you do not have to change the authorization values manually in the case of an organizational change, for example.

## Travel Expenses (FI-TV-COS)

## Travel Expenses

# Travel Expenses

## Purpose

In Travel Expenses the travel expenses incurred by employees taking business trips can be settled simply and efficiently. The process of reimbursement to the employee has also been improved.

Depending on the organization model of your company the expense receipts are entered, checked and settled centrally by the employees in the expenses department or (in the decentralized model) the travelers enter the data themselves with a central monitoring of the trip facts.

Thus, according to the individual demands of your tasks structure or your country specifications, the employees can choose from different entry scenarios.

## Integration

You can

- Post incurred travel expenses correctly via integration to **R/3 Financial Accounting** (FI)
- Clear them according to the allocation-by-cause principle in **R/3 Controlling** (CO)
- Calculate resulting taxes in **R/3 Payroll** (HR)

The travel expense transfer amounts can be reimbursed to the employee via *Financial Accounting* (FI), *Payroll* (HR), or via data medium exchange.

Within the *Travel Expenses* process, *Travel Management* refers to master data in **R/3 Personnel Administration** (HR) (see [personnel master data for travel expenses \[Page 189\]](#)).

To aid the approval process Travel Expenses is connected to the **SAP Business Workflow** component (see [approval via SAP Business Workflow \[Page 321\]](#)).

## Country and Industry Versions

The standard Travel Expenses version of R/3 *Travel Management* include a great number of different country versions for which the statutory trip regulations and statutory per diem and maximum rates are stored in the R/3 System.

Thus the R/3 *Travel Management* supports all the legally admissible settlement methods of these countries as standard via its own [trip provision variant \[Ext.\]](#).

R/3 *Travel Management* also provides special country versions for processing trips made in the Public Sector. For the Public Sector in Germany versions are available for all 16 federal states.

For more information, see [country and industry versions of Travel Expenses \[Page 436\]](#).

## Employee Self Service: Travel Management

The Employee Self Service (ESS): *Travel Management* was developed to enable the decentralized entry of trip facts by the travelers themselves. Using ESS the travelers can both request and plan their trip and enter the relevant data in a travel expense report after taking a trip online (see [ESS/IACs in Travel Management \[Page 552\]](#)).

**See also:**

[The Overall Process of Travel Management \[Page 17\]](#)

[Trip Fact Entry \(Travel Expenses\) \[Page 198\]](#)

---

## The Travel Expenses Process

# The Travel Expenses Process

## Purpose

You can use the R/3 Travel Expenses application to carry out all the travel expense activities involved in a business trip. The aim of this process is the complete and integrated administration of travel expenses from the entry through to correct taxation in *Payroll* (HR), correct posting in *Financial Accounting* (FI), and clearing in *Controlling* (CO) or *Funds Management* (FI-FM) according to the allocation-by-cause principle.

## Process Flow

The *Travel Expenses* process occurs once the trip has taken place and can be used either together with or separately from *R/3 Travel Planning*. When using *Travel Expenses* in combination with *R/3 Travel Planning* the Travel Planning data is prepared appropriately and transferred to Travel Expenses

The following gives an example of the process flow in decentralized organization in which the traveler represents the central figure. Other forms of organization are, of course, also conceivable. For more information, see also [roles in Travel Management \[Page 22\]](#).

### Travel request

See [the overall process of Travel Management \[Page 17\]](#).

### Travel expenses

1. After the trip has been taken, the traveler completes his or her **travel expense report**, including all necessary data and documents. The system takes all the statutory and enterprise-specific specifications stored in Customizing into consideration and checks the consistency of the entries with these specifications.

See also: [travel expenses \[Page 146\]](#), [trip fact entry \(travel expenses\) \[Page 198\]](#).

2. The expenses department checks the travel expense report and the original documents and receipts. Now the travel expense report is sent to the superior for **approval**, who can then release it for settlement.

See also: [approval of trips \[Page 319\]](#).

14. As soon as approval is granted, the trip is settled in the R/3 System: On the basis of the trip provisions set for the relevant traveler, the system determines the travel expense results, especially the amount for reimbursement. To determine the reimbursement amount, you can choose between per diem/flat rate reimbursement and reimbursement according to individual receipts for meals, accommodations and travel costs; for all other categories, reimbursement on the basis of individual receipts must be used.

See also: [settling trips \[Page 332\]](#).

4. The travel expense results are prepared to suit the **method of payment** chosen and made available to the corresponding components (Financial Accounting, Payroll, Controlling, Funds Management) with the appropriate additional information.

See also: [transfer to Accounting \[Page 343\]](#), [transfer to HR Payroll \[Page 377\]](#), [transfer to data medium exchange \(DME\) \[Page 369\]](#).

---

**The Travel Expenses Process**

5. The **payment of reimbursement amounts** can now take place as follows:

- By check
- Via Payroll
- Via Financial Accounting
- By bank transfer to the employee's bank account (via DME)

The travel expense results are always, however, transferred for posting to Financial Accounting. Transfer of amounts to Controlling takes place via Financial Accounting.

6. The traveler receives a **travel expense statement** with the relevant trip data and the corresponding settlement results.

See also: [forms for travel expenses statements \[Page 336\]](#).

### **Possible Follow-On Activities**

If a planned trip, for which an advance has been paid, does not take place, or if the travel expense report for a trip, for which an advance has been paid, is rejected, then the trip advance has to be canceled. The trip advance is reclaimed and the amount to be canceled is transferred to Financial Accounting.

If for a trip that has been taken and settled, for which a reimbursement was paid, the travel expense report is then subsequently rejected, the travel expense report has to be canceled. The reimbursement amount is reclaimed and the travel expenses to be canceled are transferred to Financial Accounting and the necessity for retroactive accounting transferred to Payroll.

The employee receives a statement containing the relevant facts and the corresponding settlement results for the canceled trip.

### **Result**

A single, complete record of the facts of a business trip has been made in the R/3 System. The R/3 System has settled the travel expenses incurred by the trip and forwarded them for further processing to Financial Accounting, Controlling, Funds Management and, if necessary, to Payroll.

### **See also**

For more information on the interactive process of Travel Management, see the relevant ASAP documentation.

---

**Choose Travel Expenses**

## Choose Travel Expenses

### Use

You can call Travel Expenses from the SAP Easy Access menu in two ways:

#### **Procedure for Accounting:**

- Choose *Accounting* → *Financial Accounting* → *Travel Management* → *Travel Expenses*.

#### **Procedure for Human Resources:**

- Choose *Human Resources* → *Travel Management* → *Travel Expenses*.

## Employee Trip

### Definition

An employee trip is a business trip taken by an employee. A business trip is an employee's change of location, including the trip to and from another location, due to a temporary external activity.

### Use

The employee trip is used for planning, account assignments and settlement of the travel expenses incurred as a result of an external activity.

### Structure

An employee trip consists of the following parts:

[Trip data: \[Page 184\]](#) facts about a trip (such as miles traveled, accommodations costs, etc.) that are relevant for settlement of travel expenses or serve documentary purposes

[Travel expense assignments: \[Page 282\]](#) can be specified for an employee trip or for individual trip facts

**The travel expense results and the trip transfer amount:** are created by R/3 Travel Expenses on the basis of the trip data.

[Trip status: \[Page 163\]](#) indicates the state of the trip and helps to control the permissibility of certain business transactions

### Integration

A business trip can have its cause, for example, in *Personnel Development* (HR) or *Shift Planning* (HR). You can forward the settlement results produced by *Travel Expenses* for proper posting to *Financial Accounting* (FI) and to *Payroll Accounting* (HR) for tax calculation.

You can reimburse the trip transfer amount to the employee via *Financial Accounting* (FI), *Payroll Accounting* (HR), or via data medium exchange.

You can forward the trip costs assignment specifications for internal cost accounting to *Controlling* (CO) or for cash budget management to *Funds Management* (FM).

---

**Create Employee Trip**

## Create Employee Trip

### Use

The main goal of Travel Management is the settlement, posting and reimbursement of travel expenses. First, you have to enter the trip facts in the R/3 System so the system can determine and calculate the travel expenses. All of the trip facts for a business trip are saved in the database under an employee trip.

To do this you have to **create** an employee trip via an [entry scenario \[Page 180\]](#).

### Prerequisites

In order to create an employee trip for somebody, you have to have maintained the [HR master data \[Page 189\]](#) (Infotypes) for this person required when using Travel Expenses. In particular, the Infotype *Travel Privileges* (0017) must exist.

### Activities

Each employee trip is uniquely defined by the personnel number and a trip number. First you enter the relevant personnel number. Depending on the system settings, either you (external number assignment) or the system (internal number assignment) assigns the trip number. Then you enter the trip facts and save the employee trip. You can not use this function for mass processing.

#### See also:

[Entry Scenario: Travel Manager \[Page 215\]](#)

[Entry Scenario: Travel Expense Manager \[Page 200\]](#)

[Entry Scenario: Travel Calendar \[Page 220\]](#)

[Entry Scenario: Weekly Report \[Page 232\]](#)

[Entry Scenario: Trip Advances \[Page 245\]](#)

[Entry Scenario: Create Trip \(Expert\) \[Page 248\]](#)

## Change Employee Trip

### Use

As a rule, you have to add to the trip data after completing a trip. As a part of the approval procedure, the expenses department or a superior may also ask you to change your trip data. Changes made to an employee trip signify changes in the [trip facts \[Page 184\]](#).

You can change an existing employee trip by using an [entry scenario \[Page 180\]](#).

### Prerequisites

To change an employee trip, you must have special authorization that is controlled via the [authorization object for Travel Expenses \[Page 546\]](#).

### Features

Changing an employee trip includes:

- Changing trip data that has already been recorded
- Deleting trip data that has already been recorded
- Adding new trip data

You can not use this function for mass processing.

#### See also:

[Change Trip \(Travel Expense Manager\) \[Page 205\]](#)

[Change Weekly Report \[Page 236\]](#)

---

**Display Employee Trip**

## Display Employee Trip

### Use

You want to view the facts of an employee trip without making any changes. You can do this via an [entry scenario \[Page 181\]](#).

### Features

You can view all of the facts for an employee trip that can be entered in dialog. You can not change these trip facts. You do not have to save the employee trip to exit the function. You can not use this function for mass processing.

#### See also:

[Display Trip \(Travel Expense Manager\) \[Page 206\]](#)

[Display Weekly Report \[Page 237\]](#)

## Copy Employee Trip

### Use

If you, for example, travel regularly once every two weeks to the same customer or plant, except for the trip duration, the trip data is practically identical. Or, if a group of employees takes the same business trip, the trip data is almost identical here, too. In such cases, it is easier to copy employee trips.

You can copy an existing employee trip using the entry scenario [travel expense manager](#) [Page 200] .

### Features

**For all organizational forms of trip data entry:**

You can easily copy trips that take place repeatedly for **one single personnel number**. After you have copied the employee trip, you have to adapt all trip data to correspond with the trip duration. You cannot save the employee trip in the database until you have done so.

**For central trip data entry:** You can copy employee trips **from one personnel number to another** to quickly record group trips.

You can not use any of these functions for mass processing.

**See also:**

[Copy Trip \(Travel Expense Manager\)](#) [Page 207]

[Copy Trips between Different Personnel Numbers\(Travel Expense Manager\)](#) [Page 208]

---

**Print Employee Trip**

## Print Employee Trip

### Use

You can view the settlement results for an employee trip in the system at any time. The system uses the [standard form \[Page 336\]](#) to display them. You can print the standard form for an employee trip via an [entry scenario \[Page 180\]](#) or by [calling the appropriate report \[Page 338\]](#).

### Prerequisites

You have to approve and settle the employee trip first.

### Features

The function can only print employee trips that have at least the trip status *approved*, *settled*. You can only print one employee trip at a time. You can not use this function for mass processing.

#### See also:

[Print Trip via Travel Expense Manager \[Page 210\]](#)

[Print Weekly Report \[Page 238\]](#)

## Employee Trip Deletion

### Use

It may sometimes be necessary to delete an employee trip. For example, if the trip planned using R/3 Travel Planning is not realized. Under certain conditions, it is possible for you to delete such employee trips from the database using this function.

### Prerequisites

You can only delete employee trips that fulfill the following conditions:

- The employee trip does not contain any paid advances
- The employee trip does not contain any paid receipts
- The employee trip does not have a travel plan with the status reserved or reserved and confirmed, in other words the travel services may not have been booked in the reservation system already

You can **not** use this function to delete employee trips that have already been transferred to Accounting. You can only [cancel \[Page 158\]](#) such employee trips to reverse settlement results.

### Features

When you delete an employee trip the current version of the trip in the database is deleted.



If several sub-objects exist for an employee trip (travel request from *Travel Manager*, travel plan or travel expense report), you can only delete the entire trip with all the sub-objects. You can not delete the sub-objects individually.

If you have already transferred the employee trip, the system only deletes the last version of the employee trip. Earlier versions of the employee trip are not deleted from the database. In this way, the system guarantees that trips that have already been posted are available for revision in accordance with statutory requirements.

You can **not** use this function for mass processing.

## Employee Trip Cancellation

### Use

If employee trips exist in the system that are no longer intended for further processing (for example, unapproved travel requests, trips that were not taken), the question arises as to whether they should remain stored in the database. If you have not yet settled or posted an employee trip but want to keep it in the system for documentary reasons, you should cancel the trip.

However, employee trips that you have already settled and posted can no longer be deleted from the system. To reverse posting and payment, you can cancel employee trips.

You can use this function to cancel an employee trip in the system.

### Integration

Canceled employee trips that have never been posted, can be [deleted \[Page 157\]](#) from the database at any time.

### Features

Posted employee trips that you cancel are included again in the next settlement run by the system. This run is necessary for the required adjustment postings in financial accounting and the possible retroactive accounting runs in payroll accounting.

## Display Employee Trip Corrections

### Use

Even if you have already transferred an employee trip, you can still change it again. For quick, central re-approval it is, for example, only necessary to check the corrections.

Via a [trip entry scenario \[Page 180\]](#) , you can display the corrections that have been made to an employee trip.

### Features

The system displays all corrections in the employee trip. It shows you a direct comparison of the old value and the new value. Changes are, however, only recorded as corrections if they take place after posting of settlement results. You can not use this function for mass processing.

### See also

[Display Corrections via Travel Expense Manager \[Page 211\]](#)

[Display Corrections via Weekly Report \[Page 239\]](#)

---

**Simulation of Employee Trip Settlement**

## Simulation of Employee Trip Settlement

### Use

When checking and approving travel requests and business trips that have already been taken, it is helpful to know the travel expenses to be expected. The exact travel expenses for an employee trip can not be determined until after the trip has been settled. However, settlement can not take place until after approval.

To obtain an overview of the expected travel expenses, you can use this function to simulate the travel expense results using a [trip entry scenario \[Page 180\]](#).

### Features

On the basis of the trip facts, the system determines the settlement results. It displays the trip facts and the transfer amount for the employee trip via the standard form. The system does not save the settlement results in the database.

You can **not** use this function for mass processing.

#### See also:

[Simulate Travel Expenses via Travel Expense Manager \[Page 212\]](#)

[Simulate Travel Expenses via Weekly Report \[Page 240\]](#)

## Employee Trip Approval

### Use

The system can only settle employee trips that you have approved for settlement. The following options are available to you for this purpose:

- Approval of exactly one individual trip via a [trip entry scenario \[Page 180\]](#)
- Approval of one or more trips via the [approval program \[Page 323\]](#)
- Approval of one trip via [SAP Business Workflow \[Page 321\]](#) (if integrated)

### Integration

If you only want to approve one employee trip via a trip entry scenario, you can simulate the [results of the employee trip \[Page 160\]](#) first. This gives you an overview of the travel expenses to be expected.

---

**Employee Trip Settlement**

## Employee Trip Settlement

### Use

The actual travel expenses for an employee trip are determined by the system in Travel Expenses. To settle employee trips, you have the following options:

- Settlement of exactly one individual trip via a [trip entry scenario \[Page 180\]](#)
- Settlement of one or more trips via the [travel expenses program \[Page 332\]](#)

### Prerequisites

You have to approve the employee trips for settlement first.

### Features

On the basis of the trip facts, the system determines the settlement results. It displays the trip facts and the transfer amount for the employee trip via the standard form. Unlike in [simulation of employee trip settlement \[Page 160\]](#), the system saves the settlement results that are determined in the database.

## Trip Status

### Definition

The trip status of an employee trip characterizes the current phase of its entire life cycle.

### Use

The trip status determines whether different individual business procedures are permitted or not and is thus a part of the process control of R/3 Travel Management.

### Structure

For each employee trip, six statuses are stored in the database. You can set two statuses manually when you record and approve employee trips; four statuses are set by the system.

The following table gives you an overview of the different statuses:

Statuses Set by the System	Statuses That You Can Set Manually
	Approval status
	Settlement status
Printing status of an employee trip	
Transfer status to data medium exchange	
Transfer status to accounting	
Transfer status to payroll accounting	

### Approval status

The approval status reflects the chronological phases of processing. A trip can go through six approval stages (processing phases):

- *Request entered*
- *Request approved*
- *Request on hold (missing documents)*

You can only assign this status using the [approval program \[Page 323\]](#).

## Trip Status

- *Trip completed*
- *Trip approved*
- *Trip on hold (missing documents)*

You can only assign this status using the [approval program \[Page 323\]](#).

## Settlement status

The settlement status indicates whether the system is going to settle an employee trip in the next settlement run. There are the following settlement statuses:

- *Open*

**You** can set this status. The system does not include the employee trip in the next settlement run because relevant facts are still missing.
- *To be settled*

**You** can set this status. The system includes the employee trip in the next settlement run, provided the approval status allows this to be done.
- *Settled*

**The system** assigns this status. The system **does not** include the employee trip in the next settlement run. This status releases the settlement results for transfer to accounting, data medium exchange or payroll accounting.
- *Canceled*

**The system** assigns this status. The system includes the employee trip in the next settlement run in order to make any necessary adjustment postings in financial accounting and retroactive accounting in payroll accounting possible.

## Further statuses

You can find an overview of all statuses and their significance for process control in the [trip status directory \[Page 165\]](#).

### See also:

[Trip Status Assignment \[Page 174\]](#)

## Trip Status Directory

The following overview illustrates the different trip statuses and the form in which trip status is stored in the field string STATU in cluster TE on database PCL1.

### Trip status sequence in the STATU field string in cluster TE

Position	Name	Technical Name	Meaning
1	Print	STATU-DRUCK	Print Indicator
2	Request	STATU-ANTRG	Approval status
3	Settlement	STATU-ABREC	Settlement status
4	TRANS.PAY	STATU-UEBLG	Transfer status to Payroll
5	TRANS.FI	STATU-UEBRF	Transfer status for Financial Accounting
6	TRANS.DME	STATU-UEBDT	Transfer status for data medium exchange

In positions 4 to 6 there can be either exactly one entry or no entry at all.

### Characteristics of print indicator

#### Print indicator (STATU-DRUCK)

Characteristic	Meaning
1	Not yet printed
2	Printed, but subsequently changed
3	Printed

### Characteristics of approval status

#### Approval status (STATU-ANTRG)

Characteristic	Meaning
1	Request entered
2	Request approved
3	Trip completed
4	Trip approved

**Trip Status Directory**

5	Request on hold (missing documents)
6	Trip on hold (missing documents)

**Characteristics of settlement status****Settlement status (STATU-ABREC)**

Characteristic	Meaning
0	Open
1	To be settled
2	Settled
3	Canceled

**Characteristics of transfer status to Payroll****Transfer status (STATU-UEBLG) for Payroll**

Characteristic	Meaning
Space	Not paid via Payroll
1	Paid via Payroll
2	Payment via Payroll canceled
3	Cancellation of payment via Payroll taken into consideration

**Characteristics of transfer status  
for Financial Accounting****Transfer status (STATU-UEBRF) for Financial Accounting**

Characteristic	Meaning
Space	Not posted in Financial Accounting
1	Posted in Financial Accounting
2	Posting in Financial Accounting canceled
3	Cancellation posted in Financial Accounting

### Characteristics of transfer status for data medium exchange

#### Transfer status (STATU-UEBDT) for data medium exchange

Characteristic	Meaning
Space	Not paid via data medium
1	Paid via data medium
2	Payment via data medium exchange canceled
3	Cancellation of payment via data medium taken into consideration

### Useful combinations of settlement status with transfer status for Payroll, Financial Accounting and DME

In processing of travel expenses only certain combinations of settlement status values (STATU-ABREC) and transfer status values (STATU-UEBRF, STATU-UEBLG and STATU-UEBDT) are usable.

STATU-ABREC	STATU-UEBRF	STATU-UEBLG	STATU-UEBDT
0	Space	Space	Space
1	Space	Space	Space
2	Space	Space	Space
2	1	1	1
3	Space	Space	Space
3	2	2	2
3	3	3	3

### Changes in trip status and FI transfer status in dialog

If a trip is saved in dialog, the values for settlement and FI transfer status are changed. Sometimes a new version of the trip (sequential number from 99 down) may also be created in the database to make adjustment postings possible.

#### Case 1: Settlement status is set to open

Old Status		New version is created		New Status
STATU-ABREC	STATU-UEBRF		STATU-ABREC	STATU-UEBRF
New trip			0	Space
0	Space		0	Space

**Trip Status Directory**

1	Space		0	Space
2	Space		0	Space
2	1	Yes	0	Space
3	Space		0	Space
3	2		0	Space
3	3	Yes	0	Space

**Case 2: Settlement status is set to *to be settled***

Old Status		New version is created		New Status
STATU-ABREC	STATU-UEBRF		STATU-ABREC	STATU-UEBRF
New trip			2	Space
0	Space		2	Space
1	Space		2	Space
2	Space		2	Space
2	1	Yes	2	Space
3	Space		2	Space
3	2		2	Space
3	3	Yes	2	Space

**Case 3: Settlement status is set to *canceled***

Old Status		New version is created		New Status
STATU-ABREC	STATU-UEBRF		STATU-ABREC	STATU-UEBRF
New trip			3	Space
0	Space		3	Space
1	Space		3	Space
2	Space		3	Space
2	1	Yes	3	2
3	Space		3	Space
3	2		3	2
3	3	Yes	3	Space

**Changes in trip status and payroll transfer status in dialog**

If a trip is saved in dialog, the values of the settlement status and the payroll transfer status change. Sometimes a new version of the trip (sequential number from 99 down) may also be created in the database to make adjustment postings possible.

**Case 1: Settlement status is set to open**

<u>Old Status</u>	<u>New version is created</u>	<u>New Status</u>		
STATU-ABREC	STATU-UEBLG		STATU-ABREC	STATU-UEBLG
New trip		0	Space	
0	Space		0	Space
1	Space		0	Space
2	Space		0	Space
2	1	Yes	0	Space
3	Space		0	Space
3	2		0	Space
3	3	Yes	0	Space

**Case 2: Settlement status is set to to be settled**

<u>Old Status</u>	<u>New version is created</u>	<u>New Status</u>		
STATU-ABREC	STATU-UEBLG		STATU-ABREC	STATU-UEBLG
New trip		1	Space	
0	Space		1	Space
1	Space		1	Space
2	Space		1	Space
2	1	Yes	1	Space
3	Space		1	Space
3	2		1	Space
3	3	Yes	1	Space

**Case 3: Settlement status is set to canceled**

<u>Old Status</u>	<u>New version is created</u>	<u>New Status</u>

**Trip Status Directory**

STATU-ABREC	STATU-UEBLG		STATU-ABREC	STATU-UEBLG
New trip		3	Space	
0	Space		3	Space
1	Space		3	Space
2	Space		3	Space
2	1	Yes	3	2
3	Space		3	Space
3	2		3	2
3	3	Yes	3	Space

**Changes in trip status and DME transfer status in dialog**

If a trip is saved in dialog, the values for settlement status and DME transfer status are changed. Sometimes a new version of the trip (sequential number from 99 down) may also be created in the database to make adjustment postings possible.

**Case 1: Settlement status is set to open**

Old Status	New version is created	New Status		
STATU-ABREC	STATU-UEBDT		STATU-ABREC	STATU-UEBDT
New trip		0	Space	
0	Space		0	Space
1	Space		0	Space
2	Space		0	Space
2	1	Yes	0	Space
3	Space		0	Space
3	2		0	Space
3	3	Yes	0	Space

**Case 2: Settlement status is set to to be settled**

Old Status	New version is created	New Status		
STATU-ABREC	STATU-UEBDT		STATU-ABREC	STATU-UEBDT
New trip		1	Space	

**Trip Status Directory**

0	Space		1	Space
1	Space		1	Space
2	Space		1	Space
2	1	Yes	1	Space
3	Space		1	Space
3	2		1	Space
3	3	Yes	1	Space

**Case 3: Settlement status is set to canceled**

Old Status	New version is created	New Status		
STATU-ABREC	STATU-UEBDT		STATU-ABREC	STATU-UEBDT
New trip		3	Space	
0	Space		3	Space
1	Space		3	Space
2	Space		3	Space
2	1	Yes	3	2
3	Space		3	Space
3	2		3	2
3	3	Yes	3	Space

**Changes in print indicator when a trip is saved in dialog**

If a trip is saved in dialog, the print indicator (STATU-DRUCK) value also changes.

Print Indicator	
Old Status	New Status
New trip	1
1	1
2	2
3	2

**Trip Status Directory**

**Change in settlement status during settlement of trips**

After settlement, the settlement status (STATU-ABREC) value also changes.

Settlement status	
Old Status	New Status
1	2
3	3

**Change in print indicator when trips are printed via the travel expenses standard form or the summarized forms**

After printing, the value of the print indicator (STATU-DRUCK) changes.

Print Indicator	
Old Status	New Status
1	3
2	3

**Changes in settlement status and transfer status after posting to Payroll**

If a trip is posted to Payroll, the settlement status (STATU-ABREC) and the transfer status (STATU-UEBLG) change.

Old Status	New Status		
STATU-ABREC	STATU-UEBLG	STATU-ABREC	STATU-UEBLG
2	Space	2	1
2	1	2	1
3		3	3
3	2	3	3
3	3	3	3

**Changes in settlement status and transfer status after posting to Financial Accounting**

If a trip is posted to Financial Accounting, the settlement status (STATU-ABREC) and the transfer status (STATU-UEBRF) change.

Old Status	New Status		
<u>STATU-ABREC</u>	<u>STATU-UEBRF</u>	<u>STATU-ABREC</u>	<u>STATU-UEBRF</u>
2	Space	2	1
3	Space	3	3
3	2	3	3

**Changes in settlement status and transfer status after posting with DME**

If a trip is posted via data medium exchange, the settlement status (STATU-ABREC) and the transfer status (STATU-UEBDT) change.

Old Status	New Status		
<u>STATU-ABREC</u>	<u>STATU-UEBDT</u>	<u>STATU-ABREC</u>	<u>STATU-UEBDT</u>
2	Space	2	1
3	Space	3	3
3	2	3	3

## Trip Status Assignment

## Trip Status Assignment

### Use

Via *Trip status assignment*, you define which of the business procedures within the recording, approval and settlement process are allowed for the relevant trip.

You can use this function to set the **approval status** and the **settlement status** of a trip.

### Integration

The assignment of a trip status is a prerequisite for saving the trip. Whether you have to do this assignment manually or whether it is set by the system automatically depends on the settings in feature TRVPA.

For more information, read the IMG documentation [Setting up Feature TRVPA for Travel Expenses Parameters \[Ext.\]](#) and the documentation on feature TRVPA (in feature maintenance, choose *Goto → Documentation*).

### Features

You can use the function *Assign trip status* to initially assign, check or change the trip status for a trip. The trip statuses you are allowed to set depends on your [authorizations \[Page 546\]](#) (authorization field AUTHS: 'Status new' when trip is saved). The first time you save a trip, there is a trip status in the system as a default value which you can change depending on your authorizations. If you save the trip again, the system uses the last trip status stored in the database as a default value.

You can set default values in Customizing for Travel Management under *Travel Expenses → Dialog and Travel Expenses Control → Dialog Control → Define schema and individual field control*.

### Activities

Entry scenario	Procedure
<i>Travel Manager</i>	You have called a trip in change mode. <ol style="list-style-type: none"> <li>1. Choose  <i>Trip status</i>.</li> <li>2. Set the relevant status values.</li> <li>3. Choose  and save your entries.</li> </ol>

Trip Status Assignment

<p><i>Travel Expense Manager and Weekly Report</i></p>	<p>You have called a trip in change mode.</p> <ol style="list-style-type: none"> <li>1. Choose  <i>Trip status</i>.</li> <li>2. Set the relevant status values.</li> <li>3. Save your entries or return to trip editing via  and save the trip after completing all entries.</li> </ol>
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## History

# History

## Use

Every time an employee trip is saved, the system saves the following to the database:

- The user who saved the trip
- The date and time at which the trip was saved
- The [trip status \[Page 163\]](#) with which the trip was saved

You can display the overall list of all of the data records in the database for a selected trip via the *History* function.

## Features

The history lists all of the changes in the trip status of an employee trip. It does not document the extent to which the trip data has been changed between data records.

### See also

[Display History \[Page 177\]](#)

## Display History

### Procedure

Entry scenario	Procedure
<i>Travel Manager</i> (TRIP)	<ol style="list-style-type: none"> <li>1. Select the relevant trip and choose  <i>Change</i>.</li> <li>2. Choose  (<i>Entry and settlement history</i>). The <i>Trip data maintain or display: History</i> screen appears.</li> </ol>
<i>Travel Expense Manager</i> (PR05)	<ol style="list-style-type: none"> <li>1. Select the relevant trip and choose  (<i>Change</i>) or  (<i>Display</i>).</li> <li>2. Choose  (<i>Entry and settlement history</i>). The <i>Trip data maintain or display: History</i> screen appears.</li> </ol>
<i>Travel calendar</i> (PR02)	<ol style="list-style-type: none"> <li>1. Position the cursor on a field of the relevant trip.</li> <li>2. Choose  (<i>Entry and settlement history</i>). The <i>Trip data maintain or display: History</i> screen appears.</li> </ol>
<i>Weekly report</i> (PR04)	<ol style="list-style-type: none"> <li>3. Position the cursor on the relevant weekly report and choose  (<i>Change</i>) or  (<i>Display</i>).</li> <li>4. Choose  (<i>Entry and settlement history</i>). The <i>Trip data maintain or display: History</i> screen appears.</li> </ol>

### Result

The system shows the history of the trip status for the selected trip.

## Trip Schema

# Trip Schema

## Definition

The trip schema determines the entry dialog for [employee trips \[Page 151\]](#).

## Use

The trip schema controls the entry process within the framework of trip facts entry. It determines, among other things, the entry functions that you can perform in dialog and the entry fields that are displayed.

You can simplify the travel expenses entry process for the users in your enterprise using the trip schema. For each trip schema certain entry masks are available and certain fields can be hidden or prepopulated with certain values.

You can specify settings for different user groups for each trip schema. Employees in the expense department, for example, see different fields when entering trip facts than the employees who enter their travel expense data themselves.

You define a trip schema in Customizing for Travel Management under

- *Travel Expenses → Dialog and Travel Expenses Control → Dialog Control → Define schema and individual field control*
- *Travel Expenses → Dialog and Travel Expenses Control → Dialog Control → Store default values for dialog*

## Structure

The trip schema consists, among others, of the following parameters:

### Trip Type

The trip schema controls, among other things, whether you (external number assignment) or the system (internal number assignment) specify the trip numbers for employee trips. The trip type in the trip schema also defines whether a domestic or a foreign trip is being dealt with.

### Default values

Furthermore, you can set default values in the trip schema for global trip facts that you can, however, change in dialog. These include, for example, the trip country, trip region or the trip activity type.

### Permissibility of entry functions

The trip schema determines which additional entry functions for trip facts you can perform during the entry process.

## Integration

The trip schema is closely connected with the employee trip and the [trip entry type \[Page 180\]](#).

## Change Trip Schema

### Use

To control the entry process for a trip, the system needs a trip schema. If several trip schemas have been defined for an entry scenario and you chose the wrong trip schema when you started the trip facts entry function, you can simply change the trip schema. You can do this either while you are entering the trip facts for the first time or once data entry is finished and you have saved the trip. You do not need to delete the trip or reenter it.

Changing trip schemas can, however, lead to a partial loss of trip facts. Trip facts are always lost if the trip schemas allow different supplementary entry functions to be used, such as *receipts*, *miles/kms* or *additional destinations*.

### Procedure

1. In the SAP Easy Access menu, choose *Accounting* → *Financial Accounting* → [Travel Management \[Page 21\]](#).
2. Choose *Travel Manager* or *Travel Expenses* → *Travel Expense Manager*.
3. Select the trip you would like to change.
4. Choose  *Change*.
5. Choose *Extras* → *Change in trip schema*.

The *Choose Trip Schema* dialog box appears.

6. Choose the relevant trip schema.
7. Confirm with .

The system informs you as to whether or not the change in trip schema will lead to a loss of data.

8. To perform the trip schema change, confirm this information with .
9. To save the trip, choose .

### Result

The system has changed the trip schema in dialog and adapted the entry screen to the new trip schema. To store the trip schema change in the database, you must save the trip.

## Trip Entry Scenario

### Definition

A trip entry scenario is a scenario for [trip fact entry \[Page 198\]](#)

### Use

To fulfill the many different requirements for entering employee trips and at the same time maintain a high degree of flexibility in the entry process, *Travel Management* offers you entry scenarios. Each can be considered an entry framework with fixed initial and final steps. The entry functions can be performed within the trip entry scenarios. You decide the frequency and the order of succession for performing the functions.

### Structure

Each trip entry scenario has a characteristic initial screen and a fixed final save process. The entry functions that you can execute in an entry scenario depend on the selected [trip schema \[Page 178\]](#).

#### See also:

[Trip Entry Scenarios \(Overview\) \[Page 181\]](#)

[Trip Entry Scenarios \(Navigation Process\) \[Page 183\]](#)

## Trip Entry Scenarios (Overview)

The following table gives you an overview of the characteristic attributes of the entry scenarios:

Entry scenario	Attributes
<a href="#">Travel manager [Page 215]</a>	<p>The <i>travel manager</i> is intended primarily for the occasional user who enters his or her own travel expenses decentrally (for example via <a href="#">Employee Self Service [Ext.]</a>).</p> <p>The <i>Travel Manager</i> covers all the process steps in Travel Management in a single transaction with a uniform interface design:</p> <p>You can use the following functions:</p> <ul style="list-style-type: none"> <li>• Submit a travel request</li> <li>• Plan a trip and book it online</li> <li>• Enter travel expenses</li> </ul> <p>You can create, change, display and delete travel requests, travel plans and expense reports.</p>
<a href="#">Travel expense manager [Page 200]</a>	<p>The travel expense manager offers you a table overview of all of the employee's trips. From this table you can choose individual trips for editing.</p> <p>Via the travel expense manager you can process one travel expense report at a time.</p> <p>You can enter individual receipts and per diems or flat rates.</p>
<a href="#">Travel calendar [Page 220]</a>	<p>The travel calendar offers you an overview in calendar form for processing <b>domestic</b> trips.</p> <p>You can enter individual receipts and per diems or flat rates.</p> <p>You can create or change several trips at the same time.</p>

## Trip Entry Scenarios (Overview)

<a href="#">Weekly report [Page 232]</a>	<p>The weekly report offers you a table overview of all of the employee's weekly reports. From this table you can choose individual weekly reports for processing.</p> <p>You can enter individual receipts and miles/kilometers via the weekly report. But meals and accommodations per diems can not be taken into consideration.</p>
<a href="#">Trip advances [Page 245]</a>	You can create trip advances.
<a href="#">Enter travel expenses (Expert) [Page 248]</a>	<p><i>Enter travel expenses (Expert)</i> is not an independent entry scenario. It calls the direct creation of a new travel expense report.</p> <p>Depending on your Customizing settings, the system skips the overview of the employee's trips and starts with the entry screen of the <i>travel expense manager</i>, the <i>travel calendar</i>, or the <i>weekly report</i>.</p>

## Trip Entry Scenarios (Navigation Process)

### Purpose

Due to the many different requirements for entering trip facts, the entire employee trip entry process has been given a flexible, **modular** structure. Therefore, there is not a strict sequence of steps in the entry process. You can call the entry functions individually, usually directly from the initial screen of each entry scenario.

With its [trip entry scenarios \[Page 180\]](#), Travel Management simply gives you the framework in which you can navigate freely.

Since you do not have to adhere to rigid entry processes, there are several advantages when recording trip data:

- You can **interrupt** the entry process at any point - by saving the employee trip - and resume recording later at any time.
- You can **suppress** entry functions that you do not want to use at all via Customizing for Travel Management (see Customizing for Travel Management under *Travel Expenses* → *Dialog and Travel Expenses Control* → *Dialog Control* → *Define schemas and individual field control*).
- You can call each entry function within the process **at any time** and **as often as you wish**.

### Prerequisites

Navigation through the entry functions (such as, Enter receipts, Enter deductions, etc.) can only take place for trip data in one employee trip within one entry scenario.

### Process Flow

Depending on the entry scenario, navigation to the entry functions within an employee trip usually takes place as follows:

- Call from initial screen via **pushbutton** (for example, weekly report)
- Call from initial screen by changing **tab page** (travel expense manager)
- **Expand or collapse** the relevant input area via  /  (travel manager)

---

**Trip Facts****Trip Facts****Definition**

The trip facts are the factual data of an employee trip that are either relevant for Travel Expenses or serve documentary purposes.

**Structure**

Examples for such factual data are:

[Trip destinations \[Page 185\]](#)

[Trip advances \[Page 186\]](#)

[Trip expense specification \[Page 187\]](#)

[Trip expense deduction specification \[Page 188\]](#)

## Trip Destinations

### Definition

The trip destination contains information on the business partner and the business location.

### Use

The trip destination data serves to determine reimbursement rates in Travel Expenses. If a business trip has more than one trip destination, you have to specify one destination as the main destination. The other trip destinations are considered stopovers.

### Structure

The trip destination contains information regarding

- Time period
- Trip area
- Trip location
- Business partner
- Reason for trip

### Integration

The time period and the trip area are relevant facts for Travel Expenses. The trip location, the business partner, and the reason for trip serve documentary purposes.

#### See also:

[Maintain Trip Data: Destinations \[Page 261\]](#)

[Processing Stopovers of a Trip \[Page 263\]](#)

---

## Trip Advances

# Trip Advances

## Definition

A trip advance is a temporary reimbursement amount for expected travel expenses.

## Use

The trip advance is a relevant fact for Travel Expenses. The system reduces the reimbursement amount for the entire trip, that is calculated in Travel Expenses, by the trip advance amount.

## Structure

Trip advances contain information on the amount, the currency, the entry date, the currency exchange rate and the local currency.

**Every trip advance is also assigned a cash indicator.** The cash indicator tells whether the advance is to be paid in cash or via financial accounting.

### See also:

[Entry Function: Advances \[Page 264\]](#)

## Travel Expense Specifications

### Definition

The travel expense specification contains the relevant travel expense type information for calculating reimbursement amounts.

### Use

Travel expense specifications decide how the incurred travel expenses are to be calculated. The reimbursement amounts for travel expenses can be calculated by per diem or flat rate (accommodations, meals and leg of trip) or by individual calculation (individual receipts).

### Structure

Travel expense specifications are subdivided in specifications for per diems / flat rates and for individual receipts.

### Integration

Together with the trip destination, the travel expense specifications for per diems / flat rates decide which reimbursement rates are applied by *Travel Expenses* when the reimbursement amounts are calculated.

#### See also:

[Maintain Trip Data: Receipts \[Page 249\]](#)

---

**Travel Expense Deduction Specifications**

## Travel Expense Deduction Specifications

### Definition

The travel expense deduction specification contains the relevant information for calculating the deduction amount of a travel expense deduction type.

### Use

Travel expense deduction specifications decide how the relevant travel expense deductions are to be calculated.

### Structure

Travel expense deduction specifications are subdivided in specifications for per diems / flat rates and for individual receipts.

#### See also:

[Maintain Trip Data: Deductions \[Page 256\]](#)

## Editing HR Master Data

### Use

In order for you to enter trips for an employee, the employee's HR master record must be available. As a rule, R/3 Personnel Management (HR) creates the HR master records and makes whatever changes are necessary. You can, however, also create HR master records from *Travel Management*.

For this purpose, the personnel action *Travel mini-master record* is available, with which you can enter employee data relevant for *Travel Planning* and *Travel Expenses*.

The following aspects are important:

- **Travel Privileges (Infotype 0017)**

In Infotype 0017, the employee's Travel Privileges are stored. Travel Privileges control, among other things, which reimbursement amounts the settlement program applies and which receipts can be entered for the employee.
- **Cost center**

For you to enter a trip for an employee, the employee must be assigned a cost center. Otherwise you can not save trips because the system can not find a trip costs assignment guideline.

If the cost center is missing, you can enter it using one of the following options:

  - You can enter a cost center in Infotype 0001 (*Organizational Assignment*).
  - You can enter a cost center in Infotype 0017 (*Travel Privileges*).
  - You can enter a cost center in Infotype 0027 (*Cost Assignment, Subtype 02 Travel Expenses*).
- **Bank details**

If you want to reimburse trip costs using data medium exchange, the bank details for each employee must be created in Infotype 0009 (*Bank Details*).

### See also:

[Create HR Master Data for Travel Management \[Page 190\]](#)

[Change HR Master Data for Travel Management \[Page 192\]](#)

[Display HR Master Data for Travel Management \[Page 194\]](#)

---

**Create HR Master Data for Travel Management**

## Create HR Master Data for Travel Management

### Use

You can create HR master records for employees in *Travel Management* using the personnel action *Travel mini-master*. This personnel event offers you all entry screens for employee data that are relevant for *Travel Expenses* one after the other. This includes:

- *Create Action* (Infotype 0000)
- *Personal Data* (Infotype 0002)
- *Create Organizational Assignment* (Infotype 0001)
- *Travel Privileges* (Infotype 0017)
- *Create Addresses* (Infotype 0006)
- *Create Bank Details* (Infotype 0009)

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#)
2. Choose *Environment* → *HR master data* → *Personnel actions*.  
The *Personnel actions* screen appears.
3. You can assign a personnel number.  
If personnel numbers are assigned internally, the system enters the personnel number in this field.
4. Assign a beginning date.
5. Select the action type *Hiring (Travel mini-master)*.
6. Fill in the *Personnel area*, *Employee subgroup* and *Employee group* fields.
7. Select the *Choose* function.  
The *Create actions* screen (*Infotype 0000*) appears.
8. Verify the existing data.
9. You can change or supplement the data.
10. Save the data.
11. Enter the relevant data step by step in the following entry screens.
12. Save the data.

### Result

You have created a personnel number and an HR master record for a new employee.

---

Create HR Master Data for Travel Management

See also:

[HR Master Data Editing \[Page 189\]](#)

---

**Change HR Master Data for Travel Management**

## Change HR Master Data for Travel Management

### Use

You can change the following Infotypes that are relevant for *Travel Management*:

- Infotype 0001 (*Organizational Assignment*)
- Infotype 0002 (*Personal Data*)
- Infotype 0006 (*Addresses*)
- Infotype 0009 (*Bank Details*)
- Infotype 0017 (*Travel Privileges*)
- Infotype 0027 (*Cost Assignment, subtype 02 Trip costs*)

This infotype can only be changed if it is called in the *Infotype* field.

- Infotype 0105 (*Communication - Credit Card Number, subtype 11*)

You only need to change this infotype if you want to use CREDIT CARD CLEARING for the employees in your enterprise. To make changes, you have to call this infotype in the *Infotype* field.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Environment* → *HR master data* → *Maintain*.  
The *Maintain HR master data* screen appears.
3. Enter the relevant personnel number.
4. Select the relevant infotype.
5. Choose the menu path *Edit* → *Change*.



If no data has as yet been entered for this infotype, you must create the data.  
Choose *Edit* → *Create*.

6. Change the relevant data.
7. Save the data.

### Result

You have changed the HR master data.

#### See also:

[HR Master Data Editing \[Page 189\]](#)



---

**Displaying HR Master Data for Travel Management**

## Displaying HR Master Data for *Travel Management*

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Environment* → *HR master data* → *Display master data*.  
The *Display HR master data* screen now appears.
3. Enter the relevant personnel number.
4. Select the relevant infotype.
5. Choose *Edit* → *Display*.

### Result

The *Display... (Infotype...)* screen appears. You can display but not change data.

#### See also:

[HR Master Data Editing \[Page 189\]](#)

## Editing Vendor Master Records

### Use

**Person-specific vendor master records must be created for each employee so that travel expenses can be reimbursed in Financial Accounting.** On the basis of the HR master data that you have either created in Travel Management via [HR master data editing \[Page 189\]](#) or that has been created by *R/3 Personnel Management*, you can create or change person-related vendor master records in financial accounting.

### Prerequisites

For you to edit person-specific vendor master records from *Travel Management*, the following is necessary:

- Initial setup of *Travel Management* is with R/3 Release 3.0D or later
- *Financial Accounting* with R/3 Release 3.0D or later is being used.
- There are no person-specific vendor master records that were not produced using HR Master Data Editing.

### Features

For the key date, the system applies the following Infotypes from HR master data to change or create vendor master records:

- Infotype 0000 (*Actions*)
- Infotype 0001 (*Organizational Assignment*)
- Infotype 0002 (*Personal Data*)
- Infotype 0006, Subtype 1 (*Permanent Residence*)
- Infotype 0009, Subtype 0 or 2 (*Bank Details*)

The system takes all other necessary data from a reference vendor master record.

Via vendor master record editing, vendor master records can be

- **Initially set up** (created as new vendor master records)

The system produces vendor master records using the listed Infotypes and non-HR-specific information from the reference vendor master record. In the process, the personnel number is stored in the *Personnel number* field of the vendor master record. Persons who already have a vendor master record with corresponding personnel number are rejected by the program. The HR master data used comes from the infotype records valid on the key date specified.
- **Updated** (changed completely according to a reference vendor master record and HR master data)

## Editing Vendor Master Records

The system updates the relevant vendor master records using the Infotypes listed and non-HR-specific information from the reference vendor record. Persons for whom no person-specific vendor master record has been created are rejected by the program. The HR master data used comes from the infotype records valid on the key date specified.

- **Changed** (only according to HR master data, for example, when a name is changed)

All HR-specific data in the relevant vendor master records is changed for the personnel numbers for which a change has been made in HR master data. You can control which personnel numbers are considered via the date you enter in the...*with last change since* field.



For the personnel numbers selected, the system transfers the infotype records for **all** of the Infotypes named above that are valid on the **key date specified**.

- **Locked** (locked for posting if an employee leaves the company, for example)

All of the vendor master records that correspond with the personnel numbers selected are blocked for further postings.

The program first of all creates a sequential work file which is then changed into a batch input session by an automatically started subsequent program.

If the program is started in test mode in the beginning, the subsequent program will also be performed in test mode. For each personnel number selected, however, the system issues an information message which documents the entry in the batch input session.

If the program is started in update mode, the subsequent program is also performed and the log of the background job documents the information messages for the personnel numbers selected.

### See also:

[Edit Vendor Master Records \[Page 197\]](#)

## Edit Vendor Master Records

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Environment* → *Create vendors*.  
The *Create/Change/Lock vendor master records from HR master records* screen appears.
3. Enter the date on which the infotype records from HR master data are to be read as valid in the *Period* group box.
4. Enter the relevant selection criteria in the *Selection* group box.



You can also specify further selection criteria using the *Further selections* function.

5. In the *Vendor master records* group box, decide
  - Which mode the program should use to edit the vendor master records
  - Which reference vendor master record is to apply when the vendor master records are being set up for the first time or updated



The requirements for the reference vendor master record can be found in field help for the *Vendor* field.

6. Specify the name of the work file in the *Work file* group box and also whether a file list should be produced.
7. Specify how the program is to be started in the *Process mode* group box.  
Since you must confirm every information message documented for a personnel number manually in test run mode, it is better to perform the test run for only a small number of personnel numbers.

## Result

The program has created a work file. If relevant, the system has also transformed the work file into a batch input session that you can process further in *Financial Accounting*

## Trip Fact Entry (Travel Expenses)

## Trip Fact Entry (Travel Expenses)

### Purpose

You need trip fact entry to enter and change the trip facts of an employee trip in the R/3 System. It is the basis of the [general travel management process \[Page 17\]](#).

### Prerequisites

You can not create an employee trip via trip fact entry until you have completed [HR master data editing \[Page 189\]](#) for the employee.

### Process Flow

The process of trip fact entry is flexibly structured to be able to deal with the great variety of trips and their trip facts correctly and efficiently. The process is determined by the [trip entry scenario \[Page 180\]](#) and the [trip schema \[Page 178\]](#) and is made up of many different entry functions, each of which can be used to enter specific trip facts.

You start the process by choosing the functions [create employee trip \[Page 152\]](#) or [change employee trip \[Page 153\]](#). You end the process by saving the employee trip in the database. As the general Travel Management process shows, you can enter trip facts at different points in processing. This means that the process is usually started several times. If you want to enter trip facts for a business trip for which no employee trip has yet been created in the database, you have to create an employee trip. If you want to enter trip facts for a business trip for which an employee trip has already been created in the database, you have to change the employee trip.

#### Detailed Process Flow:

Trip fact entry via the <i>Create employee trip</i> function	Trip fact entry via the <i>Change employee trip</i> function
Choose the <i>Create trip</i> function.	Choose the relevant trip entry scenario.
Specify the personnel number and choose a trip schema.	Choose the relevant employee trip.
Enter the necessary trip facts.	Add new trip facts by <a href="#">choosing the entry function [Page 183]</a> you need.
Save the employee trip.	Save the employee trip.

### Result

The employee trip has been saved in the database with the new trip facts. Once you have entered all the trip facts, the employee trip usually has to be approved for Travel Expenses. You can start approval using either *SAP Business Workflow* or the approval tool.

#### See also:

[Entry Scenario: Travel Manager: Travel Expenses \[Page 215\]](#)

[Entry Scenario: Travel Expense Manager \[Page 200\]](#)

[Entry Scenario: Travel Calendar \[Page 220\]](#)

[Entry Scenario: Weekly Report \[Page 232\]](#)

[Entry Scenario: Trip Advances \[Page 245\]](#)

[Entry Scenario: Enter Travel Expenses \(Expert\) \[Page 248\]](#)

## Entry Scenario Travel Expense Manager

### Purpose

This scenario is the central entry scenario of *Travel Expenses*. You can create and change both domestic and international trips for an employee. You can also enter both trip per diems / flat rates and individual receipts.

With this scenario you can change any trip that was recorded using the *travel expense manager*, the *travel calendar* or *trip advances*. You can also use this scenario to change trips that you have transferred to *Accounting*, *Payroll Accounting* or *data medium exchange*. Other than in the *travel calendar*, you can only edit one trip at a time in this scenario.

### Scenario Process Flow

1. You start the travel expense manager by calling the [Travel expense manager \[Page 202\]](#) function in *Travel Expenses*.  
The system gives you an overview of all of the trips that you have entered for the employee.
2. You can either choose a trip and change it or create a new trip.
3. If you want to create a new trip, you have to enter the general data and the per diem settlement first.
4. To enter detailed trip facts, you can call other entry functions from the *travel expense manager*.  
Which entry functions you can call depends on the trip schema that you defined in *Customizing for Travel Expenses* for the travel expense manager.
5. You end the scenario by choosing the *Save trip* function.  
The system saves the new or changed trip in the database.

### Result

You have created a new trip or changed a trip. The system has saved the trip in the database. To reimburse the travel expenses, you have to [approve \[Page 213\]](#) and [account the trips \[Page 214\]](#) and transfer them to *Accounting*, *Payroll Accounting* or *data medium exchange*.

#### See also:

[Choose Travel Expense Manager \[Page 202\]](#)

[Create Trip \(Travel Expense Manager\) \[Page 203\]](#)

[Change Trip \(Travel Expense Manager\) \[Page 205\]](#)

[Display Trip \(Travel Expense Manager\) \[Page 206\]](#)

[Copy Trip \(Travel Expense Manager\) \[Page 207\]](#)

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Entry Scenario Travel Expense Manager

[Print Trip \[Page 210\]](#)

[Display Corrections \[Page 211\]](#)

[Simulate Trip Settlement \(Travel Expense Manager\) \[Page 212\]](#)

[Approve Trip \[Page 213\]](#)

[Settle Trip \[Page 214\]](#)

---

**Choose Travel Expense Manager**

## Choose Travel Expense Manager

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Travel expense manager*.  
The *Travel expense manager* screen appears.
3. Enter the personnel number of the person for whom you would like to create or change a trip in the *Personnel number* field.
4. Choose *Enter*.  
The system lists all trips that have been entered for the person in descending numerical order.

### Result

You have chosen the Travel expense manager. You can either create a new trip or change entered trips for the relevant person.

## Create Trip (Travel Expense Manager)

### Procedure

1. Choose [Travel expense manager \[Page 202\]](#).
2. Choose *Trip* → *Create*.  
The *Choose trip schema* dialog box appears.
3. Choose a trip schema and confirm your choice by using the *Continue* function in the dialog box.



If you choose *Further trip schemas*, the *Please specify trip schema* dialog box appears. Enter the relevant trip schema and confirm your entry in the dialog box with *Enter*.

The *Maintain Trip Data: Receipts* screen appears.

4. Enter the trip facts for the general data of the new trip.
  - a) Enter the beginning date and time.
  - b) Enter the end date and time.
  - c) Enter the main destination in the *Country* and *Region* fields.
5. Enter the trip facts for the per diem / flat rate settlement of the new trip.
6. You can enter [individual receipts \[Page 249\]](#).
7. If you want to enter more detailed trip facts for the trip, choose the necessary entry functions via *Goto* → <Entry function> or *Extras* → <Entry function>.
8. Choose *Trips* → *Save*.

### Result

You have created a new trip. The system has saved the trip facts in the database.

### See also:

[Entry Function: Deductions \[Page 256\]](#)

[Entry Function: Miles/Kms Distribution \[Page 258\]](#)

[Entry Function: Stopovers \[Page 261\]](#)

[Entry Function: Advances \[Page 264\]](#)

[Entry Function: Additional Trip Information \[Page 317\]](#)

[Costs Assignment Specification for Entire Trip \[Page 285\]](#)

[Costs Assignment Specification per Stopover \[Page 290\]](#)

[Costs Assignment Specification per Receipt \[Page 295\]](#)

[Costs Assignment Specification per Mile/Km \[Page 304\]](#)

**Create Trip (Travel Expense Manager)**

## Change Trip (Travel Expense Manager)

### Procedure

1. Choose [Travel expense manager \[Page 202\]](#).
2. Select the trip you would like to change.
3. Choose *Trip* → *Change*.
4. You can now change the trip facts in the general trip data.
5. You can now change the trip facts in the per diem / flat rate settlement.
6. You can change or supplement the individual receipts.
7. If you want to change or add more detailed trip facts for the trip, choose the necessary entry functions via *Goto* → <Entry function> or *Extras* → <Entry function>. Change or supplement the trip facts via the relevant entry functions.
8. Choose *Trips* → *Save*.

### Result

You have changed or supplemented the trip facts for the selected trip.

#### See also:

[Entry Function: Deductions \[Page 256\]](#)

[Entry Function: Miles/Kms Distribution \[Page 258\]](#)

[Entry Function: Stopovers \[Page 261\]](#)

[Entry Function: Advances \[Page 264\]](#)

[Entry Function: Additional Trip Information \[Page 317\]](#)

[Costs Assignment Specification for Entire Trip \[Page 285\]](#)

[Costs Assignment Specification per Stopover \[Page 290\]](#)

[Costs Assignment Specification per Receipt \[Page 295\]](#)

[Costs Assignment Specification per Mile/Km \[Page 304\]](#)

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**Display Trip (Travel Expense Manager)**

## Display Trip (Travel Expense Manager)

### Procedure

1. Choose [Travel expense manager \[Page 202\]](#).
2. Select a trip.
3. Choose *Trip* → *Display*.  
The *Maintain Trip Data: Receipts* screen appears.
4. If you want to display more detailed trip facts for the trip, choose the necessary entry functions via *Goto* → <Entry function> or *Extras* → <Entry function>.
5. To close the display of a trip, choose *Trip* → *Exit*.

## Copy Trips (Travel Expense Manager)

### Procedure

1. Choose *Trip* → *Travel expense manager*.  
The *Travel Expense Manager* screen appears.
2. Enter the personnel number for which you want to create a new trip by copying an existing trip.
3. Choose *Trip* → *Copy*.  
The *Reference* dialog screen appears. The system defaults the same personnel number and the last trip entered for this personnel number as a copy reference.
4. Enter the personnel number for which you entered the reference trip in the *Personnel number* field.
5. Enter the number of the reference trip in the *Trip number* field.
6. To confirm the reference, choose *Transfer* in the *Reference* dialog box.  
The *Maintain Trip Data: Receipts* screen appears. The system has transferred the reference trip facts.
7. To create a new trip from the copy reference, change the trip facts in the general trip data.
8. Change **all** trip beginning and end dates in the trip facts so that the trip is within the new trip duration.
9. Choose *Trip* → *Save*.  
The system checks the date specifications to see if they are within the trip duration. Dates for individual receipts and trip advances are not included in this check. If the system finds inconsistencies, it does not save the trip in the database. Correct any errors in dates and save the trip again.

### Result

The system has created a new trip.

## Copy Trips between Different Personnel Numbers (Travel Expense Manager)

# Copy Trips between Different Personnel Numbers (Travel Expense Manager)

## Prerequisites

You must have the authorization to read the personnel number from which you want to copy a trip to another personnel number.

## Procedure

To copy a trip between different personnel numbers:

1. In the [Travel Management \[Page 21\]](#) menu, choose *Travel Expenses* → *Travel Expense Manager*.
2. Enter the personnel number of the employee **from which you wish to copy a trip** in the *Personnel number* field.
3. Press *Enter*.  
The system lists all of the employee's trips.
4. Make a note of the **personnel number** and the **trip number** of the required trip.
5. Open a new window.
6. Call the *Travel Expense Manager*.
7. Enter the personnel number of the employee for whom you would like to copy a trip.
8. Choose .  
The *Reference* dialog screen appears.
9. Enter the following data:
  - Personnel number of the employee from which you want to copy the trip
  - Trip number of the trip that is to be copied



You can use the F4 input help to display all the trips for this personnel number.

- Beginning date for the new trip
10. Choose .
  11. Change or complete the general trip data and additional data (such as receipts, trip segments, and so on) where necessary.



**Advances** and **credit card receipts** of the trip copied are **not** transferred to the new trip.

Tab pages with indicator  contain additional trip data. The date entries for **all** additional data must be replaced by current date entries.

---

**Copy Trips between Different Personnel Numbers****(Travel Expense Manager)**

12. To assign a [trip status \[Page 163\]](#), choose  *Status*.  
The *Trip Data Maintn: Status* screen appears.

13. Assign a [trip status \[Page 174\]](#) and save with .

**Result**

You have created a new trip.

**See also:**

[Copy Employee Trip \[Page 155\]](#)

---

## Print Trip

# Print Trip

## Use

You can print the standard form for a trip directly from the *Travel expense manager* screen.

## Prerequisites

The trip must be settled using *Travel Expenses*.

## Procedure

1. Choose [Travel expense manager \[Page 202\]](#).
2. Select a trip.
3. Choose *Trip* → *Print*.  
The *Print report output* screen appears.
4. Enter the necessary print parameters.
5. Choose *Output* → *Print*.

## Result

The system prints the standard form for the selected trip.

## Display Corrections

### Procedure

1. Choose [Travel expense manager \[Page 202\]](#).
2. Select a trip.
3. Choose *Trip* → *Display corrections*.  
The *Approval of trips* screen appears.
4. To return to the *Travel expense manager* screen, choose *Goto* → *Back*.

### Result

The system displays any existing corrections.

---

**Simulate Travel Expenses (Travel Expense Manager)**

## Simulate Travel Expenses (Travel Expense Manager)

### Use

You can simulate travel expenses in the *Travel expense manager* screen for exactly one trip.

### Procedure

1. Choose [Travel expense manager \[Page 202\]](#).
2. Select a trip.
3. Choose *Trip* → *Simulate*.
4. To return to the *Travel expense manager* screen, choose *Goto* → *Back*.

### Result

The system displays the standard form for the simulated settlement in dialog.

## Approve Trip

### Use

You can approve exactly one trip quickly and directly from the *Travel Expense Manager* screen.

### Procedure

1. Choose [Travel Expense Manager \[Page 202\]](#)
2. Select a trip.
3. Choose *Trip* → *Approve*.

### Result

The system approves the selected trip.

---

**Settle Trip**

## Settle Trip

### Use

You can settle exactly one trip directly from the *Travel expense manager* screen.

### Prerequisites

You must already have approved the trip.

### Procedure

1. Choose [Travel expense manager \[Page 202\]](#).
2. Select a trip.
3. Choose *Trip* → *Settle*.  
The *Enter accounting period* dialog box appears.
4. Enter an accounting period.
5. To start travel expenses, choose *Continue* in the dialog box.

### Result

The system settles the trip and sets the settlement status *Settled*.

## Entry Scenario: Travel Manager: Travel Expenses

### Purpose

The *Travel Manager*, with its simple and intuitive handling, is directed at occasional users who want to process their own trips or those for the few travelers assigned to them.

You can use the *Travel Manager* (depending on your enterprise-specific Customizing settings) to:

- [submit a travel request \[Page 32\]](#)
- [plan a business trip and book travel services online \[Page 104\]](#)
- settle travel expenses

The following section describes how to enter travel expenses using the travel manager.

### Prerequisites

The Customizing for Travel Expenses in Travel Management must have been configured to meet your enterprise-specific requirements.

### Process Flow

The travel manager entry screens are built up in the same as the paper forms that you work through from top to bottom. In other words, you work through the entry areas as you would the elements of a travel expense form.

The individual data areas have a button, using which you can open and close the areas as you need them. For example, you can close areas where you have already made entries or areas that you do not require so that the entry screen is not too full.



Via *Extras* → *Settings* you can determine how the entry screen is to appear when you open travel expenses in the travel manager: which data areas are to be open and which are to be closed.

### Entering travel expenses:

1. You can either choose a trip and change it or create a new trip.
2. On one screen you enter the following in data areas that you can open and close
  - General trip data
    - Additional destinations
    - Advances
    - Alternative cost assignment for entire trip, if other than master CA
    - Comments to the trip
  - Mileage and per diem reimbursement
    - Miles/kilometers
    - Meals and accommodations

**Entry Scenario: Travel Manager: Travel Expenses**

- Expense receipts
    - Additional receipt information
    - Comments
    - Alternative expense receipt cost assignment
3. Save your entries.

**Functions after travel expenses have been entered:**

Function	Menu path
Approve travel expense reports individually	<i>Trip → Approve</i>
Display results (simulation)	<i>Goto → Results</i>
Set settlement and approval status	<i>Goto → Trip status</i>
Display overview of cost assignment	<i>Goto → Cost assignment overview</i>
Display travel expense report versions: per version, changed by and approval status, settlement and form	<i>Goto → History</i>
Call <a href="#">Infocenter [Page 28]</a>	<i>Extras → Infocenter</i>
Assign and display facsimiles of the optical document archiving	<i>Extras → Display facsimiles / Assign facsimiles</i>
Change trip schema (if several trip schemas have been set up in Customizing for the travel manager)	<i>Extras → Change in trip schema</i>

Which entry functions you can call depend on the trip schema and how this has been defined in the Customizing for Travel Management in *Define Schema and Individual Field Control*.

**Result**

You have created a new travel expense report or changed an existing one. The system has saved the travel expense report in the database. To reimburse the travel expenses, you have to [approve the trip \[Page 213\]](#), [settle \[Page 214\]](#) it, and transfer it to *Accounting, Payroll* or *data medium exchange*.

## Choose Travel Manager

### Procedure

1. In the SAP Easy Access menu, choose *Accounting* → *Financial Accounting* → *Travel Management* → *Travel Manager*.
2. If your user has not been assigned a personnel number in Infotype 0105 (Communication), enter the personnel number of the colleague for whom you want to process the trip and choose *Enter*.
3. The travel manager [initial screen \[Page 25\]](#) appears.



To process trips for other colleagues, change the personnel number by choosing .

### Result

You have chosen the Travel Manager. You can now create a travel expense report for a colleague or change/display/delete an existing one.

---

**Create a Travel Expense Report (Travel Manager)**

## Create a Travel Expense Report (Travel Manager)

### Use

You create a travel expense report to enter and settle the travel expenses incurred during an [employee trip \[Page 151\]](#).

### Prerequisites

You have [chosen the Travel Manager \[Page 217\]](#).

### Procedure

#### To create a travel expense report:

1. In the initial screen, choose *Creating a travel expense report* (or from the menu *Trip → Create expense report*).  
  
Depending on the Customizing setting the *Choose Trip Schema* dialog box may appear.
2. Choose a trip schema and confirm with *Enter*.  
  
If you choose *Further trip schemas*, the *Please specify trip schema* dialog box appears. Enter the relevant trip schema and confirm your entry in the dialog box with *Enter*.  
  
The *Travel Expenses: <Name of Traveler>* screen appears. The system has created a new travel expense report with a new trip number.
3. Enter the general trip data:
  - Beginning date and time
  - End date and time
  - Trip destination, country and, if required, region
4. Enter the trip facts for the per diem / flat rate settlement of the new trip.
5. Enter individual receipts if necessary.
6. Choose *Trip → Save*.

### Result

You have created a new travel expense report. The system has saved the trip facts in the database.

#### See also

[Travel Manager: Data Area "Expense Receipts" \[Page 254\]](#)

## Approve a Travel Expense Report (Travel Manager)

### Use

You can approve exactly one trip quickly and directly from the *Travel Expenses <Name of Traveler>, Trip <Trip Number>* screen.

### Procedure

1. Choose Travel Manager.
2. In the [overview list of trips \[Page 27\]](#) select a travel expense report.
3. Choose  *Change* or double-click on the travel expense report.
4. Choose  *Approve*.

### Result

The system sets the following status for the trip:

<b>Approval status</b>	<i>Request approved</i>
<b>Settlement status</b>	<i>To be settled</i>

### See also:

To approve several travel expense reports at the same time, you use the [approval program \[Page 323\]](#) for trips.

---

**Entry Scenario: Travel Calendar**

## Entry Scenario: Travel Calendar

### Purpose

Using this scenario, you can create and change several **domestic trips** for an employee at the same time. You can not, however, create or change international trips.

### Scenario Process Flow

1. You start the travel calendar by calling the [Travel calendar \[Page 221\]](#) function in *Travel Expenses*.
2. The system generates a day-by-day calendar.  

You can specify the period displayed. The calendar displays all trips that you have already entered for this period. Trips that you did not enter using the *travel calendar* and trips that you have transferred to *Accounting, Payroll* or *data medium exchange* are displayed darker. These trips can not be changed using the *travel calendar*.
3. You create new domestic trips in the calendar under the relevant date by entering the general data of these trips.
4. To enter detailed trip facts, you can call other entry functions from the travel calendar.  

Which entry functions you can call depends on the trip schema that you defined in *Customizing for Travel Expenses* for the travel calendar.
5. You end the scenario by choosing the *Save trip* function.  

The system saves all new or changed trips in the database.

### Result

You have entered several domestic trips for an employee at the same time and saved them in the database. To reimburse the travel expenses, you have to approve and settle the trips and transfer them to *Accounting, Payroll* or *data medium exchange*.

#### See also:

[Choose Travel Calendar \[Page 221\]](#)

[Create a One-Day Domestic Trip \[Page 222\]](#)

[Create a Several-Day Domestic Trip \[Page 224\]](#)

[Move a Domestic Trip \[Page 226\]](#)

## Choose Travel Calendar

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Travel calendar*.  
The *Travel calendar: Domestic trips* screen appears.
3. Enter the personnel number of the person for whom you would like to create or change domestic trips in the *Personnel number* field.
4. Enter the relevant time period.  
The system defaults the current system month as the period.
5. Choose *Enter*.  
The system displays the selected period as a day-by-day calendar with the trips that have already been entered.

### Result

You have chosen the travel calendar for domestic trips. You can either create new domestic trips or change entered domestic trips for the relevant person.

## Create a One-Day Domestic Trip

## Create a One-Day Domestic Trip

### Procedure

1. Choose [Travel manager \[Page 221\]](#).  
The *Travel calendar: Domestic trips* screen appears.
2. Enter the general trip data as follows:
  - a) In the line with trip date, enter the departure time in the *From* field and the return time in the *To* field with exact minutes.
  - b) If you assign trip numbers externally, you have to assign a trip number for the trip in the *Number* field.
  - c) Confirm the trip data with *Enter*.  
The system sets the approval status that you stored in *Customizing for Travel Expenses* (feature TRVPA) and the settlement status *to be settled*. You can change the trip's settlement status in the travel calendar dialog. The system sets the indicator for per-diem settlement of meals.
  - d) To change the contents of a field, overwrite with the relevant entry.  
The system assigns the trip a temporary internal number (for example, 9999999901).
  - e) You can enter deductions due to gratuitous entertainment.  
For a better overview of the trips, it is advisable to enter the trip destination in the *Location* field and the reason for the trip in the *Reason* field.
3. If you want to enter more detailed trip facts for the domestic trip, choose the necessary entry functions via *Goto* → <Entry function> or *Extras* → <Entry function>.
4. Choose *Trips* → *Save*.  
The *Information* dialog box appears.
5. Choose *Enter*.  
The *Travel calendar: Domestic trips* screen appears.  
The system lists all trips that are within the selected period. If you use internal number assignment, trips which up until now only had a temporary internal number (for example: 9999999901), have been given a final trip number.

### Result

You have entered new one-day domestic trips.

**See also:**

[Entry Function: Receipts \[Page 249\]](#)

[Entry Function: Miles/Kms Distribution \[Page 258\]](#)

[Entry Function: Stopovers \[Page 261\]](#)

[Entry Function: Advances \[Page 264\]](#)

[Entry Function: Additional Trip Information \[Page 317\]](#)

[Costs Assignment Specification for Travel Expenses \[Page 282\]](#)

[Move a Domestic Trip \[Page 226\]](#)

---

**Create a Several-Day Domestic Trip**

## Create a Several-Day Domestic Trip

### Procedure

1. Choose [Travel manager \[Page 221\]](#).  
The *Travel calendar: Domestic trips* screen appears.
2. Enter the general trip data as follows:
  - a) Enter the time of departure with exact minutes in the *From* field in the line containing the beginning date of the trip.
  - b) If you assign trip numbers externally, you have to assign a trip number for the trip in the *Number* field.  
For a better overview of the trips, it is advisable to enter the trip destination in the *Location* field and the reason for the trip in the *Reason* field. The entries must be stored under the beginning date of the trip.
  - c) In the line with the end date of the trip, enter the return time with exact minutes in the *To* field.
  - d) Press *Enter*.  
The system sets the approval status that you stored in *Customizing for Travel Expenses* (feature TRVPA) and the settlement status *to be settled*. You can change the trip's settlement status in the travel calendar dialog. The system sets the indicator for per-diem settlement of meals.
  - e) To change the contents of a field, overwrite with the relevant entry.  
The system also assigns the trip a temporary internal number (for example, 9999999901).
  - f) You can enter deductions due to gratuitous entertainment.
3. If you want to enter more detailed trip facts for the domestic trip, choose the necessary entry functions via *Goto* → <Entry function> or *Extras* → <Entry function>.
4. Choose *Trips* → *Save*.  
The *Information* dialog box appears.
5. Choose *Enter*.  
The *Travel calendar: Domestic trips* screen appears.  
The system lists all trips that are within the selected period. If you use internal number assignment, trips which up until now only had a temporary internal number (for example: 9999999901), have been given a final trip number.

### Result

You have entered new several-day domestic trips.

#### See also:

[Entry Function: Receipts \[Page 249\]](#)

[Entry Function: Miles/Kms Distribution \[Page 258\]](#)

---

**Create a Several-Day Domestic Trip**

[Entry Function: Stopovers \[Page 261\]](#)

[Entry Function: Advances \[Page 264\]](#)

[Entry Function: Additional Trip Information \[Page 317\]](#)

[Costs Assignment Specification for Travel Expenses \[Page 282\]](#)

[Move a Domestic Trip \[Page 226\]](#)

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**Move a Domestic Trip**

## Move a Domestic Trip

### Use

In the travel calendar, you can change the beginning and end dates as well as times for domestic trips that have already been created and saved.

### Features

The time fields of the beginning and end dates for a domestic trip entered can be changed at any time. The beginning and end dates of the domestic trip can, however, only be changed using the *Move trip* function.

You can use the *Move trip* function to

- [Move a one-day trip \[Page 227\]](#)
- [Extend one-day trips to several days \[Page 228\]](#)
- [Extend several-day trips \[Page 231\]](#)
- [Shorten several-day trips \[Page 229\]](#)
- [Shorten several-day trips to one day \[Page 230\]](#)

## Move a One-Day Trip

### Procedure

1. Choose [Travel calendar \[Page 221\]](#).

The *Travel calendar: Domestic trips* screen appears.

2. Select the relevant one-day trip.
3. Choose the *Move trips* function.

The date of the one-day trip is highlighted and can now be changed.

4. Change the trip date.
5. Press *Enter*.

The one-day trip is now only displayed under the changed date.



If [stopovers \[Page 261\]](#) or [miles/kms distribution \[Page 258\]](#) were entered for a trip, date inconsistencies may occur when trips are moved, since the dates for stopovers or the distribution can still be outside of the new time period for the trip. In this case, the system sends the appropriate warnings. You can ignore these warnings temporarily by pressing *Enter* again. However, you must in any case change the stopover or miles/kms distribution dates for the trip afterward; otherwise you will not be able to save the trip.



If [receipts \[Page 249\]](#) were entered for a trip, date inconsistencies may occur when the trip is moved, since the dates for the receipts can still be outside of the new time period for the trip. In this case the system will send the appropriate warnings. You can ignore these warnings by pressing *Enter* again. Since receipts are assigned to trips definitively, it is not absolutely necessary to change the receipt dates.

6. Save the trip.

### Result

The system has stored the one-day trip under the relevant date in the database.

---

**Extend a One-Day Trip to Several Days**

## Extend a One-Day Trip to Several Days

### Procedure

1. Choose [Travel calendar \[Page 221\]](#).  
The *Travel calendar: Domestic trips* screen appears.
2. Select a one-day trip.
3. Delete the end time.
4. Enter the new end time under the relevant end date of the trip.
5. Press *Enter*.  
The system displays the trip as a several-day trip.
6. Save the trip.

### Result

The system has stored the one-day trip as a several-day trip in the database.

## Shorten a Several-Day Trip

### Procedure

1. Choose [Travel calendar \[Page 221\]](#).

The *Travel calendar: Domestic trips* screen appears.

2. Select a several-day trip.
3. Choose the *Move trips* function.

The beginning and end dates for the one-day trip are highlighted and can now be changed.

4. Change the beginning and end dates as needed.
5. Press *Enter*.

The several-day trip is now only displayed under the changed time period.



If [stopovers \[Page 261\]](#) or [miles/kms distribution \[Page 258\]](#) were entered for a trip, date inconsistencies may occur when trips are moved, since the dates for stopovers or the distribution can still be outside of the new time period for the trip. In this case, the system sends the appropriate warnings. You can ignore these warnings temporarily by pressing *Enter* again. However, you must in any case change the stopover or miles/kms distribution dates for the trip afterward; otherwise you will not be able to save the trip.



If [receipts \[Page 249\]](#) were entered for a trip, date inconsistencies may occur when the trip is moved, since the dates for the receipts can still be outside of the new time period for the trip. In this case, the system sends the appropriate warnings. You can ignore these warnings by pressing *Enter* again. Since receipts are assigned to trips definitively, it is not absolutely necessary to change the receipt dates.

6. Save the trip.

### Result

The system has stored the several-day trip under the relevant period in the database.

---

**Shorten a Several-Day Trip to One Day**

## Shorten a Several-Day Trip to One Day

### Procedure

1. Choose [Travel calendar \[Page 221\]](#).

The *Travel calendar: Domestic trips* screen appears.

2. Select a several-day trip.
3. Choose the *Move trips* function.

The beginning and end dates for the one-day trip are highlighted and can now be changed.

4. Change the beginning and end dates to the same relevant date.
5. Press *Enter*.

The several-day trip is now only displayed under the changed time period.



If [stopovers \[Page 261\]](#) or [miles/kms distribution \[Page 258\]](#) were entered for a trip, date inconsistencies may occur when trips are moved, since the dates for stopovers or the distribution can still be outside of the new time period for the trip. In this case, the system sends the appropriate warnings. You can ignore these warnings temporarily by pressing *Enter* again. However, you must in any case change the stopover or miles/kms distribution dates for the trip afterward; otherwise you will not be able to save the trip.



If [receipts \[Page 249\]](#) were entered for a trip, date inconsistencies may occur when the trip is moved, since the dates for the receipts can still be outside of the new time period for the trip. In this case, the system sends the appropriate warnings. You can ignore these warnings by pressing *Enter* again. Since receipts are assigned to trips definitively, it is not absolutely necessary to change the receipt dates.

6. Save the trip.

### Result

The system has stored the several-day trip under the relevant date in the database.

## Extend a Several-Day Trip

### Procedure

1. Choose [Travel calendar \[Page 221\]](#).

The *Travel calendar: Domestic trips* screen appears.

2. Select a several-day trip.
3. Choose the *Move trips* function.

The beginning and end dates for the one-day trip are highlighted and can now be changed.

4. Change the beginning and end dates as needed.
5. Press *Enter*.

The several-day trip is now only displayed under the changed time period.



If [stopovers \[Page 261\]](#) or [miles/kms distribution \[Page 258\]](#) were entered for a trip, date inconsistencies may occur when trips are moved, since the dates for stopovers or the distribution can still be outside of the new time period for the trip. In this case, the system sends the appropriate warnings. You can ignore these warnings temporarily by pressing *Enter* again. However, you must in any case change the stopover or miles/kms distribution dates for the trip afterward; otherwise you will not be able to save the trip.



If [receipts \[Page 249\]](#) were entered for a trip, date inconsistencies may occur when the trip is moved, since the dates for the receipts can still be outside of the new time period for the trip. In this case, the system sends the appropriate warnings. You can ignore these warnings by pressing *Enter* again. Since receipts are assigned to trips definitively, it is not absolutely necessary to change the receipt dates.

6. Save the trip.

### Result

The system has stored the several-day trip under the relevant period in the database.

**Entry Scenario: Weekly Report**

## Entry Scenario: Weekly Report

### Purpose

With this entry scenario, you can enter and change weekly reports. Weekly reports always cover a time period of seven days. The system presents weekly reports as week-by-week calendars. The weekly report was designed for entering individual receipts. You can only use the weekly report to enter trips for which you do not want to do per diem settlement of meals or accommodations.

### Prerequisites

To adapt the weekly report to your enterprise-specific requirements, you can use *Customizing for Travel Expenses*. This particularly involves *feature TRVPA* and the definition of *travel expense types*.

### Process flow

1. You start the weekly report by calling the [Weekly report \[Page 234\]](#) function in *Travel Expenses*.  
  
The system gives you an overview of all of the weekly reports that you have entered for an employee. Trips that you created using another entry scenario are not displayed in this overview.
2. You can either choose a weekly report and change it, or create a new weekly report.  
  
The central entry screen for weekly reports appears. This screen displays a week-by-week calendar. You can choose the period displayed. If you have already entered trips for the employee in the selected period using another entry scenario, you can no longer enter a weekly report for the relevant weeks because the system checks for overlapping of trips. In *Customizing for Travel Expenses*, you can specify via *feature TRVPA* that the system should not perform this check for weekly reports and trips.
3. You enter the miles/kilometers traveled for exact days in the weekly report.  
  
The system settles the distances traveled by a flat rate. You can not set up distribution of miles/kilometers. You can, however, call the cost assignment specification for miles/kilometers.
4. In the weekly report, you enter the amounts for the relevant travel expense types for the exact days.  
  
The system displays a list of travel expense types. You decide in *Customizing for Travel Expenses*, in *Definition of Travel Expense Types*, which travel expense types the system displays.
5. To enter detailed trip facts, you can call other entry functions from the weekly report.  
  
Which entry functions you can call depends on the trip schema that you defined in *Customizing for Travel Expenses* for the travel manager.
6. You end the scenario by choosing the *Save trip* function.

## Result

You have created or changed a weekly report. The system has saved the weekly report in the database. To reimburse the travel expenses, you have to [approve the weekly report \[Page 241\]](#), [settle \[Page 242\]](#) it, and transfer it to *Accounting, Payroll* or *data medium exchange*.

### See also:

[Create Weekly Report \[Page 235\]](#)

[Change Weekly Report \[Page 236\]](#)

[Simulate Travel Expenses \(Travel Manager\) \[Page 240\]](#)

[Approve Weekly Report \[Page 241\]](#)

[Settle Weekly Report \[Page 242\]](#)

[Notes about Feature TRVPA \[Page 531\]](#)

---

**Choose Weekly Report**

## Choose Weekly Report

1. Choose [Travel Expenses \[Page 150\]](#).

2. Choose *Weekly report*.

The Overview of weekly reports screen now appears.

3. Enter the personnel number of the person for whom you would like to create or change a weekly report in the *Personnel number* field.

4. Enter the relevant selection time period.

5. Choose *Enter*.

The system lists all weekly reports that have been entered for the person in the selection time period by weeks in descending order.

## Result

**You have chosen the weekly report.** You can either create a new weekly report or change entered weekly reports for the person.

## Create Weekly Report

### Procedure

1. Choose [Weekly report \[Page 234\]](#)

2. Choose *Weekly report* → *Current week*.

The *Maintain Trip Data: Weekly report* screen appears.



If you do not want to create a weekly report for the *current week*, overwrite the beginning date in the *Date* field with a date for a day that lies within the relevant week period. Confirm the changed day's date with the *Enter* function. The system changes the day's date in the weekly report.

3. You can enter the miles/kilometers traveled by the day.
4. You can enter individual receipts by the day.
5. If you want to enter more detailed trip facts for the trip, choose the necessary entry functions via *Goto* → <Entry function> or *Extras* → <Entry function>.
6. Choose *Weekly report* → *Save*.

### Result

You have created a new weekly report. The system has saved the trip facts in the database.

#### See also:

[Entry Function: Advances \[Page 264\]](#)

[Entry Function: Additional Trip Information \[Page 317\]](#)

[Costs Assignment Specification for Entire Trip \[Page 285\]](#)

[Costs Assignment Specification per Receipt \[Page 295\]](#)

[Costs Assignment Specification per Mile/Km \[Page 304\]](#)

[Entry Function: Additional Trip Information \[Page 250\]](#)

[Additional Weekly Report Functions \[Page 243\]](#)

---

**Change Weekly Report**

## Change Weekly Report

### Procedure

1. Choose [Weekly report \[Page 234\]](#)
2. Select the weekly report that you would like to change.
3. Choose *Weekly report* → *Change*.  
The *Trip data maintain: Weekly reports* screen appears.
4. You can change or supplement the miles/kilometers traveled by the day.
5. You can change or supplement the individual receipts by the day.
6. If you want to change or add more detailed trip facts to the weekly report, choose the necessary entry functions via *Goto* → <Entry function> or *Extras* → <Entry function>. Change or supplement the trip facts via the relevant entry functions.
7. Choose *Weekly report* → *Save*.

### Result

You have changed or supplemented the trip facts for the selected weekly report.

#### See also:

[Entry Function: Advances \[Page 264\]](#)

[Entry Function: Additional Trip Information \[Page 317\]](#)

[Costs Assignment Specification for Entire Trip \[Page 285\]](#)

[Costs Assignment Specification per Receipt \[Page 295\]](#)

[Costs Assignment Specification per Mile/Km \[Page 304\]](#)

[Entry Function: Additional Trip Information \[Page 250\]](#)

[Additional Weekly Report Functions \[Page 243\]](#)

## Display Weekly Report

### Procedure

1. Choose [Weekly report \[Page 234\]](#)
2. Select the weekly report that you would like to change.
3. Choose *Weekly report* → *Change*.  
The *Trip data maintain: Weekly reports* screen appears.
4. If you want to display more detailed trip facts for the weekly report, choose the necessary entry functions via *Goto* → <Entry function> or *Extras* → <Entry function>.
5. To close the display of a weekly report, choose *Weekly report* → *Exit*.

---

**Print Weekly Report**

## Print Weekly Report

### Use

You can print the standard form for a weekly report directly from the *Overview of weekly reports* screen.

### Prerequisites

The trip must be settled using *Travel Expenses*.

### Procedure

1. Choose [Weekly report \[Page 234\]](#)
2. Select a weekly report.
3. Choose *Weekly report* → *Print*.  
The *Print report output* screen appears
4. Enter the necessary print parameters.
5. Choose *Output* → *Print*.

### Result

The system prints the standard form for the selected weekly report.

## Display Corrections

### Procedure

1. Choose [Weekly report \[Page 234\]](#)
2. Select a weekly report.
3. Choose *Trip* → *Display corrections*.  
The *Approval of trips* screen appears.
4. To return to the *Overview of weekly reports* screen, choose *Goto* → *Back*.

### Result

The system displays any existing corrections.

---

**Simulate Travel Expenses (Travel Manager)**

## Simulate Travel Expenses (Travel Manager)

### Use

You can simulate travel expenses for one weekly report directly in the *Overview of weekly reports* screen.

### Procedure

1. Choose [Weekly report \[Page 234\]](#)
2. Select a weekly report.
3. Choose *Weekly report* → *Simulate*.
4. To return to the *Overview of weekly reports* screen, choose *Goto* → *Back*.

### Result

The system displays the standard form for the simulated settlement in dialog.

## Approve Weekly Report

### Use

You can approve one weekly report quickly and directly from the *Overview of weekly reports* screen.

### Procedure

1. Choose [Weekly report \[Page 234\]](#)
2. Select a weekly report.
3. Choose *Weekly report* → *Approve*.

### Result

The system approves the selected weekly report.

---

**Settle Weekly Report**

## Settle Weekly Report

### Use

You can settle one weekly report directly from the *Overview of weekly reports* screen.

### Prerequisites

You need to have approved the weekly report.

### Procedure

1. Choose [Weekly report \[Page 234\]](#)
2. Select a weekly report.
3. Choose *Weekly report* → *Settle*.

### Result

The system settles the weekly report and sets the settlement status to *Settled*.

## Additional Weekly Report Functions

There are additional functions available for entering receipts in the weekly report that can be called via *Edit...*:

### 1. Insert line

The *Insert line* function duplicates the line of the weekly report in which the cursor is currently positioned, so that you can enter further receipts for this travel expense type.

### 2. Cut

With the *Cut* function, you can copy the receipt on which the cursor is currently positioned from the weekly report along with its additional information and cost assignment specification to the clipboard. The system no longer displays the receipt.

When you save the weekly report, the system deletes the trip facts for the receipt in the database.

### 3. Cut and Paste

With the *Cut* function, you can copy the receipt on which the cursor is currently positioned from the weekly report along with its additional information and cost assignment specification to the clipboard. The system no longer displays the receipt.

Immediately after that, you can use the *Paste* function to insert the data from the clipboard in an empty position in the weekly report. The system creates a **new** receipt from the data in the clipboard. Two cases must, however, be distinguished:

#### Case 1: Paste within same travel expense type

If you insert the clipboard data within the same travel expense type, the system creates a **new** receipt and copies the additional receipt information and the cost assignment specification.

#### Case 2: Paste in a different travel expense type

If you insert the clipboard data in a different travel expense type, the system creates a **new** receipt and **only** copies the cost assignment specification, **but not** the additional receipt information.

### 4. Copy and Paste

With the *Copy* function, you can copy the receipt on which the cursor is currently positioned from the weekly report along with its additional information and cost assignment specification to the clipboard.

You can insert the data from the clipboard in an empty position in the weekly report using the *Paste* function. Two cases must however again be distinguished:

#### Case 1: Copying within the same travel expense type

If you insert the clipboard data within the same travel expense type, the system creates a **new** receipt and copies the additional receipt information and the cost assignment specification.

#### Case 2: Copying in a different travel expense type

If you insert the clipboard data in a different travel expense type, the system creates a **new** receipt and **only** copies the cost assignment specification, **but not** the additional receipt information.

**Additional Weekly Report Functions**

## Entry Scenario: Trip Advances

### Use

Using this entry scenario, a cash office that pays [trip advances \[Page 186\]](#) in bar can enter the data directly in *Travel Expenses*.

### Prerequisites

To guarantee correct posting of cash advances in Accounting, you need to have chosen the appropriate advance scenario in *Customizing for Travel Expenses*.

### Features

You want to enter an advance for an employee for a new trip. You choose the *Create* method. When you save the advance, the system creates a one-minute trip under the entry date, assigns a trip number and sets a cash indicator and the trip status *Request approved, settled*. The settlement results for the request enter into the next posting run for transfer to *Accounting*.

You can add cash advances to an existing trip. By entering negative amounts, you can reverse cash advances that have already been entered in the request.

#### See also:

[Concepts of Advance Entry \[Page 266\]](#)

[Create Cash Advance \[Page 246\]](#)

[Add Cash Advance \[Page 247\]](#)

---

**Create Cash Advance**

## Create Cash Advance

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Trip* → *Trip advances*.  
The *Trip advances* screen appears.
3. Enter the relevant personnel number.
4. Press *Enter*.  
A list of all of the employee's travel requests is displayed.
5. Choose the *Create* function.  
The *Maintain Trip Data: Advances* field appears.
6. Enter the amount and the relevant currency.
7. Confirm the entry with *Enter*.



The system adds the content of the other fields from the system settings. You can change these entries. This is done by overwriting the field contents with the relevant data.

8. Choose *Trip* → *Save*.

### Result

The system creates a request and assigns the trip status *Request approved, settled*. The settlement results for the request enter into the next posting run for transfer to *Accounting*.

#### See also:

[Entry Scenario: Trip Advances \[Page 245\]](#)

## Add Cash Advance

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Trip* → *Trip advances*.  
The *Trip advances* screen appears.
3. Enter the relevant personnel number.
4. Press *Enter*.  
A list of all of the employee's travel requests is displayed.
5. Select the relevant request.
6. Choose the *Change* function.  
The *Maintain Trip Data: Advances* screen appears.
7. Enter the amount and the relevant currency for the advance.
8. Confirm the entry with *Enter*.



The system adds the content of the other fields from the system settings. You can change these entries. This is done by overwriting the field contents with the relevant data.

If you want to reduce or cancel a trip advance that has already been entered, enter the relevant amount as a minus amount. Do this by entering a minus after the amount.

9. Choose *Trip* → *Save*.

### Result

The system creates a request and assigns the trip status *Request approved, settled*. The settlement results for the request enter into the next posting run for transfer to *Accounting*.

#### See also:

[Entry Scenario: Trip Advance \[Page 245\]](#)

**Entry Scenario: Enter Travel Expenses (Expert)**

## Entry Scenario: Enter Travel Expenses (Expert)

### Purpose

You can use this scenario to create new employee trips, but not to change existing ones. Unlike the other entry scenarios, this scenario does not have an overview of all of the employee's trips. To change trips, you can use the [travel manager \[Page 215\]](#), [travel expense manager \[Page 200\]](#), [travel calendar \[Page 220\]](#), or [weekly report \[Page 232\]](#) entry scenarios.

Via *Customizing for Travel Expenses*, you decide which entry scenario the system calls for *Enter Travel Expenses (Expert)*. You can choose between travel expense manager, travel calendar and weekly report. Via the decision tree of *Feature TRVPA*, you can specify different entry scenarios for different organizational units. For example, if field service employees should enter their trips using the travel calendar, but all other employees are to enter their trips using the travel manager.

For more information, see the documentation on the feature TRVPA and IMG activity [Set up feature TRVPA for Travel Expenses parameters \[Ext.\]](#).

### Process Flow

1. Start this entry scenario from the SAP Easy Access menu under *Travel Management* → *Travel Expenses* → *Enter Travel Expenses (Expert)*.
2. The system asks you to specify the employee and the [trip schema \[Page 178\]](#).  
The central entry screen of the entry scenario that you stored in *Customizing for Travel Expenses* for the *Enter Travel Expenses (Expert)* scenario appears.
3. To enter detailed trip facts, you can call other entry functions from the scenario.  
Which entry functions you can call depends on the trip schema that you defined in *Customizing for Travel Expenses*.
4. You end the scenario by choosing the *Save trip* function.

### Result

You have created a new trip. The system has saved the trip in the database. To reimburse the travel expenses, you have to approve and settle the trips and transfer them to *Accounting*, *Payroll* or *data medium exchange*.

#### See also:

[Entry Scenario: Travel Expense Manager \[Page 200\]](#)

[Entry Scenario: Travel Calendar \[Page 220\]](#)

[Entry Scenario: Weekly Report \[Page 232\]](#)

## Entry Function: Receipts

### Use

You have to enter all trip expenses that can not be settled by per diem or flat rate due to statutory or enterprise-specific reasons, as individual receipts. You can enter individual receipts via the entry function *Receipts*.

You can call this function in the *Travel Manager*, in the *Travel Expense Manager* and in the *Travel Calendar*.

### Prerequisites

To enter individual receipts, you must already have defined travel expense types and assigned the appropriate wage types in *Customizing for Travel Expenses*.

### Features

You enter individual receipts via the travel expense type, the travel expense amount in the original receipt currency and the receipt date. When you enter a foreign currency, the system determines the valid input tax and the exchange rate for the trip currency for the specified receipt date. You can change all of these entries at any time.

When you press *Enter*, the system checks to see if the data entered is sufficient for travel expense settlement. Another dialog box may appear in which you then enter additional receipt information.

#### See also:

[Entry Function: Additional Trip Information \[Page 250\]](#)

[Enter Individual Receipts \[Page 251\]](#)

[Example for the Technical Path a Receipt Follows from Data Entry to Posting... \[Page 535\]](#)

Entry Function: Additional Trip Information

## Entry Function: Additional Trip Information

### Use

Travel Expenses requires certain necessary data for the correct settlement of individual receipts. You can enter the necessary data in the entry function *Receipts*. In addition to this data relevant to settlement, you can enter additional information for individual receipts, however, for documentary purposes only. You can, for example, enter reasons or descriptions.

You can call this function in the *Travel Manager*, in the *Travel Expense Manager* and in the *Travel Calendar*.

### Prerequisites

You have activated the entry function *Additional Receipt Information* in the Customizing for Travel Management under *Travel Expenses* → *Dialog and Travel Expenses Control* → *Dialog Control* → *Define schema and individual field control*.

You have the option of defining additional standard texts in Customizing that you can use to enter additional information, for example as a form can be filled in (see Customizing for Travel Management under *Travel Expenses* → *Dialog and Travel Expenses Control* → *Dialog Control* → *Set up reference texts for additional information*).

### Features

#### System-Triggered Function Call

When you enter individual receipts for a certain travel expense type in the entry function *Receipts*, the system checks to see if you have entered all travel expense-relevant data for the receipts. If you have not entered all the required data, the dialog box for entering additional information (*Travel Expense Manager* and *Travel Calendar*) appears or the data area *Additional information* (*Travel Manager*) appears. Here you enter the missing required additional receipt information.

#### Manual Function Call

If you want to display or change the additional receipt information entered for an individual receipt, select the required receipt and choose the function *Add.info*.

In the *Travel Expense Manager*, *Travel Calendar* and *Weekly Report*, when you double-click on the required individual receipt the *Trip Data Maintn: Receipts* screen appears.

#### See also:

[Entry Function: Receipts \[Page 249\]](#)

[Enter Individual Receipts \[Page 251\]](#)

## Enter Individual Receipts

### Procedure

1. In the *Travel expense type* field, enter the expense type.
2. Enter the amount shown on the receipt in the *Amount* field.
3. Enter the original currency shown on the receipt in the *Currency* field.

First, the system proposes the trip currency for the employee. You can overwrite the trip currency with the original currency on the receipt.

4. Enter the receipt date in the *Date* field.
5. Choose *Enter*.

The system copies the currency and date that you entered last as default values for the following receipts.

The *Maintain Trip Data: Receipts* dialog box, in which you have to enter additional receipt information, may appear.

The system determines the *name*, *exchange rate* and *VAT indicator* for this receipt.

6. Check the default values for the *Exchange rate* and *Value added tax code* fields. You can change the values.
7. Repeat steps 1 to 6 if you wish to enter another receipt.
8. Choose *Trip* → *Save*, to save the individual receipts.

### Result

You have entered and saved the individual receipts for the trip.

#### See also:

[Entry Function: Receipts \[Page 249\]](#)

[Entry Function: Additional Trip Information \[Page 250\]](#)

---

**Copy Individual Receipts**

## Copy Individual Receipts

### Use

In the *Maintain Trip Data: Receipts* screen, you can copy entered receipts. The system copies not only the visible data for the selected receipt, but also the additional receipt information and the costs assignment specifications. You can change the copied receipt at any time.

### Procedure

1. Select the relevant receipt.
2. Choose *Edit* → *Copy line*.

The copied receipt is displayed at the end of the list of receipts already entered.

3. You can change the relevant data.
4. You can change the additional receipt information.

If you want to display or change the additional information for a receipt, select the relevant receipt and then choose *Extras* → *Individual receipt* → *Additional receipt information*.

### Result

The system has copied the selected individual receipt and displays the new receipt at the end of the list of individual receipts.

## Delete Individual Receipts

### Use

In the *Maintain Trip Data: Receipts* screen, you can delete entered receipts. The system no longer displays the individual receipt in dialog, but has not yet deleted it in the database. The system does not delete the individual receipt until you save the trip.

### Procedure

1. Select the individual receipt you would like to delete.
2. Choose *Edit* → *Delete line*.  
The system no longer displays the individual receipt in dialog.
3. Save the trip.

### Result

The system has deleted the individual receipt in the database.

**Travel Manager: Data Area "Expense Receipts"****Travel Manager: Data Area "Expense Receipts"****You enter a receipt as follows:**

1. Choose the travel expense type and enter the corresponding data.
2. Choose  *Add to table*.

The system adds the receipt to the table below the entry area.

**You delete a receipt as follows:**

1. Select the receipt in the table.
2. Choose .

The system deletes the receipt from the table.

**You copy a receipt as follows:**

1. Select the receipt in the table.
2. Choose .

The receipt is entered a second time in the table. Unlike the function *Copy and set next date*, the copy of the receipt has the same date as the original receipt.

**You enter a receipt for several days as follows:**

1. Select a receipt in the table that you want to enter for several days.
2. Choose  *and set next date*.

The system enters an expense receipt in the table with the following day's date.

3. For each day for which the receipt is to be entered, choose  *and set next date*.

**You update the receipt data from the corresponding travel plan as follows:**

When you create a travel expense report, if a travel plan already exists for a trip, the system automatically generates the corresponding receipts in the travel expense report from the travel services booked.

If you have changed the receipt data generated from the travel plan by mistake and you want to retrieve the data from the current plan, choose .

The system regenerates the receipt data based on the information in the travel plan.



You should note the settings in the Customizing for Travel Management under *Integration of Travel Planning and Travel Expenses*.

**You insert credit card documents as follows:**

To insert credit card documents in the travel expense report, choose . Prerequisite for this is that the credit card documents exist and the function CCC (credit card clearing) is active in feature TRVPA.

---

Travel Manager: Data Area "Expense Receipts"

For more information, see [credit card clearing \[Page 395\]](#).

---

Entry Function: Deductions

## Entry Function: Deductions

### Use

Deductions for gratuitous entertainment should always be entered if an employee has been invited out to a meal. The deductions are subdivided into breakfast, lunch, dinner and meal coupon. The amount deducted depends on how the system is set.

You only have to execute this function if statutory or enterprise-specific trip provisions call for deductions.

### Prerequisites

You have activated the entry function *Expenses* in the Customizing for Travel Management under *Travel Expenses* → *Dialog and Travel Expenses Control* → *Dialog Control* → *Define schema and individual field control*.

### See also:

[Enter Deductions \[Page 257\]](#)

## Record Deductions

### Procedure

Depending on whether you selected the checkboxes for per diem reimbursement of meals and accommodations, you can select the corresponding deductions per day's date:

1. Next to the relevant day's date, select the meals that the employee received free of charge or the nights for which there should be a deduction.
2. Enter any further trip data and save the trip via .

### Result:

You have recorded the deductions.

#### See also:

[Entry Function: Deductions \[Page 256\]](#)

---

Entry Function: Miles/Kms Distribution

## Entry Function: Miles/Kms Distribution

### Use

In *Travel Management*, you can enter the miles/kms traveled on a trip for exact dates using the *Miles/kms distribution* (trip segment distribution) function. For detailed travel costs settlement, you can enter further trip facts. Further trip facts refer to

- Number of passengers per leg of the trip
- Weight of luggage per leg of the trip
- Consideration of a company-internal flat rate
- Country-specific miles/kms flat rates

### Integration

The miles/kilometers distribution is the basis for trip entry scenarios *Travel Manager*, *Travel Expense Manager* and *Travel Calendar* for entering the [costs assignment specification for miles/kilometers \[Page 304\]](#).

Miles/Kilometers distribution is not possible for trip advances or the weekly report. For the weekly report however, you can specify the [costs assignment for miles/kilometers \[Page 310\]](#).

#### See also:

[Enter Miles/Kilometers Distribution \(Travel Manager/Travel Expense Manager\) \[Page 259\]](#)

[Enter Miles/Kilometers Distribution \(Travel Calendar\) \[Page 260\]](#)

Enter Miles/Kilometers Distribution (Travel Manager/Travel Expense Manager)

## Enter Miles/Kilometers Distribution (Travel Manager/Travel Expense Manager)

### Use

Via miles/kilometers distribution (trip segment distribution), you can enter data for travel costs for exact days.

### Procedure

Travel Expense Manager	Travel Manager
1. Choose the <i>Miles/Kilometers</i> tab page.	1. In the <i>Per diem reimbursement</i> data area use  to open the <i>Miles/Kilometers distribution</i> function.

2. Enter the miles/kms traveled with attributes for each leg of the trip for each day.
3. Save the trip.

### Result

You have entered the miles/kilometers distribution for the trip.

### See also

[Miles/Kms Distribution \[Page 258\]](#)

---

**Enter Miles/Kms Distribution (Travel Calendar)**

## Enter Miles/Kms Distribution (Travel Calendar)

### Use

Via miles/kilometers distribution, you can enter data for travel costs settlement for exact days.

### Procedure

1. Choose [Travel calendar \[Page 221\]](#).
2. Select the relevant trip.
3. Choose *Goto* → *Miles/kms distribution*.  
The *Maintain Trip Data: Miles/kms distribution* appears.
4. Enter the miles/kilometers traveled with attributes for each leg of the trip for each day.
5. Choose *Goto* → *Back*.  
The *Travel calendar: Domestic trips* screen appears.
6. Save the trip.

### Result

You have entered the miles/kilometer distribution for the trip.

#### See also:

[Miles/Kms Distribution \[Page 258\]](#)

## Entry Function: Stopovers

### Use

For each trip, you must enter a main destination. If a trip has more than one destination, you can specify any destination as the main destination. If one of the destinations is outside of the domestic country, the trip is considered an international trip and you must enter this destination as the main destination in the entry scenarios.

Using stopovers, you can enter a detailed trip itinerary in the system. Any destination outside of the main destination's trip area is considered a stopover.

You have to enter the trip area of the main destination via the country key (LAND field) and the region key (REGION field).

Once you have specified and entered the main destination, the question arises as to which trip destinations are to be entered as stopovers. You must decide whether a trip destination has consequences relevant for Travel Expenses (such as, a change in trip area) or whether it is only entered for documentary purposes.

The following attributes of a destination are relevant for Travel Expenses:

- Country key (*Country* entry field)
- Region key (*Region* entry field)
- Enterprise-specific trip type (*Trip type - enterprise-specific* entry field)
- Statutory trip type (*Trip type - statutory* entry field)
- Trip activity type (*Trip activity type* entry field)

Every destination of a trip that has attributes, relevant for Travel Expenses, which do not correspond with those of the main destination must be entered as a stopover.

### When is a stopover relevant for Travel Expenses in regard to a trip area change?

For each stopover, the trip area is entered via the trip country (entry field LAND) and the trip region (entry field REGION). Depending on trip area, the system determines the reimbursement rates for per diems and flat rates. Consequently, every trip destination with a trip area that differs from that of the main destination is entered as a stopover that is relevant for Travel Expenses. This applies for international trips as well as for domestic trips, since a trip area change always applies if either the country key or the region key of a trip area differs from that of the main destination.

### Examples:

#### ***Domestic trip with one destination***

If a domestic trip has only one destination, this destination is to be entered as the main destination in the general trip data.

#### ***Domestic trip with more than one destination***

**Entry Function: Stopovers**

If a domestic trip has more than one destination, one of these destinations must be entered as the main destination. Each destination that is relevant for Travel Expenses must be entered as a stopover. You can enter all other destinations as stopovers. These stopovers serve, however, documentary purposes only and have no effect on settlement.

***International trip with one destination***

A trip is considered an international trip whenever the trip destination has a different trip country (entry field LAND) than the domestic country defined in the system.

You have to enter the trip as an international trip. The destination of the trip is the main destination.

The international time period is determined by the system on the basis of the entries made regarding border crossings. This period is considered international, whereas the remaining periods of the trip are considered domestic.



You can determine the times for the border crossings via the fields *Return trip*, *Departure* and *Country* for border crossing. This makes it possible for you to enter the time periods for the international and domestic parts of the trip to the exact minute. The [trip schema \[Page 178\]](#) decides whether these fields are offered.

***International trip with more than one destination***

The main destination of the trip must be a destination outside of the domestic country.

Every other destination that is relevant for Travel Expenses must be entered as a stopover.

You can enter all other destinations as stopovers. These stopovers serve, however, documentary purposes only and have no effect on settlement.

**See also:**

[Enter Stopovers \[Page 263\]](#)

## Enter Stopovers

### Procedure

1. Enter the data for a stopover.
2. Press *Enter*.
3. Verify the stopover data.



Be sure you have entered all of the relevant stopover data, otherwise the wrong reimbursement rates could be used by the system for calculating per diems or flat rates.

4. To enter further stopovers, repeat the steps 1 to 3.
5. If you want to enter further trip facts, choose *Goto* → <Entry function> or *Extras* → <Entry function>.
6. If you have no further trip facts to enter, choose *Trip* → *Save*.

### Result

You have entered the stopovers of a trip.

#### See also:

[Entry Function: Stopovers \[Page 261\]](#)

---

**Entry Function: Advances**

## Entry Function: Advances

### Use

You can use this function to enter trip advances that are not to be paid in cash by a central cash office but by transfer to an account. You can enter advances in the *travel expense manager*, the *travel calendar* or in the *weekly report*.

If you pay cash advances that you have not entered via the entry scenario *trip advances* in Travel Expenses, you can use this function to enter the cash advances for documentary purposes.

### Prerequisites

To guarantee correct posting of trip advances in Financial Accounting, you need to have chosen the appropriate advance scenario in *Customizing for Travel Expenses*.

### Features

You enter trip advances via the amount and the currency. If you want to enter a cash advance for documentary purposes, you have to set the cash indicator. If you want to enter a trip advance, you do not have to set the cash indicator. Save the trip as a request.

#### See also:

[Enter Deductions \[Page 265\]](#)

[Entry Scenarios for Advance Entry \[Page 266\]](#)

[Entry Scenario: Trip Advance \[Page 245\]](#)

## Enter Deductions

### Procedure

1. Enter the amount of the advance in the *Amount* field.
2. Enter the currency of payment for the advance in the *Currency* field.
3. Enter the date on which the advance was granted in the *Date* field.
4. Press *Enter*.
5. The system fills in the *Exchange rate* and *Amount* fields in local currency.
6. Verify the exchange rate and change it, if necessary.
7. Repeat steps 1 to 6 to enter a further advance for the trip.
8. Choose *Trip* → *Save*.



The system assigns the trip status that is stored in system settings for the respective entry scenario. You can change the trip status before saving the trip.

### Result

You have entered the advances for a trip.

---

**Entry Scenarios for Advance Entry**

## Entry Scenarios for Advance Entry

**You can set up various scenarios for advance entry in R/3 Travel Management via Customizing.** Each of these five scenarios refers to only one method of payment of advances respectively, either cash payment via cash office or payment by check or transfer via Financial Accounting or data medium exchange.

**For further information on the most frequently used scenarios, see**

[Payment of Advances by Cash Office using Manual Posting \[Page 267\]](#)

[Payment of Advances by Cash Office using Advance Data Entry \[Page 270\]](#)

[Payment of Advance by Cash Office and Payment of Travel Expenses Using Data Medium Exchange \[Page 279\]](#)

[Payment of Advances via Financial Accounting \[Page 273\]](#)

[Payment of Advances via Data Medium Exchange \[Page 276\]](#)



SAP recommends that you decide to use only one of these scenarios.

In general, mixed forms can be set up via Customizing.

If you decide on using a mixed form, SAP recommends using only one method of advance payment within one employee trip.

## Advance via Cash Office (Manual Posting)

### Scenario Process Flow

The cash office pays an employee an approved amount and posts the advance manually using *Post documents to financial accounting*.

After the trip, you supplement the missing trip facts and, for documentary (history) purposes, the advance paid by the cash office (for example, via travel expense manager or fast entry). You save the employee trip with the trip status *Trip completed*.



When entering advances in the *Maintain Trip Data: Advances* screen, you should set the cash indicator. This documents payment of the advance by the cash office.

When you save the advance in the entry screen *Maintain Trip Data: Advances*, the system locks these lines to prevent further changes. This makes history management possible. You can now only change the advance by adding further advances.

The system approves the trip and settles it. The next time that settlement results are transferred to Accounting, the trip expenses are posted in Financial Accounting.

During the next payment run in Financial Accounting, the relevant accounts are balanced and the remaining travel expenses are reimbursed to the employee by bank.



## Note for Customizing

You can choose this scenario directly in Customizing in the view *Posting and payment of advances*.

## Note for Customizing (expert mode)

If you want to use this scenario in your company, you have to make the following system settings in **Expert Mode of Feature TRVCT**:

	R line	
Position	Entry	Meaning
2	0	The system does not consider the advance in travel expenses
7	0	The system does not consider the advance in travel expenses

Position 2 refers to advances **without** cash indicator.

Position 7 refers to advances **with** cash indicator.

---

**Advance via Cash Office (Advance Data Entry)**

## **Advance via Cash Office (Advance Data Entry)**

### **Scenario Process Flow**

The cash office pays an employee an approved advance, creates an employee trip via advance entry and saves it. The advance is automatically given a cash indicator by the system. The system approves the travel request and settles it. The next time that settlement results are transferred to Accounting, the advance is posted in Financial Accounting.

After the trip, you supplement the missing trip facts for the travel request and save the trip with the trip status *Trip completed*.

The system approves the trip and settles it. The next time that settlement results are transferred to Accounting, the trip expenses are posted in Financial Accounting.

During the next payment run in Financial Accounting, the relevant accounts are balanced and the remaining travel expenses are reimbursed to the employee by bank.

Advance via Cash Office (Advance Data Entry)

## Overview of postings

Example:					
	Advance		100.-		
	Travel expenses		500.-		
1.) The advance is paid by the cash office / advance transaction.					
Posting: Debit vendor 100.-, credit to cash office 100.-					
Advance	Cash office	Bank	Trip expen.	Vendor	
D C	D C	D C	D C	D C	
				100.-	
	100.-				
2.) The travel expenses are transferred to Financial Accounting.					
Posting: Debit trip expenses 500.-, credit to vendor 500.-					
Advance	Cash office	Bank	Trip expen.	Vendor	
D C	D C	D C	D C	D C	
				100.-	
	100.-		500.-		
					500.-
3.) Payment run in Financial Accounting.					
Posting: Debit vendor 400.-, credit to bank 400.-					
Advance	Cash office	Bank	Trip expen.	Vendor	
D C	D C	D C	D C	D C	
				100.-	
	100.-		500.-		
		400.-			500.-
				400.-	

Figure: Overview of Posting for Advance Payment via Cash Office, with Entry Type Advance Entry

**Advance via Cash Office (Advance Data Entry)****Note for Customizing**

You can choose this scenario directly in Customizing in the view *Posting and payment of advances*.

**Note for Customizing (expert mode)**

If you want to use this scenario in your company, you have to make the following system settings in **Expert Mode of Feature TRVCT**:

	<b>R line</b>	
Position	Entry	Meaning
2	0	The system does not consider the advance in travel expenses
7	3	Advance is taken into consideration in both travel request and trip

Position 2 refers to advances **without** cash indicator.

Position 7 refers to advances **with** cash indicator.

## Advance via Financial Accounting

### Scenario Process Flow

You enter the advance via the travel expense manager and save the employee trip with the trip status *Travel request approved*. The system approves the travel request and settles it. The next time that settlement results are transferred to Accounting, the advance is posted in Financial Accounting.

After the trip, you supplement the missing trip facts for the travel request and save the trip with the trip status *Trip completed*.

The system approves the trip and settles it. The next time that settlement results are transferred to Accounting, the trip expenses are posted in Financial Accounting.

During the next payment run in Financial Accounting, the relevant accounts are balanced and the remaining trip expenses are reimbursed to the employee by bank.

Advance via Financial Accounting

Overview of postings

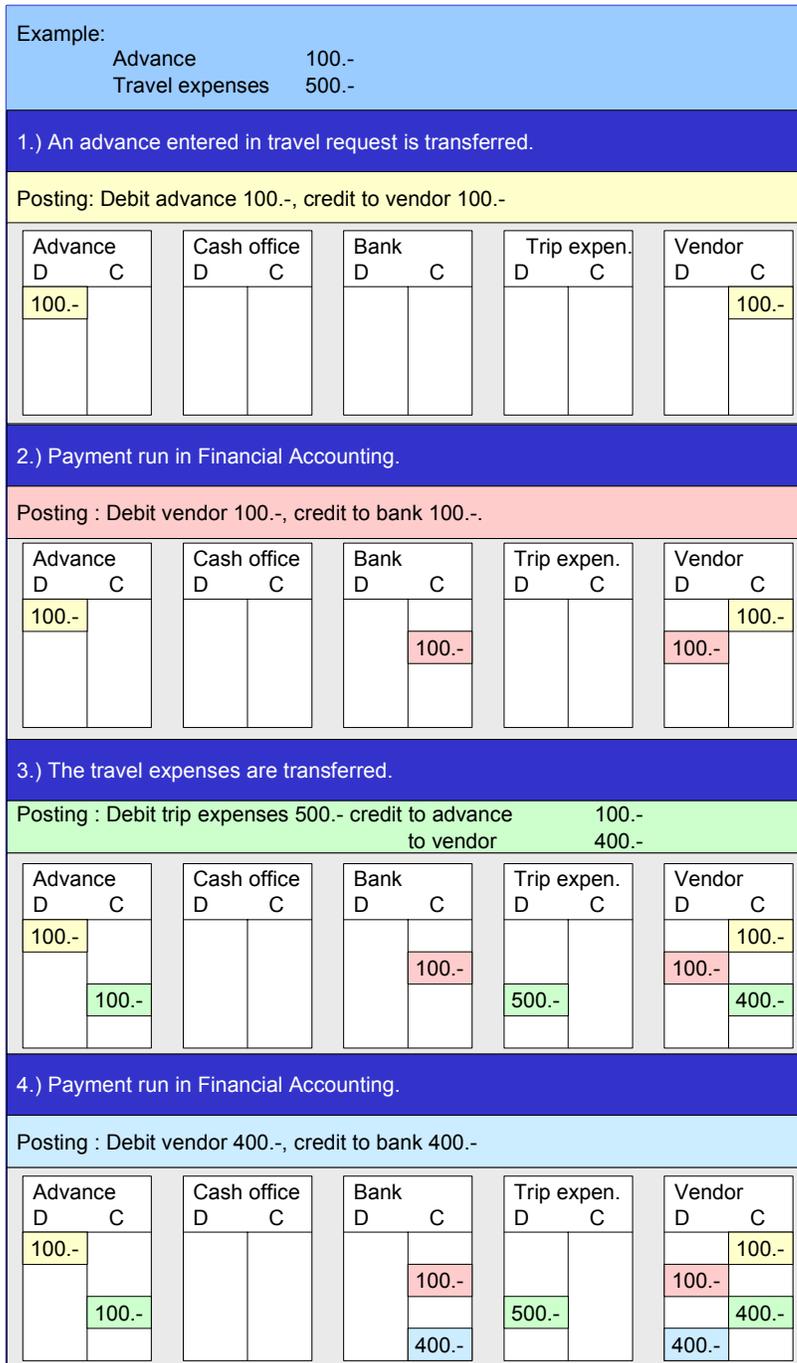


Figure: Overview of Posting for Advance Payment via Financial Accounting

## Note for Customizing

You can choose this scenario directly in Customizing in the view: *Posting and payment of advances*.

## Note for Customizing (expert mode)

If you want to use this scenario in your company, you have to make the following system settings in **Expert Mode of Feature TRVCT**:

	R line	
Position	Entry	Meaning
2	1	The system considers the advance only in request
7	0	The system does not consider the advance in travel expenses

Position 2 refers to advances **without** cash indicator.

Position 7 refers to advances **with** cash indicator.

---

**Advance via Data Medium Exchange**

## Advance via Data Medium Exchange

### Scenario Process Flow

You enter the advance via the travel expense manager and save the employee trip with the trip status *Travel request approved*. It is important to be sure that the cash indicator is not activated when this is done. The system approves the travel request and settles it. The next time that settlement results are transferred to data medium exchange, the advance is paid.

With the data medium exchange program, you can send the transfer data to the respective house bank. After the respective house bank has confirmed the correct transfer, you only have to post the total for this house bank manually to Financial Accounting.

For greater clarity, the following scenario assumes that when posting to data medium exchange, only one trip for one person has been transferred.

You have to post advances that are paid via data medium exchange manually. When the travel request settlement results are transferred to Accounting, the advance is posted in *Financial Accounting*.

After the trip, you supplement the missing trip facts for the travel request and save the trip with the trip status *Trip completed*. The system approves the trip and settles it. The next time that settlement results are transferred to data medium exchange, the travel expenses, less the advance, are paid.

You have to post the travel expenses, paid via data medium exchange, less the amount of the advance, manually. When the travel expenses results are transferred to Accounting, the travel expenses are posted in *Financial Accounting*.

## Overview of postings

Example:																																						
Advance	100,-																																					
Travel expenses	500,-																																					
<b>1.) Manual posting after payment of advance via house bank.</b>																																						
Posting: Debit DME 100.-, credit to bank 100.-																																						
<table border="1"> <tr><th colspan="2">Advance</th></tr> <tr><th>D</th><th>C</th></tr> <tr><td></td><td></td></tr> </table>	Advance		D	C			<table border="1"> <tr><th colspan="2">Cash office</th></tr> <tr><th>D</th><th>C</th></tr> <tr><td></td><td></td></tr> </table>	Cash office		D	C			<table border="1"> <tr><th colspan="2">Bank</th></tr> <tr><th>D</th><th>C</th></tr> <tr><td></td><td>100.-</td></tr> </table>	Bank		D	C		100.-	<table border="1"> <tr><th colspan="2">Trip expen.</th></tr> <tr><th>D</th><th>C</th></tr> <tr><td></td><td></td></tr> </table>	Trip expen.		D	C			<table border="1"> <tr><th colspan="2">DME</th></tr> <tr><th>D</th><th>C</th></tr> <tr><td>100.-</td><td></td></tr> </table>	DME		D	C	100.-					
Advance																																						
D	C																																					
Cash office																																						
D	C																																					
Bank																																						
D	C																																					
	100.-																																					
Trip expen.																																						
D	C																																					
DME																																						
D	C																																					
100.-																																						
<b>2.) Posting of the advance.</b>																																						
Posting: Debit advance 100.-, credit to DME 100.-.																																						
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Figure: Overview of Posting for Advance Payment via Data Medium Exchange

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**Advance via Data Medium Exchange****Note for Customizing**

You can choose this scenario directly in Customizing in the view: *Posting and payment of advances*.

**Note for Customizing (expert mode)**

If you want to use this scenario in your company, you have to make the following system settings in **Expert Mode of Feature TRVCT**:

Position	Entry	Meaning
2	1	The system considers the advance only in request
7	0	The system does not consider the advance in travel expenses

Position 2 refers to advances **without** cash indicator.

Position 7 refers to advances **with** cash indicator.

## Advance via Cash Office (Travel Expenses via DME)

The cash office pays an employee an approved advance, creates an employee trip via advance entry and saves it. The advance is automatically given a cash indicator by the system.

When the travel request settlement results are transferred to Accounting, the advance is posted in *Financial Accounting*.

After the trip, you supplement the missing trip facts for the travel request and save the employee trip with the trip status *Trip completed*. The system approves the trip and settles it. The next time that settlement results are transferred to data medium exchange, the travel expenses, less the advance, are paid.

When the travel expenses results are transferred to Accounting, the travel expenses are posted in *Financial Accounting*.

You have to post the travel expenses, paid via data medium exchange, less the amount of the advance, manually.

Advance via Cash Office (Travel Expenses via DME)

Overview of postings

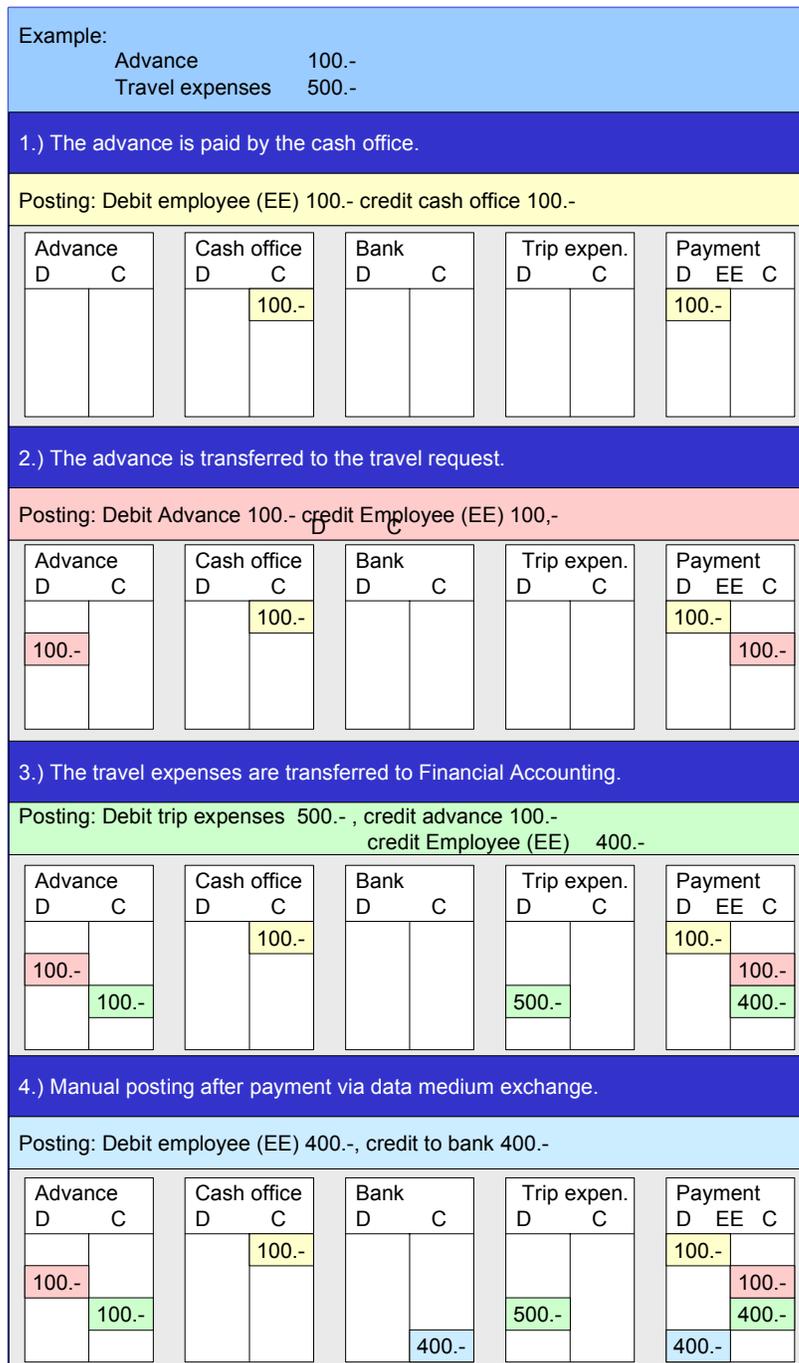


Figure: Overview of Posting for Advance Payment via Cash Office and Payment of Travel Expenses via Data Medium Exchange

Advance via Cash Office (Travel Expenses via DME)

**Note for Customizing**

You can choose this scenario directly in Customizing in the view: *Posting and payment of advances*.

**Note for Customizing (expert mode)**

If you want to use this scenario in your company, you have to make the following system settings in **Expert Mode of Feature TRVCT**:

	R line	
Position	Entry	Meaning
2	0	The system should never post the advance
7	4	The system considers the advance only in request. Cash advance is also taken into consideration when travel expenses are paid using data medium exchange program or payroll

Position 2 applies to advances **without** cash indicator.

Position 7 applies to advances **with** cash indicator.

## Entry Function Cost Assignment

### Use

For the correct assignment of incurred trip costs in Controlling (CO), you can specify cost assignments.

### Features

You can specify cost assignments for the entire trip, for miles/kms (trip segments), for individual receipts or for destinations. If you do not specify any cost assignments in an entry scenario manually, the system applies the cost assignments in the [trip costs assignment specification \[Page 283\]](#) stored in the personal data for the employee.

The costs assignments for a trip are not available in *Controlling* (CO) until after [transfer of settlement results \[Page 343\]](#) to *Financial Accounting* (FI). There is no direct connection between *Travel Management* and *Controlling* (CO).

#### See also:

[Cost Assignment for Entire Trip \[Page 285\]](#)

[Costs Assignment per Stopover \[Page 290\]](#)

[Costs Assignment per Receipt \[Page 295\]](#)

[Cost Assignment per Trip Segment\(Miles/Kilometers\) \[Page 304\]](#)

## Travel Expenses Assignment Guideline

### Definition

The travel expenses assignment guideline is the cost assignment specification for all trips of an employee. It is stored in the employee's HR master data. This cost assignment specification is valid for all the object within Travel Expenses (entire trip, receipts, destinations and miles/kms traveled), for which you can not enter your own or complete cost assignments manually when entering the trip facts.

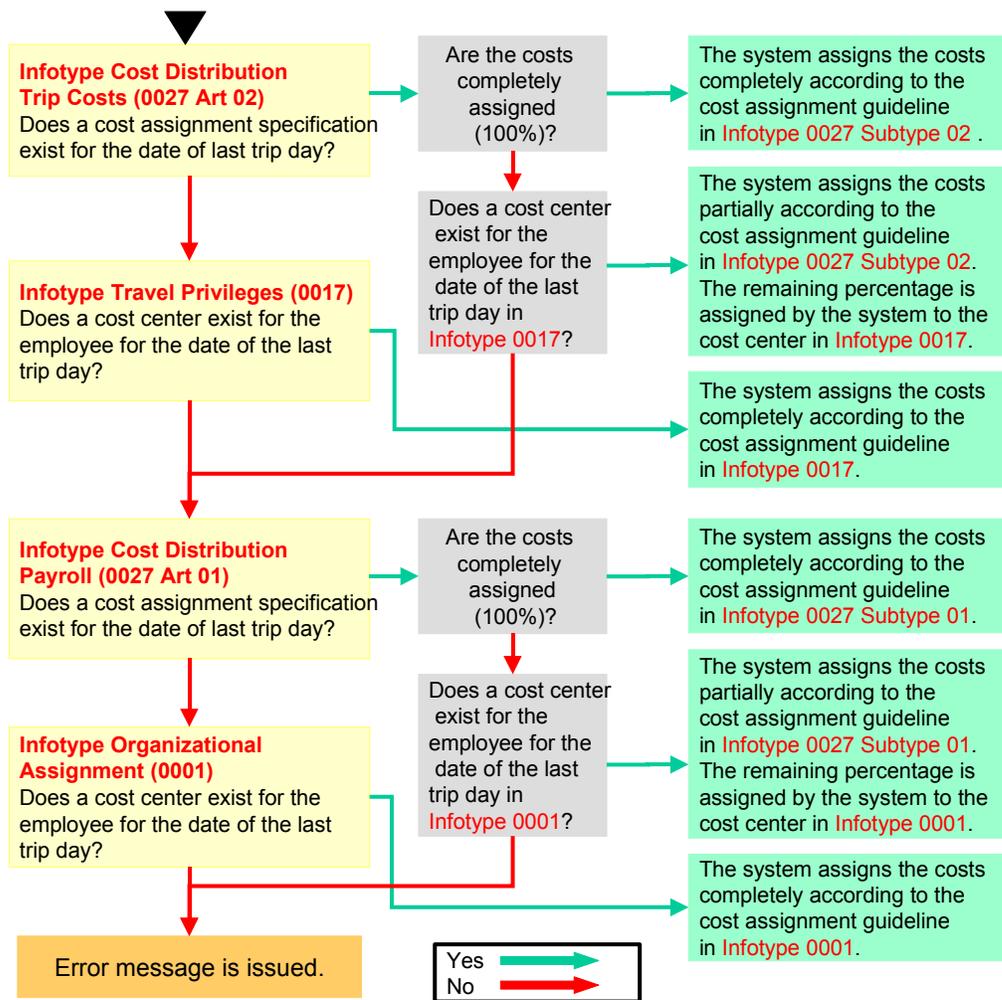
A cost assignment specification for all trips must be stored in at least one of the following Infotypes for the employee.

- Infotype 0027, subtype 02 (*Trip Costs Distribution*)
- Infotype 0017 (*Travel Privileges*)
- Infotype 0001 (*Organizational Assignment*)

### Structure

The following graphic shows how the system determines the valid travel expenses assignment guideline from the various data in the Infotypes.

Travel Expenses Assignment Guideline



See also:

[Editing HR Master Data \[Page 189\]](#)

## Costs Assignment Specification for Entire Trip

### Use

The cost assignment specification for entire trip makes it possible for you to specify for a trip a percentage cost assignment that differs from the [travel expenses assignment guideline \[Page 283\]](#).

### Features

The costs assignments for an entire trip can only be specified in percents. It is only valid for the objects for which you have not specified a specific cost assignment.

The necessary costs assignments can only be specified with a percentage and a new account assignment object. The system summarizes the cost assignment screen after the first time you press *Enter* so that only the costs assignments with percentages are visible.

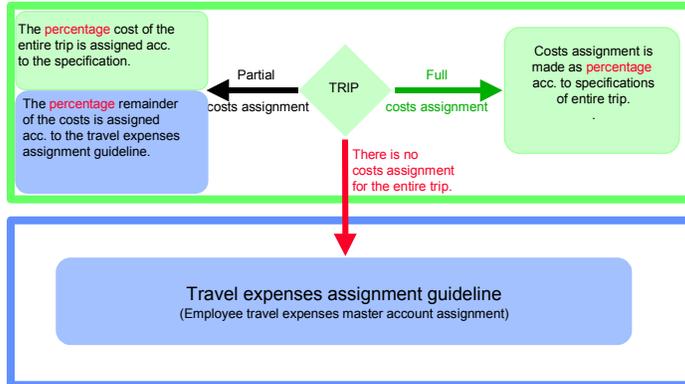
If you leave the costs assignment screen without specifying a complete cost assignment (that is, the total of all percentages is less than 100%), the system applies costs assignments according to the travel expenses assignment guideline for the unassigned travel expenses (remaining percentage).

If you have not specified any cost assignments for the entire trip, the system applies costs assignments according to the travel expenses assignment guideline for all objects for which you have made no specific cost assignments.

The following graphic shows which resulting cost assignment specifications for the entire trip the system transfers depending on a manual costs assignment specification.

**Costs Assignment Specification for Entire Trip**

Costs Assignment Specification for Entire Trip  
(Cost Distribution)



**See also:**

[Specify Costs Assignment for Trip \(Travel Expense Manager / Travel Manager\) \[Page 287\]](#)

[Specify Costs Assignment for Trip \(Travel Calendar/Weekly Report\) \[Page 289\]](#)

## Specify Costs Assignment for Trip (Travel Expense Manager / Travel Manager)

### Procedure

To assign the costs for an entire trip 100% to an [account assignment object \[Ext.\]](#) when processing a trip, proceed as follows:

1. In the in the first field of the data area *Alternative cost assignment for entire trip*, if other than *master CA*, select the required account assignment object.

The system adjusts the second (and if necessary also the third) field according to the account assignment object type: field length, F4 input help and F1 help.

2. In the second (and if necessary the third) field, enter the account assignment object values.
3. Continue with the remaining entry functions and then save using .

To assign the costs for an entire trip [proportionally to different account assignment objects](#) when processing a trip, proceed as follows:

1. In the data area *Alternative cost assignment for entire trip*, if other than *master CA*, choose  (*Enhanced cost assignment*).

The *Trip Data Maintn: Enhanced costs assignment for entire trip* screen appears.

2. In the *Distribution* column, enter the percentage of the travel expenses that are to be assigned to a certain account assignment object.
3. In the same row, enter the corresponding account assignment object.



You can enter **several** account assignments in one row. This can, for example, be useful if you want to trace the costs more exactly than just using the cost center.

In the case of a multiple account assignment only one of the objects is the actual account assignment object. All the other objects are statistical account assignment objects.

4. Repeat steps 2 and 3 for each additional account assignment object for which you want to assign an exact percentage of the costs for the entire trip.



If you have not specified a complete (100%) costs assignment for the entire trip, the system displays the following message: "*x% will be assigned according to travel expense assignment guidelines*".

The system applies the [travel expense assignment guideline \[Page 283\]](#) for the remaining portion.

5. Choose .

The general entry screen appears.

---

**Specify Costs Assignment for Trip (Travel Expense Manager / Travel Manager)**

6. Continue with the remaining entry functions and then save using .

## **Result**

You have specified a costs assignment for the entire trip.

## Specify Costs Assignment for Trip (Travel Calendar/Weekly Report)

### Procedure

To assign the costs for an entire trip to one or several [account assignment objects \[Ext.\]](#) in the [travel calendar \[Page 220\]](#) and [weekly report \[Page 232\]](#), proceed as follows:

1. Choose *Extras* → *Cost assignment* → *Entire trip*.

The *Trip Data Maintn: Enhanced costs assignment for entire trip* screen appears.

2. In the *Distribution* column, enter the percentage of the travel expenses that are to be assigned to a certain account assignment object.
3. In the same row, enter the corresponding account assignment object.



You can enter **several** account assignments in one row. This can, for example, be useful if you want to trace the costs more exactly than just using the cost center.

In the case of a multiple account assignment only one of the objects is the actual account assignment object. All the other objects are statistical account assignment objects.

4. Repeat steps 2 and 3 for each additional account assignment object for which you want to assign an exact percentage of the costs for the entire trip.



If you have not specified a complete (100%) costs assignment for the entire trip, the system displays the following message: "*x% will be assigned according to travel expense assignment guidelines*".

The system applies the [travel expense assignment guideline \[Page 283\]](#) [\[Page 283\]](#) for the remaining portion.

5. Choose .

The general entry screen appears.

6. Continue with the remaining entry functions and then save using .

### Result

You have specified a costs assignment for the entire trip.

---

**Costs Assignment Specification per Additional Destination**

## Costs Assignment Specification per Additional Destination

### Use

The cost assignment specification for each *additional destination* makes it possible for you to specify for a trip a percentage cost assignment that differs from the [travel expenses assignment guideline](#) [Page 283].

You can use this function in the travel manager, travel expense manager and travel calendar.

### Features

When entering *additional destinations* (stopovers), you can specify individual cost assignments for each additional destination.

The system proposes the costs assignment specifications in the travel expenses assignments guideline and the costs assignment specifications already entered in the trip as default values without percent specification in the *Trip Data Maintn: Enhanced cost assignment for additional destination* screen.

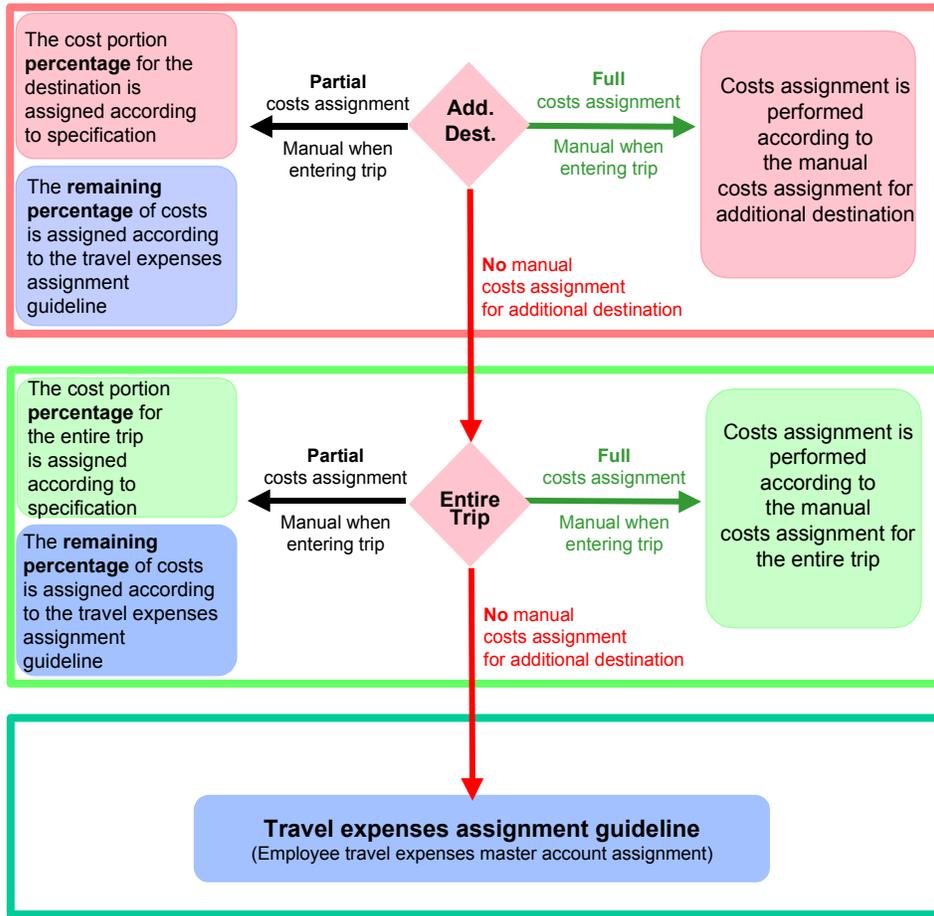
If you leave the costs assignment screen without specifying a complete cost assignment (that is, the total of all percentages is less than 100%), the system applies costs assignments according to the travel expenses assignment guideline for the unassigned additional destination travel expenses (remaining percentage).

If you have not entered a costs assignment for the *additional destination*, the system applies the costs assignment you specified for the entire trip to the *additional destination* as well.

If you have not specified a costs assignment for the entire trip, the system applies the costs assignment for the *additional destination* according to the travel expenses assignment guideline.

The following diagram shows how the system determines the costs assignment for an *additional destination*:

Costs Assignment Specification per Additional Destination



See also:

[Specify Costs Assignment for Destination \(Travel Expense Manager\) \[Page 292\]](#)

[Specify Costs Assignment for Destination \(Travel Calendar\) \[Page 293\]](#)

## Specify Costs Assignment for Destination (Travel Expense Manager / Travel Manager)

## Specify Costs Assignment for Destination (Travel Expense Manager / Travel Manager)

To specify the costs assignment for an additional destination when entering travel expenses using the travel manager or travel expense manager, proceed as follows:

Travel Expense Manager	Travel Manager
1. Choose the tab page <i>Add. dests</i>	1. In the data area <i>General trip data</i> , open the function <i>Add. destinations</i> by choosing  .

2. Select the additional destination for which you want to assign the costs.
3. Choose  (*Enhanced cost assignment*).  
The *Trip Data Maintn: Enhanced cost assignment for additional destination* screen appears.
4. In the *Distribution* column, enter the percentage of the travel expenses that are to be assigned to a certain account assignment object.
5. In the same row, enter the corresponding account assignment object.



You can enter **several** account assignments in one row. This can, for example, be useful if you want to trace the costs more exactly than just using the cost center.

In the case of a multiple account assignment only one of the objects is the actual account assignment object. All the other objects are statistical account assignment objects.

6. Repeat the last two steps for each additional account assignment object for which you want to assign an exact percentage of the costs.



If you have not specified a complete (100%) costs assignment for the additional destination, the system displays the following message: *"x% will be assigned according to travel expenses assignment guidelines"*.

The system applies the [travel expense assignment guideline \[Page 283\]](#) for the remaining portion.

7. Choose .

The general entry screen appears.

8. Continue with the remaining entry functions and then save using .

## Result

You have specified a costs assignment for the additional destination.

## Specify Costs Assignment for Destination (Travel Calendar)

### Procedure

To assign costs to a stopover when editing a trip in the [travel calendar \[Page 220\]](#), proceed as follows:

1. Position the cursor on a valid trip.
2. Choose  *Destinations*.
3. Position the cursor on an existing stopover.
4. **Underneath the entry table**, choose  (*Stopover cost assignment*).

The *Trip Data Maintn: Enhanced cost assignment for additional destination* screen appears.

5. In the *Distribution* column, enter the percentage of the travel expenses that are to be assigned to a certain account assignment object.
6. In the same row, enter the corresponding account assignment object.



You can enter **several** account assignments in one row. This can, for example, be useful if you want to trace the costs more exactly than just using the cost center.

In the case of a multiple account assignment only one of the objects is the actual account assignment object. All the other objects are statistical account assignment objects.

7. Repeat the last two steps for each additional account assignment object for which you want to assign an exact percentage of the costs.



If you have not specified a complete (100%) costs assignment for the stopover, the system displays the following message: "*x% will be assigned according to travel expenses assignment guidelines*".

The system applies the [travel expense assignment guideline \[Page 283\]](#) for the remaining portion.

8. Choose .

The general entry screen appears.

9. Continue with the remaining entry functions and then save using .

### Result

You have specified a costs assignment for the stopover.

---

Specify Costs Assignment for Destination (Travel Calendar)

## Costs Assignment Specification per Receipt

### Use

The cost assignment specification per receipt makes it possible for you to specify, for an individual receipt, a percentage cost assignment that differs from the travel expenses assignment guideline.

### Features

From the entry screen *Trip Data Maintn: Receipts*, you can specify costs assignments for individual receipts.

The costs assignment specifications in the travel expenses assignments guideline and the costs assignment specifications already entered in the trip are proposed by the system as default values without percent specification in the costs assignment screen.

If you leave the costs assignment screen without specifying a complete cost assignment (that is, either the total of all percentages is less than 100%, or the absolute amount of the receipt is not fully assigned), the system applies costs assignments according to the travel expenses assignment guideline for the unassigned travel expenses of the receipt (remaining percentage or amount).

If you do not specify a costs assignment for a receipt, the system first applies the costs assignment for the stopover to which the receipt is assigned. The system makes the assignment of a receipt to a stopover via the receipt date. You can assign a receipt to another stopover via the *Receipt destination assignment* group box of the costs assignment screen.

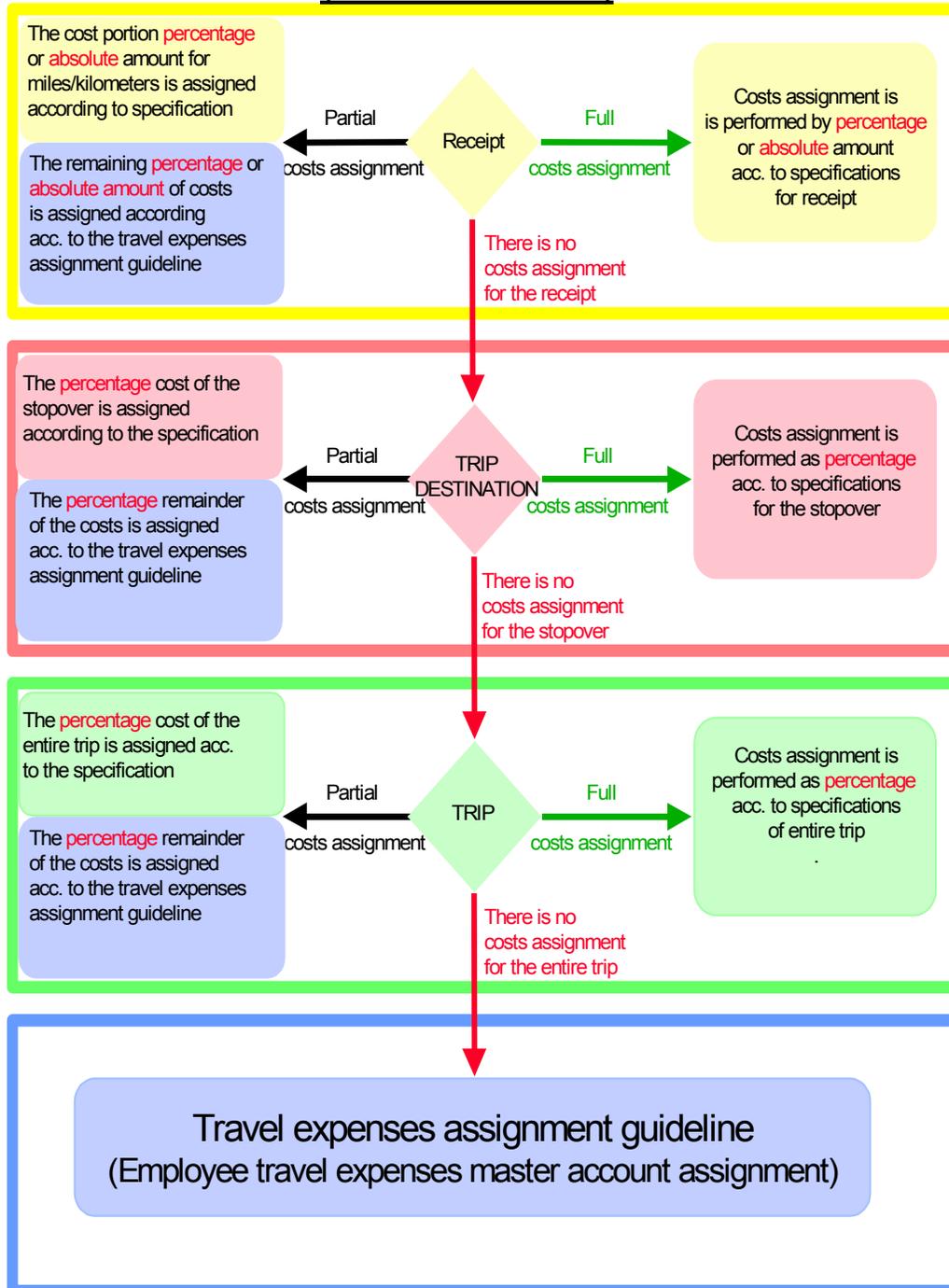
If you have not specified a costs assignment for the stopover, the costs assignment for entire trip is used for the receipt.

If you have not specified a costs assignment for the entire trip, the system uses the costs assignment in the travel expenses assignment guideline for the receipt.

The following graphic shows the resulting cost assignment specifications for an individual receipt that the system transfers depending on a manual costs assignment specification.

Costs Assignment Specification per Receipt

Costs Assignment Specification for Receipt  
(Cost Distribution)



### Changes in stopovers

If you change the time period of a stopover or delete a stopover, the system restructures the receipt - destination assignments for all receipts.

### Changes in receipts

If you change the receipt amount for a receipt that you distributed by amount, the system deletes the costs assignments for the receipt. If you change the receipt date, the system restructures the existing receipt - destination assignment.

#### See also:

[Specify Costs Assignment for Receipt \(Travel Expense Manager\) \[Page 298\]](#)

[Specify Costs Assignment for Receipt \(Travel Calendar\) \[Page 301\]](#)

[Specify Costs Assignment for Receipt \(Weekly Report\) \[Page 303\]](#)

## Specify Costs Assignment for Receipt (Travel Expense Manager)

## Specify Costs Assignment for Receipt (Travel Expense Manager)

### Procedure

1. On the tab page *Receipts*, select a valid receipt.
2. Choose  (*Enhanced cost assignment*).

The *Trip Data Maintn: Enhanced cost assignment for expense receipt* screen appears.

3. You can choose a destination to which the receipt is to be assigned.
4. In the *Distribution* column, enter the percentage of the travel expenses that are to be assigned to a certain account assignment object.
5. In the same row, enter the corresponding account assignment object.



You can enter **several** account assignments in one row. This can, for example, be useful if you want to trace the costs more exactly than just using the cost center.

In the case of a multiple account assignment only one of the objects is the actual account assignment object. All the other objects are statistical account assignment objects.

6. Repeat the last two steps for each additional account assignment object for which you want to assign an exact percentage of the costs.



If you have not specified a complete (100%) costs assignment for the receipt, the system displays the following message: "*x% will be assigned according to travel expenses assignment guidelines*".

The system applies the [travel expense assignment guideline \[Page 283\]](#) for the remaining portion.

7. Choose .

The general entry screen appears.

8. Continue with the remaining entry functions and then save using .

### Result

You have specified a cost assignment for the expense receipt.

## Specify Costs Assignment for Receipt (Travel Manager)

### Procedure

To assign the costs for an entire trip 100% to an [account assignment object \[Ext.\]](#) when processing a trip, proceed as follows:

1. In the in the data area  *Expense receipts* under  *Expense receipt cost assignment, alternative*, select the required account assignment object.  
The system adjusts the second (and if necessary also the third) field according to the account assignment object type: field length, F4 input help and F1 help.
2. In the second (and if necessary the third) field, enter the account assignment object values.
3. Continue with the remaining entry functions and then save using .

To assign the costs for an entire trip **proportionally to different account assignment objects** when processing a trip, proceed as follows:

1. In the data area , select an expense receipt.
2. Under  *Expense receipt cost assignment, alternative*, choose  (*Enhanced cost assignment*).  
The *Trip Data Maintn: Enhanced cost assignment for expense receipt* screen appears.
3. Assign the expense receipt to a destination previously created.
4. Enter the percentage of the travel expenses that are to be assigned to a certain account assignment object in the *Distribution* column.
5. In the same row, enter the corresponding account assignment object.



You can enter **several** account assignments in one row. This can, for example, be useful if you want to trace the costs more exactly than just using the cost center.

In the case of a multiple account assignment only one of the objects is the actual account assignment object. All the other objects are statistical account assignment objects.

6. Repeat the last two steps for each additional account assignment object for which you want to assign an exact percentage of the costs for the entire trip.



If you have not specified a complete (100%) costs assignment for the expense receipt, the system displays the following message: "x% will be assigned according to travel expenses assignment guidelines".

The system applies the [travel expenses assignment guideline \[Page 283\]](#) [\[Page 283\]](#) for the remaining portion.

7. Choose .
8. The general entry screen appears.

**Specify Costs Assignment for Receipt (Travel Manager)**

9. Continue with the remaining entry functions and then save using .

**Result**

You have specified a cost assignment for the expense receipt.

## Specify Costs Assignment for Receipt (Travel Calendar)

### Procedure

1. Choose [Travel calendar \[Page 221\]](#).

2. Select the relevant trip.

3. Choose *Goto* → *Receipts*.

The *Trip Data Maintain: Receipts* screen appears.

4. Select the relevant receipt.

5. Choose *Extras* → *Cost assignment* → *Individual receipt*.

The *Trip Data Maintain: Enhanced cost assignment for expense receipt* screen appears.

6. Enter the relevant cost assignment for the receipt.

7. Choose *Enter*.



If you have not specified a complete (100%) costs assignment for the individual receipt, the system displays the message *x% still to be assigned*. If you have not specified a complete absolute amount costs assignment for the individual receipt, the system displays the message *x <currency> still to be assigned*. Confirm this information.

If you want to specify further costs assignments, confirm this information and specify the relevant costs assignment.

8. To return to the *Trip Data Maintn: Weekly Report* screen, choose *Goto* → *Back*.



If you have not specified a complete (100%) costs assignment for the individual receipt, the system displays the following message: *"x% will be assigned according to travel expenses assignment guidelines"*. If you have not specified a complete absolute amount costs assignment for the individual receipt, the system displays the message *x <currency> will be assigned according to travel expenses assignment guidelines*. Confirm this information.

The system applies the [travel expenses assignment guideline \[Page 283\]](#) for the remaining portion.

If you want to specify another cost assignment for the remaining portion, repeat steps 4 to 8.

9. Choose *Goto* → *Back* to return to the *Travel Calendar: Domestic Trips* screen:

10. Save the trips.

### Result

You have specified a cost assignment for the receipt.

---

Specify Costs Assignment for Receipt (Travel Calendar)

## Specify Costs Assignment for Receipt (Weekly Report)

### Procedure

1. Choose the entry type [Weekly Report \[Page 234\]](#).
2. Select the relevant weekly report.
3. Choose *Weekly report* → *Change*.

The *Trip Data Maintn: Weekly report* screen appears.

4. Select the relevant receipt.
5. Choose *Extras* → *Cost assignment* → *Individual receipt*.

The *Trip Data Maintn: Enhanced cost assignment for expense receipt* screen appears.

6. Enter the relevant cost assignment for the receipt.
7. Choose *Enter*.



If you have not specified a complete (100%) costs assignment for the individual receipt, the system displays the message *x% still to be assigned*. If you have not specified a complete absolute amount costs assignment for the individual receipt, the system displays the message *x <currency> still to be assigned*. Confirm this information.

If you want to specify further costs assignments, you can do so.

8. To return to the *Trip Data Maintn: Weekly report* screen, choose *Enter*.



If you have not specified a complete (100%) costs assignment for the individual receipt, the system displays the following message: *"x% will be assigned according to travel expenses assignment guidelines"*. If you have not specified a complete absolute amount costs assignment for the individual receipt, the system displays the message *x <currency> will be assigned according to travel expenses assignment guidelines*. Confirm this information.

The system applies the [travel expenses assignment guideline \[Page 283\]](#) for the remaining portion.

If you want to specify another cost assignment for the remaining portion, repeat steps 4 to 8.

9. Save the weekly report.

### Result

You have specified a cost assignment for the receipt.

---

**Costs Assignment Specification for Miles/Kilometers**

## Costs Assignment Specification for Miles/Kilometers

### Use

The cost assignment specification per miles/kilometers (per trip segment) makes it possible for you to specify, for a trip segment, a percentage cost assignment that differs from the travel expenses assignment guideline.

### Features

From the entry screen *Trip Data Maintn: Miles/Kms Distribution*, you can specify costs assignments for the entries in *Miles/kms distribution*.

The costs assignment specifications in the travel expenses assignments guideline and the costs assignment specifications already entered in the trip are proposed by the system as default values without percent specification in the costs assignment screen.

If you leave the costs assignment screen without specifying a complete cost assignment (that is, the total of all percentages is less than 100%), the system applies costs assignments according to the travel expenses assignment guideline for the unassigned travel expenses (remaining percentage).

If you do not specify a costs assignment for a trip segment, the system first applies the costs assignment for the stopover to which the trip segment is assigned.

The system makes the assignment of a trip segment to a stopover via the miles/kms distribution. You can assign a trip segment to another stopover via the *Flat rate for miles/kms destination assignment* group box of the costs assignment screen.

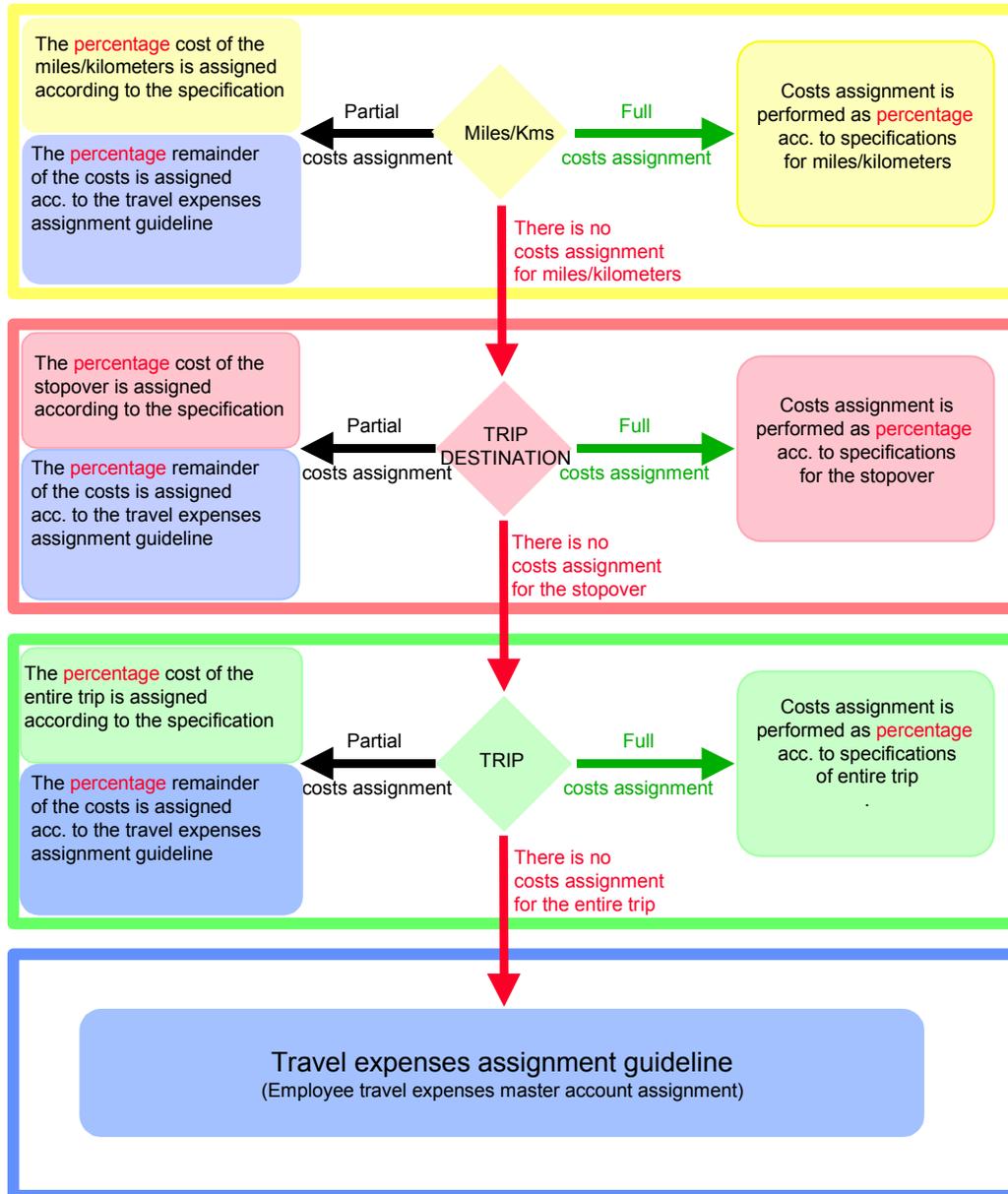
If you have not specified a costs assignment for the stopover, the system uses the costs assignment for entire trip for the trip segment.

If you have not specified a costs assignment for the entire trip, the system uses the costs assignment in the travel expenses assignment guideline for the trip segment.

The following graphic shows the resulting cost assignment specifications for entire trip that the system transfers depending on a manual costs assignment specification.

Costs Assignment Specification for Miles/Kilometers

Costs Assignment Specification for Miles/Kms  
(Cost Distribution)



**Changes in stopovers**

If you change the time period of a stopover or delete a stopover, the system restructures the miles/kms - destination assignments for all trip segments.

**Costs Assignment Specification for Miles/Kilometers**

**See also:**

[Specify Costs Assignment for Miles/Kms \(Travel Expense Manager\) \[Page 307\]](#)

[Specify Costs Assignment for Miles/Kms \(Travel Calendar\) \[Page 309\]](#)

[Specify Costs Assignment for Miles/Kms \(Weekly Report\) \[Page 310\]](#)

## Cost Assignment Specify Miles/Kms (Trav.Exp.Man./Trav.Manager)

### Procedure

Travel Expense Manager	Travel Manager
1. Choose the <i>Miles/Kilometers</i> tab page.	1. In the <i>Per diem reimbursement</i> data area use  to open the <i>Miles/Kilometers distribution</i> function.

2. Select the miles/kilometers for which you want to assign the expenses.
3. Choose  (*Enhanced cost assignment*).  
 The *Trip data maintain: Enhanced costs assignment for trip segment* screen appears.
4. You can choose a destination to which the trip segment is to be assigned.
5. In the *Distribution* column, enter the percentage of the travel expenses that are to be assigned to a certain account assignment object.
6. In the same row, enter the corresponding account assignment object.



You can enter **several** account assignments in one row. This can, for example, be useful if you want to trace the costs more exactly than just using the cost center.

In the case of a multiple account assignment only one of the objects is the actual account assignment object. All the other objects are statistical account assignment objects.

7. Repeat the last two steps for each additional account assignment object for which you want to assign an exact percentage of the costs for the entire trip.



If you have not specified a complete (100%) costs assignment for the trip segment, the system displays the following message: "*x% will be assigned according to travel expense assignment guidelines*".

The system applies the [travel expense assignment guideline \[Page 283\]](#) [\[Page 283\]](#) for the remaining portion.

8. Choose .  
 The general entry screen appears.
9. Continue with the remaining entry functions and then save using .

### Result

You have specified a costs assignment for the trip segment.

---

Cost Assignment Specify Miles/Kms (Trav.Exp.Man./Trav.Manager)

## Specify Costs Assignment for Miles/Kms (Travel Calendar)

### Procedure

1. Choose [Travel calendar \[Page 221\]](#).

2. Select the relevant trip.

3. Choose *Goto* → *Miles/kms distribution*.

The *Trip Data Maintn: Miles/kms distribution* screen appears

4. Select the relevant miles/kilometers distribution.

5. Choose *Extras* → *Costs assignment* → *Miles/kms*.

The *Trip Data Maintn: Enhanced cost assignment for trip segment* screen appears.

6. Enter the relevant cost assignment for miles/kms distribution.

7. Choose *Enter*.



If you have not specified a complete (100%) costs assignment for the miles/kms distribution, the system displays the message *x% still to be assigned*. Confirm this information.

If you want to specify further costs assignments, you can do so.

8. To return to the *Trip Data Maintn: Miles/kms distribution* screen, choose *Enter*.



If you have not specified a complete (100%) costs assignment for the miles/kms distribution, the system displays the following message: *"x% will be assigned according to travel expenses assignment guidelines"*.

Confirm this information. The system applies the [travel expenses assignment guideline \[Page 283\]](#) for the remaining portion.

If you want to specify another cost assignment for the remaining portion, repeat steps 4 to 8.

9. Choose *Goto* → *Back* to return to the *Travel Calendar: Domestic Trips* screen:

10. Save the trips.

### Result

You have specified a cost assignment for the stopover.

## Specify Costs Assignment for Miles/Kms (Weekly Report)

## Specify Costs Assignment for Miles/Kms (Weekly Report)

### Procedure

1. Choose the entry type [Weekly Report \[Page 234\]](#).
2. Select the relevant weekly report.
3. Choose *Weekly report* → *Change*.

The *Trip Data Maintn: Weekly report* screen appears.

4. Select the relevant *Number MIs* (leg of trip).
5. Choose *Extras* → *Costs assignment* → *Miles/Kms*.

The *Trip Data Maintn: Enhanced cost assignment for trip segment* screen appears.

6. Enter the relevant cost assignment for miles/kms distribution.
7. Choose *Enter*.



If you have not specified a complete (100%) costs assignment for the miles/kms distribution, the system displays the message *x% still to be assigned*. Confirm this information.

If you want to specify further costs assignments, you can do so.

8. To return to the *Trip Data Maintn: Weekly report* screen, choose *Enter*.



If you have not specified a complete (100%) costs assignment for the miles/kms distribution, the system displays the following message: *"x% will be assigned according to travel expenses assignment guidelines"*.

Confirm this information. The system applies the [travel expenses assignment guideline \[Page 283\]](#) for the remaining portion.

If you want to specify another cost assignment for the remaining portion, repeat steps 4 to 8.

9. Save the weekly report.

### Result

You have specified a cost assignment for miles/kilometers distribution.

## Entry Function: Domestic Input Tax

### Use

The *Domestic Input Tax* function helps you handle the discontinuation of the 1 country/1 currency relationship that existed before the introduction of the euro. This function automatically determines the correct domestic input tax code for receipts in EUR entered during an international trip, but that are to be assigned to a domestic trip segment.

Previously the system compared the trip currency with the receipt currency to decide whether the receipt entered was a domestic or foreign receipt. This then determined which VAT code was generated as a default value. With the introduction of the euro several countries have the same currency, so that this procedure is no longer conclusive.

### Prerequisites

The *Domestic Input Tax* function is only active for the following system settings:

- Due to the introduction of the euro, in Customizing for Travel Management you want to set the domestic input tax default value for international receipts to **Set acc. to trip destination**. You do this under *Travel Expenses* → *Master Data* → *Control Parameters for Travel Expenses* → *Define global settings*.

This means that the default values for the domestic input tax are determined by comparing the domestic and trip country. If "domestic country is the same as trip country" the appropriate domestic inland tax indicator is set for all the receipts, if "domestic country is not the same as trip country" the input tax indicator for foreign receipts is set.

- A further prerequisite is that you must have maintained the travel expense currency in the Customizing for Travel Management, under *Travel Expenses* → *Dialog and Travel Expenses Control* → *Dialog Control* → *Store default values for dialog*.

For information about the introduction of the euro and the changeover of the currency for travel expenses see the SAP Note 110183.

### Features

The *Domestic Input Tax* function is available in the following *Travel Expenses* entry scenarios:

Entry scenario	Choose
<i>Travel Manager</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Enter travel expenses</i>
<i>Travel expense manager</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Travel Expense Manager / Enter Travel Expenses (Expert)'</i>
<i>Travel calendar</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Travel Calendar</i>
<i>Weekly report</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Weekly Report</i>

### Example

You have been on an international trip to France and your expense receipts are in EUR. You had one overnight stay in a hotel in Germany (domestic).

**Entry Function: Domestic Input Tax**

1. In the desired entry scenario (see above), enter travel expenses with the trip schema "International trip".
2. Enter data as required.
3. Enter the hotel receipt in EUR.
4. Press *Enter*.

In the *Input tax code* column the code for a foreign receipt appears because the system has recognized a foreign receipt due to the 'trip currency is not the same as receipt currency' constellation.

5. Position the cursor on the receipt line and choose the pushbutton *Domestic input tax*.  
The system assigns the correct domestic input tax code to the receipt automatically.
6. Continue processing as usual.

## Entry Function: Entry in EURO

### Use



This function is only relevant during the dual currency phase of the changeover to the euro between 01/01/1999 and 01/01/2001.

If the changeover of the settlement currency to euro is not made during this time, all receipts will require the exchange rate of the foreign currency to the previous country currency. If, however, you want to enter a foreign currency receipt with euro as the foreign currency, you can use the function *Entry in EURO* to determine and use the correct exchange rate of the foreign currency to the previous country currency.

### Prerequisites

The settlement currency in SAP R/3 *Travel Management* is not EUR but the previous country currency of the EMU country. You set up the travel expenses settlement currency in the Customizing for *Travel Management*, under *Travel Expenses* → *Dialog and Travel Expenses Control* → *Dialog Control* → [Store default values for dialog \[Ext.\]](#).

### Features

The *Entry in EURO* function is available in the following *Travel Expenses* entry scenarios:

Entry scenario	Call
<i>Travel manager</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Enter travel expenses</i>
<i>Travel expense manager</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Travel Expense Manager / Enter Travel Expenses (Expert)</i> '
<i>Travel calendar</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Travel Calendar</i>
<i>Weekly report</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Weekly Report</i>

### Example

A traveler in Great Britain, a country not participating in the European Monetary Union, exchanges DEM for GBP. According to current bank practice the exchange receipt only shows the exchange rate between EUR and GBP. Using the *Entry in EURO* function, the system calculates the required exchange rate for DEM to GBP for you.

### Activities

7. In the desired entry scenario (see above), enter travel expenses with the trip schema "International trip".
8. Enter the general data as required.
9. Enter all the data from the exchange receipt, including the exchange rate value.
10. Position the cursor on the receipt line and choose the pushbutton *Entry in EURO*.

**Entry Function: Entry in EURO**

The *Entry of Exchange Rate in Country Currency or EURO* dialog box appears.

5. Enter the exchange rate from the exchange receipt.
6. Choose *Enter*.

On the tab page *Receipts* the exchange rate for the receipt has automatically been entered correctly.

7. Continue processing as usual.

## Entry Function: Entry in Country Currency

### Use



This function is only relevant during the dual currency phase of the changeover to the euro between 01/01/1999 and 01/01/2001.

If the changeover of the settlement currency to euro has been made during this time, you must specify the exchange rate 'foreign currency to EUR' for receipts.

If you have an exchange receipt that, for example, due to a cash exchange just shows the exchange rate 'foreign currency to DEM', you can use the function *Entry in Country Currency* to determine the correct 'foreign currency to EUR' exchange rate.

Once you have entered the existing receipt data, choose the function *Entry in Country Currency*. The system automatically enters the correct exchange rate.

### Prerequisites

- The settlement currency in SAP R/3 Travel Management is EUR. You make the settings for this in the Customizing for Travel Management under *Travel Expenses* → *Dialog and Travel Expenses Control* → *Dialog Control* → [Store default values for dialog \[Ext.\]](#).
- To discover whether more than one currency is valid for a trip country (also has an "official currency") at a certain point in time, check the currencies in the Customizing for *Personnel Administration* under *Basic settings* → [Determine currencies](#) → [Valid country currencies \[Ext.\]](#).

### Features

The *Entry in Country Currency* function is available in the following *Travel Expenses* entry scenarios:

Entry scenario	Choose
<i>Travel manager</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Enter travel expenses</i>
<i>Travel expense manager</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Travel Expense Manager / Enter Travel Expenses (Expert)'</i>
<i>Travel calendar</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Travel Calendar</i>
<i>Weekly report</i>	<a href="#">Travel Management menu [Page 21]</a> → <i>Travel expenses</i> → <i>Weekly Report</i>

### Example

A traveler from a country participating in the European Monetary Union (EMU) travels during this period to a country that is not part of the EMU. As he only has the previous country currency, he has to exchange this for the foreign currency. He then has, for example, the exchange rate 'USD to DEM'. Travel expenses, however, has already been changed over to EUR. The exchange rates of the traveler's USD receipts must therefore always relate to EUR. The traveler can enter

**Entry Function: Entry in Country Currency**

the exchange rate 'USD to DEM' shown on the exchange receipt and determine the 'USD to EUR' exchange rate using the *Entry in Country Currency* function.

## Entry Function: Additional Trip Information

### Use

You can enter an explanatory text for each trip. This text is printed at the end of the standard form under *Comments on trip*.

### Prerequisites

You have activated the entry function *Additional Trip Information* in the Customizing for Travel Management under *Travel Expenses → Dialog and Travel Expenses Control → Dialog Control → Define schema and individual field control*.

You have the option of defining additional standard texts in Customizing that you can use to enter additional information, for example as a form can be filled in (see Customizing for Travel Management under *Travel Expenses → Dialog and Travel Expenses Control → Dialog Control → Set up reference texts for additional information*).

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose an entry scenario.
3. Choose a trip.
4. Depending on the transaction, you can enter additional trip information via  *Info* (travel calendar, weekly report) or in the data area *Comments* (travel manager, travel expense manager).
5. Choose *Trip → Save*.

### Result

The system has saved the additional trip information for the trip in the database.

---

**Entry Function: User Data**

## Entry Function: User Data

### Use

This entry screen gives you the opportunity to define your own enterprise-specific entry fields for trip data which you cannot otherwise enter online using the standard functions.

SAP cannot offer any documentation on this entry screen since it is an enterprise-specific screen.

### Activities

To program this enterprise-specific entry screen, a good knowledge of ABAP/4 programming, is necessary.

To call this entry screen, choose *Extras* → *User data* in one of the entry scenarios.

## Approval of Trips

### Purpose

Within the framework of the general business process, the approval of an employee trip represents the connection between trip facts entry and Travel Expenses. The approval of an employee trip is the requirement for Travel Expenses.

If you want to use *SAP Business Workflow*, *Travel Management* supports the approval process with two reference approval procedures that you can adapt to suit your company's requirements at any time.

If you do not wish to use *SAP Business Workflow*, you can use the Travel Expenses approval program, with which you can check and approve trips.

### Prerequisites

The person who wants to approve an employee trip needs special authorization.

### Process Flow

You can approve trips by changing the trip status of the employee trip to *...approved*. You have the following options for approving a trip.

Approval via SAP Business Workflow	Approval via the approval program	Approval via entry scenarios
The employee trips, that are usually entered decentrally, are transferred by the system to the persons responsible for approval (superior and/or expenses department).	The person responsible starts the approval program and receives an overview of all trips to be approved.	Direct approval of an employee trip during trip entry is also technically possible, if the person entering sets the appropriate <a href="#">trip status [Page 174]</a> before saving the trip.
After the employee trip has been checked, the person responsible can effect approval, rejection or reprocessing of the trip.  The person who entered the trip receives the corresponding message.	From the overview, you can choose one trip and process it.  The person who entered the trip has to start an entry scenario in the system to learn the status of processing.	
This scenario strongly supports the decentralized trip facts entry model.  The advantage is that it connects all persons who are involved in approval directly via the R/3 System.	This scenario strongly supports the centralized trip facts entry model.  The advantage here is not only the actual approval, but also a number of additional functions that support central management of employee trips.	

---

**Approval of Trips****Result**

The employee trip has been approved. The system enters the approved trips in the next travel expenses settlement run and settles the trip.

**See also**

[Approval via SAP Business Workflow \[Page 321\]](#)

[Approval Program \[Page 323\]](#)

## Approval via SAP Business Workflow

### Use

The workflow scenarios in Travel Management strongly support the decentralized trip facts entry model. The advantage is that they connect all persons who are involved in approval directly via the R/3 System, making the approval processes much more efficient.

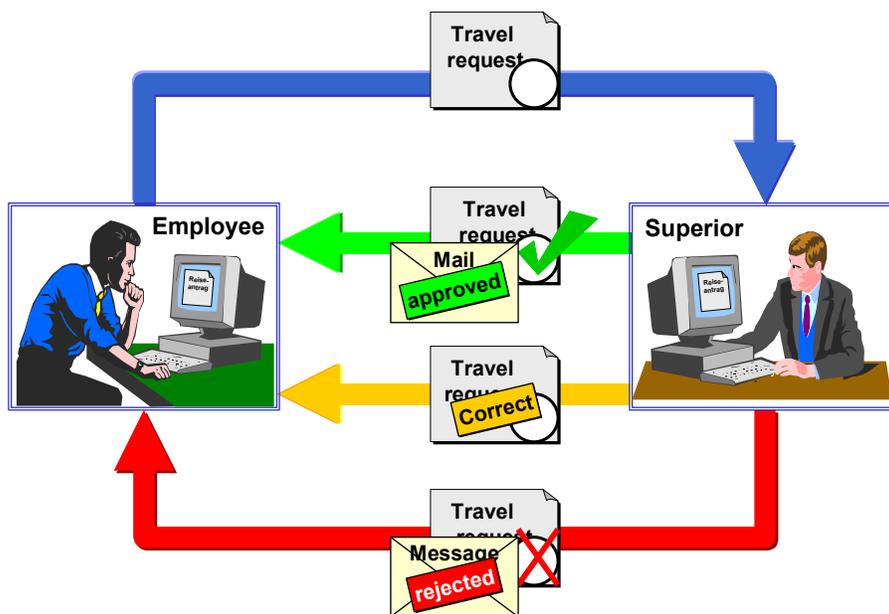
### Prerequisites

You have to have set up SAP Business Workflow and the Travel Management workflow scenarios.

### Features

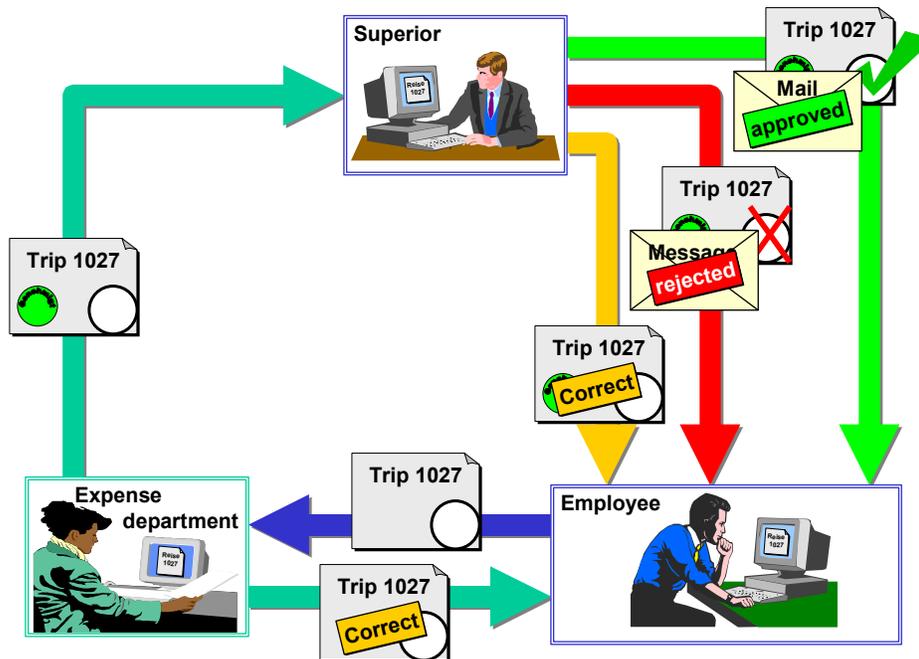
The approval of employee trips can be carried out in SAP Business Workflow via two different reference approval procedures. On the one hand there is the one-step approval process for requests and, on the other, the two-step approval process for trips.

### The One-Step Reference Approval Process for Requests



## Approval via SAP Business Workflow

## The Two-Step Reference Approval Process for Trips

**See also:**

For further information on SAP Business Workflow in general and on the Travel Management workflow scenarios, see the documentation on *SAP Business Workflow*.

You will find the documentation for Travel Management under:

- *Help* → *SAP Library* → *Basic Components* → *Business Management (BC-BMT)* → *SAP Business Workflow (BC-BMT-WFM)* → *Reference Documentation* → *BC - Workflow Scenarios in Applications* → *FI Financial Accounting: Workflow Scenarios* or *PA Personnel Management: Workflow Scenarios* → *Workflow Scenarios in Travel Management*.

[Workflow Scenarios in Travel Management \(FI-TV\) \[Ext.\]](#)

[Technical Background \(FI-TV\) \[Ext.\]](#)

[Preparation and Customizing \(FI-TV\) \[Ext.\]](#)

[Using and Linking to Application Functions \(FI-TV\) \[Ext.\]](#)

## Approval program

### Use

The approval program includes a number of functions with which you can check and approve employee trips in the expense department. The approval of an employee trip takes place via the assignment of a trip status for *Travel Expenses*. You can set the trip status using the individual entry scenarios or this function or using the approval program for trips.



A trip **must** have been approved before an advance can be paid and before it can be settled.

### Features

You can use the approval program to carry out both **individual** and **mass approvals**. This also applies to all other functions.

The approval program includes the following functions:

[Approve travel expense reports \[Page 324\]](#)

[Documents incomplete \[Page 325\]](#)

[Display corrected travel expense report \[Page 326\]](#)

[Simulate travel expense report \[Page 327\]](#)

[Display travel expense report \[Page 328\]](#)

[Change travel expense report \[Page 329\]](#)

[Cancel travel expense report \[Page 330\]](#)

## Approve Travel Expense Reports

# Approve Travel Expense Reports

## Use

Before the system can settle a trip the travel expense report has to be approved.

With the [approval program for trips \[Page 323\]](#) you can, among other things, approve travel expense reports with the approval status *Request entered* or *Trip completed*.

## Procedure

1. Under *Travel Management*, choose *Travel expenses* → *Periodical processing* → *Approve trips*.



For detailed information about the selection screen, choose *Goto* → *Selection screen help*.

To specify further selection criteria, choose *Further selections*.

2. On the tab page *Status*, enter in the *Approval status* field the value *1 (Request entered)* and/or *3 (Trip completed)* as selection criteria.
3. To execute the program, choose

The system lists all trips that fulfill the selection criteria.

4. Select all the trips to be approved.
5. To approve the trips, choose

## Result

The system has approved the travel expense reports and you can now exit the program.

Any advances that have been requested are now paid automatically via FI.

## See also:

For more information, see the documentation for the approval program in the R/3 System. You will find this in the approval program for trips, under

## Documents Incomplete

### Use

Travel expense reports for which the individual receipts have not yet been submitted to the expense department, should, as a rule, not be approved, since thorough verification of trip data cannot take place.

For such trips, you can set the approval status *Request awaiting documents* or *Trip awaiting documents* in the [approval program for trips \[Page 323\]](#) to indicate that the trip documents are not yet complete.

### Procedure

1. Under *Travel Management*, choose *Travel expenses* → *Periodical processing* → *Approve trip*.

The *Approval of Trips* screen appears.

2. If you wish, you can enter relevant selection criteria in the tab pages.



For detailed information about the selection screen, choose *Goto* → *Selection screen help*.

To specify further selection criteria, choose *Further selections*.

3. To execute the program, choose

The system lists all trips that fulfill the selection criteria.

4. Select all the trips that you want to set to *...awaiting documents*.
5. Choose (*Trip incomplete*).

### Result

The system sets the approval status *Request awaiting documents* or *Trip awaiting documents* for the request or the trip.

## Display Corrected Travel Expense Report

# Display Corrected Travel Expense Report

## Use

If you correct a travel expense report for which payment has already been made (that has, for example, been forwarded to a subsequent system) later, you can display these corrections in the [approval program for trips \[Page 323\]](#). Such travel expense reports are already selected by the system in the overview list of the approval program ( in the *Request indicator* column).

## Procedure

1. Under *Travel Management*, choose *Travel expenses* → *Periodical processing* → *Approve trip*.

The *Approval of Trips* screen appears.

2. If you wish, you can enter relevant selection criteria in the tab pages.



For detailed information about the selection screen, choose *Goto* → *Selection screen help*.

To specify further selection criteria, choose *Further selections*.

3. To execute the program, choose .

The system lists all trips that fulfill the selection criteria.

4. Select all the trips for which you want to display the corrections.

5. Choose  (*Display corrections*).

## Result

The system displays the trip corrections. To return to the overview of trips, choose .

## Simulate Travel Expense Report

### Use

You can simulate the travel expense reports entered in the [approval program for trips \[Page 323\]](#). After the travel expense report simulation, the system displays the corresponding standard form on the screen (with a SIMULATION indicator).

### Procedure

1. Under *Travel Management*, choose *Travel expenses* → *Periodical processing* → *Approve trip*.

The *Approval of Trips* screen appears.

2. If you wish, you can enter relevant selection criteria in the tab pages.



For detailed information about the selection screen, choose *Goto* → *Selection screen help*.

To specify further selection criteria, choose *Further selections*.

3. To execute the program, choose

The system lists all trips that fulfill the selection criteria.

4. Select the trip you would like to simulate.
5. Choose *List* → *Simulate trip*

### Result

The system simulates settlement of the trip and displays the standard form for the selected trip (with a SIMULATION indicator).



If you selected several trips you can page to the next trip and then back to the overview of trips using

## Display Travel Expense Report

## Display Travel Expense Report

### Use

You can display individual travel expense reports from the [approval program for trips \[Page 323\]](#).

### Procedure

1. Under *Travel Management*, choose *Travel expenses* → *Periodical processing* → *Approve trip*.

The *Approval of Trips* screen appears.

2. If you wish, you can enter relevant selection criteria in the tab pages.



For detailed information about the selection screen, choose *Goto* → *Selection screen help*.

To specify further selection criteria, choose *Further selections*.

3. To execute the program, choose

The system lists all trips that fulfill the selection criteria.

4. Select the trip you would like to display.
5. Choose (*Display*).
6. The travel expense report you selected is displayed as a form.

### Result

Your chosen travel expense report is displayed. You cannot change the trip data.



If you selected several trips you can page to the next trip and then back to the overview of trips using .

## Change Trips (Approval Program)

### Use

If needed, trips can be changed from the approval program. After accessing this function, the *Trip Data Maintn* screen for entering individual trip data appears.

### Procedure

1. Choose [Travel expenses \[Page 150\]](#).

The *Travel Expenses* screen appears.

2. Choose *Edit* → *Approval*.

The *Approval of Trips* screen appears.

3. If you wish, you can enter relevant selection criteria in the tab pages.



It is possible for you to specify further selection criteria using the *Further selections* function.

4. You can specify which requests, trips or weekly reports, with which approval and settlement status, or which trip numbers are to be chosen in the *Selection of requests / trips / weekly reports* group box.
5. In the *Approval parameter* group box you can specify whether the selected requests or trips should be set to *...awaiting documents* status, or whether corrections should be printed in list form.
6. Choose *Program* → *Execute*.

The system lists all trips that fulfill the selection criteria.

7. Position the cursor on the trip you wish to change.

8. Choose *Trip* → *Change*.

The *Trip Data Maintn* screen appears.

### Result

You can now change trip data.

---

**Cancel Trips (Approval Program)**

## Cancel Trips (Approval Program)

### Use

Requests and trips can be canceled in *Travel Management* at any time. Unlike [deleting a trip \[Page 157\]](#), all trip period versions remain in the system.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).

The *Travel Expenses* screen appears

2. Choose *Edit* → *Approval*.

The *Approval of trips* screen appears.

3. You can enter relevant selection criteria in the *Selection* group box.



It is possible for you to specify further selection criteria using the *Further selections* function.

4. You can specify which requests, trips or weekly reports, with which approval and settlement status, or which trip numbers are to be chosen in the *Selection of requests / trips / weekly reports* group box.
5. In the *Approval parameter* group box you can specify whether the selected requests or trips should be set to ...*on hold* status, or whether corrections should be printed in list form.
6. Choose *Program* → *Execute*.  
The system lists all trips that fulfill the selection criteria.
7. Position the cursor on the trip you would like to cancel.
8. Choose *Trip* → *Cancel*.

### Result

The system sets the settlement status for the request or trip to *cancelled*. If a request or trip has already been settled and reimbursed, the system causes the necessary cancellation of postings in Accounting. If the travel expenses settlement results are transferred to Payroll (taxation or payment), the system causes the relevant retroactive accounting also to be performed.

#### See also:

[Canceling a Trip That Has Been Posted \[Page 368\]](#)

## How is the approval program used?

### Night Processing

All trips for which receipts have been entered are set automatically to **on hold**.

### Edit trips **without** receipts

All trips with the following statuses are selected:

**Request entered and to be settled**

**Trip completed and to be settled**

Thus, the list contains only new trips without receipts (the other new trips were set to on hold in night processing) and corrected trips.

All selected trips are now checked and then approved.

If a receipt for a corrected trip has to be submitted late, the trip is set to **on hold**.

The individual receipts submitted in the expenses department are processed.

All trips **on hold** are called for the personnel numbers for which individual receipts have arrived in the expenses department. The trips are checked and then approved.

## Settling Trips

# Settling Trips

## Use

During settlement, the system creates settlement results for each trip from the trip facts entered and stores them in the database. They are the basis for payment, posting and possible taxation of the travel expenses.

## Integration

In the framework of the Travel Management general process, the settlement of trips is situated between [trip approval \[Page 319\]](#) and the transfer to [Accounting \[Page 343\]](#), [Payroll \[Page 377\]](#) and [data medium exchange \[Page 369\]](#).

## Prerequisites

Trips must fulfill the following requirements before the system includes them in settlement:

- Time of trip must precede the end date of the payroll period.
- Approval status must be *on hold*.
- Settlement status must be set to *to be settled*.

## Features

Using the trip data entered and the reimbursement rates specified in Customizing, the Travel Management settlement program calculates the results (specifically, the reimbursement amounts) for a trip for a certain payroll period.

Trips and travel requests can only be processed by the settlement program if they have the approval status *approved* and the settlement status either *to be settled* or *anceled*.

Reimbursement rates are determined and stored in the database for all trips and requests which have the approval status *...approved* and the settlement status *to be settled* and which take place before the end date of the payroll period. The settlement status of the trip or request is set to *settled* after settlement has taken place.

In the case of trips with the approval status *...approved* and the settlement status *anceled*, the payroll period which was valid until a settlement run is performed is replaced by the payroll period with which the settlement program is started.

You can either start settlement of individual trips directly from the [travel expense manager \[Page 214\]](#) or the [weekly report \[Page 242\]](#) or you can start mass processing. You can perform mass processing either [online \[Page 334\]](#) or in the [background \[Page 335\]](#).

### See also:

[Country and Industry Versions of Travel Expenses \[Page 436\]](#)

[Notes on the Settlement Program \[Page 533\]](#)

[Payroll Period and Payroll Area \[Page 545\]](#)

[Notes on the Payroll Run \[Page 532\]](#)



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**Settle Trips Online**

## Settle Trips Online

### Use

Online settlement can be performed for individual trips or a small number of trips. Keep in mind, however, that you cannot access master data or trip data for a personnel number during a settlement run, since the settlement program prevents access to this data.

For large numbers of trips it is, therefore, more convenient to use night [background \[Page 335\]](#) processing.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Edit* → *Settle*.

The *Settlement of trip data* screen appears.

3. Enter the relevant payroll area in the *Payroll period* group box.
4. Choose a [payroll period \[Page 545\]](#).
5. Choose *Enter*.  
The system displays the selection period next to the *Payroll area* field and, if relevant, the current period.
6. Enter the relevant selection criteria in the *Selection* group box.
7. In the *Selection of a specific trip* group box, you can specify whether you only want to carry out settlement for a certain trip number.
8. Choose the parameters with which you want to settle the selected trips in the *Settlement parameters* group box.
9. Choose *Program* → *Execute*.

### Result

The trips are settled and the system can display the settlement results online. The settlement status for a settled trip is set to *settled*.

## Settle Trips in the Background

### Use

Since the settlement program blocks access to all master data and trip data for the personnel numbers for which settlement is performed during a settlement run, night processing as a background operation is the more convenient alternative for processing large numbers of trips at the same time.

You can, however, also settle individual trips or a limited number of trips [online \[Page 334\]](#).

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Edit* → *Settle*.  
The *Settlement of trip data* screen appears.
3. Enter the relevant payroll area in the *Payroll period* group box.
4. Choose a [payroll period \[Page 545\]](#).
5. Choose *Enter*.  
The system displays the selection period next to the *Payroll area* field and, if relevant, the current period.
6. Enter the relevant selection criteria in the *Selection* group box.
7. In the *Selection of a specific trip* group box, you can specify whether you only want to carry out settlement for a certain trip number.
8. Choose the parameters with which you want to settle the selected trips in the *Settlement parameters* group box.
9. Choose *Program* → *Execute in background*.  
The *Batch print parameters* screen appears.
10. Choose the relevant print parameters.
11. Save the print parameters.

### Result

The trips are settled in the background and an settlement log is created. The settlement status for a settled trip is set to *settled*.

---

**Forms for Travel Expenses Statements**

## Forms for Travel Expenses Statements

### Use

In Travel Expenses, you can create travel expenses statements for employees. You can choose from three forms:

- Standard form
- Summarized form 1
- Summarized form 2

### Features of the standard travel expenses form

The standard form produces a printout for each trip.

Beneath the form header, which contains the employee's name, the master cost center and the trip number, the trip itinerary is presented. The settlement section is structured as follows:

- Per-diem and flat-rate settlement
  - Accommodations
  - Meals
  - Travel costs
- Receipt settlement
  - Receipts
  - Meals receipts (as an alternative to per diem settlement for meals)
- Presentation of results
  - Total expenses of trip
  - Total advances (if any)
  - Total receipts paid by company (if any)
- Reimbursement amount for employee

### Summarized travel expenses form 1

Summarized form 1 prints all trips settled in the specified payroll period and all differences that resulted from corrections in this period.

Summarized form 1 prints the total for all trips and the taxable subtotal (the sum of all additional amounts from all trips in the selected payroll period) at the end of the form.

Domestic trips without advances, or without meals receipts, are marked with a printout indicator by the system. All other trips receive their printout indicators when they are reprinted using the standard form. It is possible, using the parameter *Standard form follows*, to print the standard form directly following any personnel number.

---

**Forms for Travel Expenses Statements**

Summarized form 1 offers you the additional option to produce a statistical analysis of individual receipts as well as of receipt types for a specific payroll period.

## **Features of summarized trip costs form 2**

In addition to summarized form 1, summarized form 2 prints the following data for each individual trip.

- Miles / Kms traveled
- Additional amounts (if any)
- Advances (if any)

**See also:**

[Print Standard Form \[Page 338\]](#)

[Print Summarized Form 1 \[Page 339\]](#)

[Print Summarized Form 2 \[Page 340\]](#)

---

**Print Standard Form**

## Print Standard Form

### Procedure

1. Choose. [Travel Expenses \[Page 150\]](#).
2. Choose *Edit* → *Forms* → *Standard*.  
The *Standard form for travel expenses* screen appears.
3. Choose a [payroll period \[Page 545\]](#).
4. Specify the selection conditions.
5. Specify the print conditions.
6. Choose *Program* → *Execute* or *Program* → *Execute in background*.  
Since extensive amounts of data usually have to be processed, the program should be executed in the background.

### Result

The system prints the standard forms according to your requirements.

#### See also:

[Forms for Travel Expenses Statements \[Page 336\]](#)

## Print Summarized Form 1

### Prerequisites

In order to deal with correction postings correctly, you are not allowed to print summarized form 1 until the payroll period to be printed is concluded.



To make sure that this is the case, summarized form 1 can be linked to the control record (PA03). Store the necessary system settings in *Customizing for Travel Expenses* (feature TRVPA).

If an adjustment posting is carried out for a trip for which payment has already been made, the relevant receipts are not considered in receipt statistics.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Edit* → *Forms* → *Summarized 1*.  
The *Summarized form 1 for travel expenses* screen appears.
3. Choose a [payroll period \[Page 545\]](#).
4. Specify the selection conditions.
5. Specify the print conditions.
6. Choose *Program* → *Execute* or *Program* → *Execute in background*.

Since extensive amounts of data usually have to be processed, the program should be executed in the background.

### Result

The system prints summarized form 1 according to your requirements.

#### See also:

[Forms for Travel Expenses Statements \[Page 336\]](#)

---

**Print Summarized Form 2**

## Print Summarized Form 2

### Prerequisites

In order to deal with correction postings correctly, you are not allowed to print summarized form 2 until the payroll period to be printed is concluded.



To make sure that this is the case, summarized form 2 can be linked to the control record (PA03). Store the necessary system settings in *Customizing for Travel Expenses* (feature TRVPA).

If an adjustment posting is carried out for a trip for which payment has already been made, the relevant receipts are not considered in receipt statistics.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Edit* → *Forms* → *Summarized 2*.  
The *Summarized form 2 for travel expenses* screen appears.
3. Choose a [payroll period \[Page 545\]](#).
4. Specify the selection conditions.
5. Specify the print conditions.
6. Choose *Program* → *Execute* or *Program* → *Execute in background*.

Since extensive amounts of data usually have to be processed, the program should be executed in the background.

### Result

The system prints summarized form 2 according to your requirements.

#### See also:

[Forms for Travel Expenses Statements \[Page 336\]](#)

## Travel Expenses Information System

### Use

The information system in Travel Expenses supports the user by monitoring and analyzing the travel expenses incurred.

### Integration

Within the R/3 System you can also use the reports from Travel Expenses from the [Manager's Desktop \[Ext.\]](#) in HR Personnel Management.

You can also use the data from Travel Expenses if you use the reports from Business Information Warehouse (BW). For more information, see in the SAP Library under BW System.

### Prerequisites

To use the data from Travel Expenses for reports you must have made the appropriate settings in Customizing for Travel Management, under *Travel Expenses* → [Define structure of trip statistics \[Ext.\]](#).

### Features

The following reports and queries are available for you to use in the Travel Expenses information system.

- Trip statistics
  - General trip data/trip totals
  - Trip receipts
  - Trip receipts without general data
  - Cost assignment for trip
  - Cost assignment for trip without general data
  - General trip data/totals/receipts/cost assignments
  - Who is where? Search for trip destinations
  - Search for receipts using maximum rate
- Diverse trip reports
  - Reporting trip costs by periods
  - Income-related expenses statement
  - Input tax recovery
  - Determination of employees with exceeded trip days



For more information, in the call screen of the respective report choose *Help* → *Application help*.

---

**Travel Expenses Information System****Activities**

From the SAP Easy Access menu, call the Travel Expenses information system as follows:

*Accounting → Financial Accounting → Travel Management → Travel expenses → Information system*

or

*Human Resources → Travel Management → Travel expenses → Information system.*

**See also:**

For more information about how to define your own, enterprise-specific reports, see the SAP Library under [Creating and Changing Queries \[Ext.\]](#).

## Transfer to Accounting

### Purpose

To use the travel expenses results for external accounting processes (Financial Accounting) and internal accounting (Controlling), you can transfer them to R/3 Accounting. The goal of the entire business process is to attain correct posting of travel expenses to Financial Accounting and source-related cost accounting in Controlling.

In this process, R/3 Travel Management prepares settlement results so that Accounting can interpret them directly and create posting documents.



### General Process of Transfer of Travel Expenses Results to Accounting

#### Prerequisites

The transfer of settlement results to *Accounting* requires extensive system settings. You can specify them via *Customizing for Travel Management*.

#### Process flow

The process is based on the [Management of Posting Runs \[Page 347\]](#). It begins with the [creation of a posting run \[Page 348\]](#), includes (repeated) [checks \[Page 352\]](#) and ends with the [posting of a posting run \[Page 354\]](#).

#### Result

The system has

**Transfer to Accounting**

- Collected the settlement results as trip transfer documents in a posting run
- Checked the posting run to see if all addressed accounts and account assignment objects may be posted to
- Transferred the data to Accounting for further processing

## Posting Run

### Definition

A posting run is a container for [trip transfer documents \[Page 346\]](#). It has a unique number and a status, such as:

- *Select. running*
- *No docs created*
- *Postings with zeros*
- *Postings with zeros posted*
- *Docs created*
- *All docs checked*
- *Partially posted*
- *Document transfer has failed*
- *Docs posted*
- *Incorrect docs*
- *Discarded*

### Use

In a posting run, the results of travel expense settlement are collected as trip transfer documents for [transfer to Accounting \[Page 343\]](#).

### Structure

A posting run consists of one or more trip transfer documents.

### Integration

The posting run status keeps you informed of the transfer process and influences whether a trip can be changed or not. You can not change the trips contained in a posting run until you have posted the complete posting run.

---

**Trip Transfer Document**

## Trip Transfer Document

### Definition

Trip transfer documents contain the summarized and formatted settlement results for one or more trips for [transfer to Accounting \[Page 343\]](#).

### Use

From the data in a trip transfer document, Accounting creates, among other things, posting documents for G/L accounting, subledger accounting and Controlling.

### Structure

#### Posting lines

Every trip transfer document consists of at least two posting lines. In one posting line, all of the settlement results are collected that have the same G/L account, the same input tax code and the same account assignment objects.

#### Summarization criteria

The physical structure of a trip transfer document depends on the conditions that you specify for the summarization of posting lines and documents when you create a posting run.

- **Summarization criteria per posting line**

You can decide separately for the expense posting and the off-setting entry whether the system should summarize the data within the posting line per trip, per employee, or per account assignment object.

- **Summarization criteria per trip transfer document**

You can decide whether the system creates a trip transfer document per trip, per employee, per account assignment object, or per company code.

### Integration

The system assigns a unique key to each trip transfer document. This key is transferred as a reference to the header data of the corresponding posting documents of Accounting. With this key, you can find the corresponding trip transfer document and the trips referred to in the posting document from the Accounting posting document at any time.

Every trip transfer document belongs to exactly one [posting run \[Page 345\]](#).

## Posting Run Management

### Use

Posting run management includes a number of functions with which you can manage posting runs for [transfer of settlement results to Accounting \[Page 343\]](#). You can post posting runs and thus conclude *Travel Management's* part of transferring.

You can also check posting runs using posting run management. The system checks to see if the specified expense accounts, reconciliation accounts, employee customer/vendor accounts and account assignments for Controlling exist and can be posted to.

### Features

Posting run management includes the functions:

- [Display posting run \[Page 360\]](#)
- [Create posting run \[Page 348\]](#)
- [Trip transfer documents \[Page 364\]](#)
- [Check posting run \[Page 352\]](#)
- [Reject posting run \[Page 357\]](#)
- [Delete posting run \[Page 359\]](#)
- [Post posting run \[Page 354\]](#)
- [History of posting run \[Page 361\]](#)

In posting run management, you can adapt the structure of the displayed lists quickly and easily to suit your requirements via the different sort functions and store them as display variants.

## Posting Run Creation

## Posting Run Creation

### Use

The information stored in the Travel Management settlement results has to be formatted for further processing in Accounting. You can specify how the system is to summarize the data for Accounting. The system collects the formatted information in [trip transfer documents \[Page 346\]](#) and collects these in [posting runs \[Page 345\]](#). Travel Management transfers these posting runs to Accounting.

Creation of a posting run starts the formatting of the data and thus the business process of transferring the settlement results to Accounting.

### Integration

Creation of a posting run does not yet mean actual technical transfer of settlement results to Accounting. You start the technical transfer of posting runs with the [Post posting run \[Page 354\]](#) function.

### Features

#### Simulation

When you create a posting run, you can decide whether the system should consider the posting run a real posting run or a simulation. In both cases, the system creates a posting run, but it assigns a different status.

The following table shows you the basic differences between the two options.

Create Posting Run	Create Posting Run as Simulation
The system locks all trips for which settlement results are included in the posting run. You can not change the trips until you have posted or <a href="#">rejected [Page 358]</a> the posting run.	The system does not lock the trips to prevent changes.
The system sets the trip status <i>transferred FI</i> for all trips for which settlement results are included in the posting run.	The system does not set a new trip status.
You can check the posting runs.	You can check the posting runs.
You can post the posting runs. The system transfers the data to Accounting.	You can not post simulated posting runs.

#### Automatic replacement of incorrect account assignment objects

***During setup of trip transfer documents, the system already checks in R/3 Controlling to see if the specified account assignment objects for the selected trips can be posted to.***

**Posting Run Creation**

During *posting run creation*, you can decide if the system should replace incorrect account assignment objects.

If you have not activated automatic replacement and the system identifies incorrect account assignment objects, it does not include the relevant trips in the posting run and indicates the trips in the log tree as *not postable trips*.

If you have activated *automatic replacement*, the system replaces the incorrect account assignment object with the employee's master cost center or an alternative cost center that must be stored in the table TKA3G in *R/3 Controlling* and that documents all replacements in the trip transfer document. If the system can not find valid information in the master cost center or table TKA3G, it omits the relevant trip from the posting run and indicates the trip in the log tree as a *not postable trip*.

**See also:**

[Create Posting Run \[Page 350\]](#)

[Posting Run Management \[Page 347\]](#)

---

**Create Posting Run**

## Create Posting Run

### Procedure

1. Choose [Create posting run \[Ext.\]](#).
2. Enter a payroll area and a [payroll period \[Page 545\]](#).
3. Specify the criteria for the personnel number selection.
4. If necessary, specify the criteria for the [structure of the posting document \[Page 351\]](#).
5. Choose *Program* → *Execute*.

### Result

The system created [trip transfer documents \[Page 346\]](#) according to the specifications regarding the structure of posting documents and created a [posting run \[Page 345\]](#). It rejected invalid trips and indicated them in the log as *trips that cannot be posted*.

## Specify Structure of Posting Documents

### Prerequisites

You can only determine the structure of posting documents for the transfer to Accounting in the [Create Posting Run \[Ext.\]](#) screen.

### Procedure

1. Choose the *General trip data* function.  
The *General trip data of posting document* dialog box appears.
2. Check and change, if relevant, the entries.
3. Choose *Continue* in the dialog box.  
The [Create Posting Run \[Ext.\]](#) screen appears.
4. Choose the *Size/Summarization* function.  
The *Size/Summarization* dialog box appears.
5. Check and change, if relevant, the entries.
6. Choose *Continue* in the dialog box.  
The [Create Posting Run \[Ext.\]](#) screen appears.

### Result

You have specified the entries for the structure of posting documents. According to these specifications, the system creates the [trip transfer documents \[Page 346\]](#) for the posting run.

## Posting Run Check

# Posting Run Check

## Use

Although the system checks to see if the accounts in Accounting and Controlling exist when you create a posting run, it can not ensure that these accounts can be posted to at the time of [posting run posting \[Page 354\]](#).

To prevent termination of posting of a posting run and be able to make all necessary changes in Customizing for Accounting, you can check posting runs separately.

## Integration

If the system checks a posting run and identifies errors, you can not post the posting run. In this situation, try first of all to change *Customizing for Accounting* so that posting is possible. If you can not change Customizing, you have to [reject the posting run \[Page 358\]](#). After that you can again edit all trips that the system included in this posting run in *Travel Management* dialog.

## Prerequisites

The system can only check posting runs for which it has created trip transfer documents. It does not matter if the posting run was created as a simulation.

## Features

The system checks all accounts of Accounting specified in the trip transfer documents to see if they can be posted to at the time of checking. The system creates a log of the check in which all trip transfer documents with errors are listed. If a trip transfer document can not be posted to, the system indicates an error for the entire posting run.

### See also:

[Check Posting Run \[Page 353\]](#)

[Posting Run Management \[Page 347\]](#).

## Check Posting Run

### Prerequisites

You can, however, only check posting runs if the system created trip transfer documents when creating a posting run.

### Procedure

1. Choose [Manage posting runs \[Ext.\]](#).  
The *Posting Run Management* screen appears.
2. Select the posting run to be checked.
3. Choose *Edit* → *Check*.  
After the check a list of the documents checked is displayed.
4. To return to posting run management, choose *Goto* → *Back*.

### Result

The system checks all trip transfer documents for the posting run or only those not yet posted. If it does not find errors during the check, it assigns the posting run the status *All docs checked*. If it finds an error, it assigns the posting run the status *Document errors*.

#### See also:

[Posting Run Check \[Page 352\]](#)

## Posting the Posting Run

# Posting the Posting Run

## Use

For the system to transfer a [posting run \[Page 345\]](#) to Accounting, you have to [post the posting run \[Page 355\]](#).

## Integration

Posting a posting run is the final step in transfer of settlement results to Accounting. Just before transferring to Accounting, the system checks the posting run again.

If the system identifies the posting run as without errors, it transfers the settlement results to the Accounting interface. Accounting creates the necessary posting documents from the data.

If the system identifies errors in the posting run, it can not post it. All trips that the system has included in this posting run remain locked against changes in *Travel Expenses* dialog. To edit the trips again, you have to reject the posting run.

## Prerequisites

You can only post posting runs that were not created as simulations and for which the system has created trip transfer documents.

## Features

To post a posting run to Accounting, the system [checks \[Page 352\]](#) the posting run again without your having to start this check. If the posting run has no errors, the system posts the posting run and assigns the status *Documents posted*. If the posting run contains errors, the system indicates the errors and assigns the status *Document errors*.

You decide if you want to post the posting run *immediately* or *in the background*.

### See also:

[Post Posting Run \[Page 355\]](#)

[Create Posting Run \[Page 348\]](#)

Check Posting Run

[Posting Run Management \[Page 347\]](#).

## Post Posting Run

### Prerequisites

You can only post posting runs that were not created as simulations and for which the system has created trip transfer documents.

### Procedure

1. Choose [Manage posting runs \[Ext.\]](#).

The *Posting Run Management* screen appears.

2. Select the posting run you want to post.
3. Choose *Post posting run*.

The *Run TR <posting run number> Post* dialog box appears.

4. Choose one of the two execution types in the dialog box.



If you choose the execution type *Post immediately*, the system posts the posting run right away.

If you choose the execution type *Create job*, the system posts the posting run in the background. You set the time for background posting yourself.

6. After posting, the *Post/Check intermediate trip documents* screen appears.
7. The system shows you a posting log of the posting run.
8. To return to posting run management, choose *Goto* → *Back*.

### Result

#### Immediate posting

The system transfers the settlement results to the FI/CO interface immediately.

If the posting run contains errors, the system indicates the errors and assigns the status *Document errors* (if Travel Management and Accounting run in one logical system). All trips that the system has included in this posting run remain locked against changes in the *Travel Expenses* dialog.

#### Start posting as job

The system checks and executes the posting run at the time you specified. To view the log for this job, choose *System* → *Own jobs*.

If the posting run contains no errors, the system assigns the status *Documents posted* and transfers the settlement results to the FI/CO interface. If the posting run contains errors, the system indicates the errors and assigns the status *Document errors* (if Travel Management and Accounting run in one logical system). In separate logical systems the posting run is given the status *Documents posted* as soon as the IDocs have been generated.

**Post Posting Run**

**See also:**

[Posting the Posting Run \[Page 354\]](#)

## Posting Run Rejection

### Use

If the system discovers that accounts or certain account assignment objects can not be posted to in accounting when it checks the [posting runs \[Page 345\]](#) , it indicates errors in the posting run. Posting runs with errors can not be posted. If you can't correct the errors via *Customizing for accounting*, you should reject the posting run. Afterward, you can again process all trips that the system included in this posting run in *Travel Expenses* dialog.

### Prerequisites

You can only reject a posting run if you didn't create it as a simulation and the system was able to create trip transfer documents for it.

#### See also:

[Check Posting Run \[Page 352\]](#)

[Delete Posting Run \[Page 359\]](#)

[Posting Run Management \[Page 347\]](#)

---

## Reject Posting Run

# Reject Posting Run

## Use

A posting run must be rejected before you can delete it.

## Prerequisites

You can only reject posting runs that were not created as simulations.

## Procedure

5. Choose [Manage posting runs \[Ext.\]](#).

The *Posting Run Management* screen appears.

6. Select the posting run to be rejected.

7. Choose *Reject posting run*.

The *Reject run TR <posting run number>* dialog box appears.

8. Choose Yes in the dialog box.

The system rejects the posting run and the *Posting run management* screen appears.

## Result

The posting run has been rejected. All trips that until now were locked by the posting run can be edited again in dialog.

### See also:

[Posting Run Rejection \[Page 357\]](#)

## Delete Posting Run

### Use

If you have created simulated posting runs, you can check these runs, but you can not post them. Simulated posting runs are used basically to discover any errors in the system settings for Travel Management or Accounting that could make it impossible to post posting runs successfully.

If you have created a posting run as an update run, but the system was unable to produce trip transfer documents, you can not continue to use this posting run in the system.

If you created a posting run as an update run and later rejected it, you can not continue to use this posting run in the system.

To avoid extremely long lists in posting run management, you can delete such posting runs from Travel Expenses.

### Procedure

1. Choose [Manage posting runs \[Ext.\]](#).

The *Posting Run Management* screen appears.

2. Select the posting run to be deleted.

3. Choose *Delete posting run*.

The *Delete run TR <posting run number>* dialog box appears.

4. Choose Yes in the dialog box.

The system deletes the posting run and the *Posting run management* screen appears.

### Result

The posting run is deleted from the database.

#### See also:

[Posting Run Rejection \[Page 357\]](#)

[Reject Posting Run \[Page 358\]](#)

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**Display Posting Runs**

## Display Posting Runs

### Use

A list of all the posting runs existing in the system is displayed.

### Procedure

Choose [Manage posting runs \[Ext.\]](#).

The *Posting Run Management* screen appears and a list of the posting runs that currently exist is displayed.

### See also:

[Posting Run Management \[Page 347\]](#)

## Display Posting Run History

### Use

The procedure of the processing of a posting run can be found in the *Posting run history*.

### Procedure

1. Choose [Manage posting runs \[Ext.\]](#).  
The *Posting Run Management* screen appears.
2. Select the relevant posting run.
3. Choose *Display posting run history*.  
The *Display posting run history* screen appears.
4. Choose *Goto* → *Back*.  
The *Posting Run Management* screen appears.

### See also:

[Posting Run Management \[Page 347\]](#)

## Trip Transfer Documents Display

### Use

The trip transfer documents, which the system sets up when a posting run is created, contain a great deal of information for posting in Accounting. You can display the trip transfer documents that are collected into one posting run individually. We recommend that you create your own display variant for the list of trip transfer documents, so that you can display the data user-specifically.

### Integration

A green traffic light indicates that a document has been transferred to Accounting. You can display the posted *Accounting* documents that the system has created from the displayed trip transfer document.

### Prerequisites

- The system must have created trip transfer documents in the selected posting run.
- If you use **ALE** to connect the separate Travel Management and Accounting systems, you have to create a special **RFC connection** between the two systems. For more information, see the Implementation Guide (IMG) under *Basis Components* → *Application Link Enabling (ALE)* → *Modeling and Implementing Business Processes* → *Predefined ALE Business Processes* → *Human Resources* → *HR <-> AC* → *Set Up Trip Costs Transfer to FI* → *Travel Management and Accounting are Release 4.5A or Later*.

### Features

The system displays a list of the line items for the selected posting run. The list is sorted by ascending trip transfer document numbers. You can change this sorting by selecting a column and choosing the sort function from the toolbar. From the list of line items, you can call the following functions:

- Line item details  
The system displays all of the data that it has stored for a line item in the database.
- Line item origin  
The system displays the origin of the line item. For the selected line item, it displays the travel expenses results entries (table **ROT** of [cluster TE \[Page 427\]](#)), from which it created the line item.
- Document numbers in Accounting  
The system displays a list of the documents in Accounting that it has created from the trip transfer documents of a posted posting run. From that point you can directly call the relevant document in Accounting.

**See also:**

[Display Trip Transfer Documents \[Page 364\]](#)

[Display Line Item Details \[Page 365\]](#)

[Display Line Item Origin \[Page 366\]](#)

[Display Document Numbers Created in Accounting \[Page 367\]](#)

[Posting Run Management \[Page 347\]](#)

[Transfer of Settlement Results \(to Accounting\) \[Page 343\]](#)

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**Display Trip Transfer Documents**

## Display Trip Transfer Documents

### Procedure

1. Choose [Manage posting runs \[Ext.\]](#).  
The *Posting Run Management* screen appears.
2. Select the relevant posting run.
3. Choose *Edit* → *Display*.  
The *Trip transfer documents* screen appears.
  - a) To display [posting line details \[Page 365\]](#), select a *line item* and choose *Choose detail*.
  - b) To display the [origin of a posting line \[Page 366\]](#), select the *line item* and choose *Choose detail*.
  - c) To display the [posting documents in Accounting \[Page 367\]](#), select a *document* and choose *Display Accounting documents*.
4. Choose *Goto* → *Back*.  
The *Posting Run Management* screen appears.

### Result

The system displays a list of the expanded documents for the selected posting run.

#### See also:

[Trip Transfer Documents Display \[Page 362\]](#)

[Posting Run Management \[Page 347\]](#)

[Transfer of Settlement Results \( to Accounting\) \[Page 343\]](#)

## Display Line Item Details

### Procedure

1. Choose [Manage posting runs \[Ext.\]](#).  
The *Posting Run Management* screen appears.
2. Select the relevant posting run.
3. Choose *Edit → Display*.  
The *Trip transfer documents* screen appears.
4. Select the relevant document line.
5. Choose the pushbutton *Choose detail*.  
The *Detail: Display* dialog box appears.
6. Choose *Continue* in the dialog box.  
The *Trip transfer documents* screen appears.

### Result

The system displays all of the data that it has stored for this line item in the database.

#### See also:

[Display Trip Transfer Documents \[Page 364\]](#)

---

**Display Line Item Origin**

## Display Line Item Origin

### Procedure

1. Choose [Manage posting runs \[Ext.\]](#).  
The *Posting Run Management* screen appears.
2. Select the relevant posting run.
3. Choose *Edit* → *Display*.  
The *Trip transfer documents* screen appears.
4. Select the relevant document line.
5. Choose *Line item origin*.  
The *Trip transfer documents* screen appears.  
From this list, you can display more information regarding personnel number and trip ([Details of a trip \[Page 427\]](#) ) by clicking on the relevant list entries.
6. Choose *Goto* → *Back*.
7. The *Trip transfer documents* screen appears.

### Result

The system displays the origin of the line item. For the selected line item, it displays the Travel Expenses results entries (table **ROT** of [cluster TE \[Page 427\]](#)), from which it created the line item.

#### See also:

[Display Trip Transfer Documents \[Page 364\]](#)

## Display Document Numbers Created in Accounting

### Prerequisites

You can only use this function in posting runs that have already been posted.

### Procedure

1. Choose [Manage posting runs \[Ext.\]](#).  
The *Posting Run Management* screen appears.
2. Choose *Edit* → *Display*.  
The *Trip transfer documents* screen appears.
3. Select a document.
4. Choose *Accounting documents*.  
The *List of documents in accounting* screen appears.



If you want to display a document in accounting, select the document. To display the document, press *Choose*. The document is displayed in the relevant accounting screen.

5. To close the list, choose *Continue* in the dialog box.  
The *Trip transfer documents* screen appears.

### Result

The system lists the documents with document numbers.

You can choose a document here and display it in detail. The relevant screens in accounting are displayed in the process.

#### See also:

[Display Trip Transfer Documents \[Page 364\]](#)

---

**Canceling a Trip That Has Been Posted**

## Canceling a Trip That Has Been Posted

### Use

You can cancel trips in Travel Management that have been posted in Accounting.

### Integration

To effect cancelation, you have to change the trip status to settlement status **Canceled**. This can be done using the entry scenarios or the [approval program \[Page 323\]](#). In the approval program, the trips and requests are given the settlement status **Po.can.** (posting canceled) and the status **Corr.** (corrected).

The next settlement run also includes trips that have the settlement status **Canceled**. The settlement program replaces the old payroll period of these trips with the payroll period with which the settlement program was started.

The next time settlement results are transferred to Accounting after the settlement run, the system includes the trips that have settlement status **Canceled** in the posting run. Cancelation of postings in Accounting takes place when the [posting run is posted \[Page 354\]](#).

In the approval program, finally, the trips and requests are given the settlement status **Can.po.** (cancelation posted).

### Activities

Change the [settlement status \[Page 174\]](#) of the trips that you want to cancel to **anceled**.

## Transfer to Data Medium Exchange (DME)

### Purpose

You can also effect payment of travel expenses to the employee directly from *Travel Management* via data medium exchange. You can choose between two scenarios:

#### Scenario 1: Payment by bank transfer

The payment programs create sequential files, which can be transported online or via disk to the respective house bank. The house bank can then pay the employee the travel expenses. When the house bank confirms successful completion of payment of the travel expenses, you usually have to post the total in financial accounting **manually**.

#### Scenario 2: Payment by check

Directly after the preprogram has been performed, as an alternative to scenario 1, a check printing program can be executed.

### Prerequisites

To perform payment via data medium exchange, you must already have carried out travel expenses settlement.

### Process Flow

There are country-specific preprograms that produce, from the travel expenses results, country-specific datasets, which then serve as input for the country-specific payment or check printing programs.



Detailed information on data medium exchange can be found in Financial Accounting documentation under *Financial accounting* → *Accounts payable* → *Payment program* → *Data medium exchange*.

### Result

The travel expenses are paid to the employee either by check or by bank transfer to the employee's account.

#### See also:

[Notes on the Preliminary DME Program \[Page 376\]](#)

[Execute Country-Specific Preliminary DME Programs \[Page 371\]](#)

[Create Country-Specific Payment Programs \(DME\) \[Page 372\]](#)

[Save Data Medium Exchange on Disk \[Page 374\]](#)

[Pay Travel Expenses by Check \[Page 375\]](#)

Transfer to Data Medium Exchange (DME)

## Execute Country-Specific Preliminary DME Programs

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Edit* → *Bank transfer* → *Preprogram DME*.



When you log on to an R/3 System and start a bank transfer program for the first time, the *Country grouping* screen appears.

- a) Enter the relevant personnel country grouping.

The personnel country grouping chosen here will not be deleted when you leave the program. As long as you have not logged off from the R/3 System, the choice made here will be used by the system automatically each time you start a bank transfer program. In order to change the country grouping without logging off the R/3 System, you can call the *Country grouping* screen from the *Travel Expenses* screen again. Choose F20.

- b) Choose *Continue*.

You are now in the *Data medium exchange: Travel expenses for (...)* screen.

3. Choose a period in the *Period* group box.
4. Enter the relevant selection criteria in the *Selection* group box.
5. Choose the relevant parameters in the *Transfer parameter* group box.
6. Specify "Umlaut" conversion, if relevant.
7. Specify the relevant wage type.

The wage type you choose will only be used to determine a text key.

8. To start the payment program, choose *Program* → *Execute*.

Since extensive amounts of data usually have to be processed, the program should be executed in the background.

### Result

The Travel Expenses results are prepared for data medium exchange. The R/3 System creates a log and assigns a program run date and an identification feature.

The program run date and the identification feature are needed as start parameters both for creation of the country-specific payment program and for the check printing program.

## Create Country-Specific Payment Programs (DME)

## Create Country-Specific Payment Programs (DME)

### Prerequisites

The travel expenses results must be prepared via the country-specific preprogram (preliminary program) for data medium exchange for the data to be processed by the country-specific payment program. You need the program run date and the identification feature from each preprogram run.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Edit* → *Bank transfer* → *Create DME*.



When you log on to an R/3 System and start a bank transfer program for the first time, the *Country grouping* screen appears.

- a) Enter the relevant personnel country grouping.

The personnel country grouping chosen here will not be deleted when you leave the program. As long as you have not logged off the R/3 System, the choice made here will be used by the system automatically each time you start a bank transfer program. In order to change the country grouping without logging off the R/3 System, you can call the *Country grouping* screen from the *Travel Expenses* screen again. Choose F20.

- b) Choose *Continue*.

The *Payment medium <country>* screen appears.

3. Enter the program run date and the identification feature.



You **must not select** the *Proposal run only* field in connection with Travel Management, since this is a specific function of financial accounting that is not supported by Human Resources Management.

4. Check the *Further selections* group box to see if the country-specific method of payment is entered.
5. Make sure that the *Data medium exchange* field in the *Print control* group box is selected.
6. To start the payment program, choose *Program* → *Execute*.

### Result

The program creates a sequential file that is transferred to the house bank either online or via disk. The house bank can pay the employee for the travel expenses on the basis of this information.



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**Save Data Medium Exchange on Disk**

## Save Data Medium Exchange on Disk

### Prerequisites

The preprogram for data medium exchange and the payment program must already have been successfully performed.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Edit* → *Bank transfer* → *DME on disk*.  
The *Data medium management* screen appears.
3. Enter the paying company code and the bank country.
4. You can also enter further restrictions.
5. Choose *Edit* → *Overview*.  
An overview of payment data is displayed.
6. Select the relevant payment data.
7. Choose *Edit* → *Download*.  
The *Name of file* dialog screen appears.
8. You can change the default value in the relevant file path and file name.
9. Choose *Enter*.

### Result

The payment data chosen is stored under the selected file path and file name.

## Pay Travel Expenses by Check

### Prerequisites

The preprogram for data medium exchange must already have been successfully performed. You need the program run date and the identification indicator from each preprogram run.

### Procedure

1. Choose *Human resources* → *Travel Management*.

The *Travel Management* screen appears.

2. Choose *Edit* → *Bank transfer* → *Print check*.



When you log on to an R/3 System and start a bank transfer program for the first time, the *Country grouping* screen appears.

- a) Enter the relevant personnel country grouping.

The personnel country grouping chosen here will not be deleted when you leave the DME preprogram. As long as you have not logged off the R/3 System, the choice made here will be used by the system automatically each time you start the DME preprogram again. In order to change the country grouping without logging off the R/3 System, you can call the *Country grouping* screen from the *Travel Management* screen again. Choose F20.

- b) Choose *Continue*.

The *International Payment Medium - Check (without check management)* screen appears.

3. Enter the program run date and the identification feature.



You **must not select** the *Proposal run only* field in connection with Travel Management, since this is a specific function of financial accounting that is not supported by Human Resources Management.

4. Check the *Further selections* group box to see if **S** is entered for the payment method.
5. Make sure that the *Print checks* field in the *Print control* group box is selected.
6. Choose *Program* → *Execute*.

### Result

The travel expenses are printed on check forms.

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**Notes on the Preliminary DME Program****Notes on the Preliminary DME Program**

The country-specific preliminary DME programs RPRDTAx0 (with, for example, X=D for Germany, X=A for Austria, X=J for Japan, X=U for USA, etc.) save the data that was transferred to data medium exchange, and store the amounts with the relevant wage types in the internal table RUW, so that only the difference must be paid if corrections are made in trip data at a later time.

## Transfer to HR Payroll

### Purpose

If Travel Management is integrated with HR Payroll, the travel expense results can be transferred from Travel Management and taken into consideration in Payroll. The transfer makes it possible to carry out payment of travel expenses via payroll.

Regardless of whether payment is to be performed via payroll, transfer is necessary if an enterprise gives its employees payment in kind in the form of meals, for example, or reimbursement rates that are higher than the statutory tax-free rates that must be entered in payroll for taxation.

### General Requirements for Integration of Travel Expenses in HR Payroll

The integration of *Travel Expenses in HR Payroll* is set up in Customizing for Travel Management. In the feature for settlement control (TRVPA), you specify whether integration with Payroll is to be set up and how the payroll period is to be checked against the payroll period from the personnel control record (PA03).

To be able to process the travel expenses results in Payroll, the country-specific travel expenses subschemas must be activated in the country-specific payroll schemas. You can activate these subschemas via Travel Management Customizing.



For German Payroll, subschema DREI (transfer of travel expenses to payroll) must be inserted and activated after subschema DT00 (gross pay) in settlement schema D000 (settlement schema for Germany).

### Scenario 1: Transfer of travel expenses results within one logical system

If Payroll and Travel Management are installed in the same logical system (same R/3 System and same client), the payroll program can import the travel expenses results directly from Travel Management and process them.

### Prerequisites

The integration of *Travel Expenses in HR Payroll* must be set up. To transfer travel expenses results to *HR Payroll*, these must have first been created in *Travel Expenses of Travel Management*.

### Process Flow

The payroll program RPRCALCx0 is started in *Human Resources Management*. For each selected personnel number, the program checks to see if there are settled trips in *Travel Expenses* that can be included and processed in this payroll run.

### Result

The travel expenses results have been calculated for taxation via payroll. The travel expenses are paid via payroll if the wage types for travel expenses have been set accordingly.

## Transfer to HR Payroll

### Scenario 2: Transfer of travel expenses results between separate logical systems

If *Travel Management* and *Payroll* are installed in different logical systems, transfer of travel expenses results to *Payroll* is asynchronous.



*Travel Management* is installed in a different R/3 System than *Payroll*.

*Travel Management* and *Payroll* are installed in the same R/3 System but in different clients.

### Technical details regarding transfer between separate logical systems

During transfer via program RPRPAY00, the relevant data is transported from the cluster TE of each trip in the *Travel Management* logical system to the logical system of *Payroll* and stored there in the local clusters TE. *Payroll* accesses these local cluster TE copies. During transfer of travel expenses results, retroactive settlement data and correction indicators may be set (in infotype 0003) for the corresponding personnel numbers.

### Travel Management function lock in Payroll

To prevent data inconsistencies between the logical systems of *Payroll* and *Travel Management*, the *Travel Management* functions and processes should be locked in the logical system of *Payroll*. Locking via the report RPRTLOCK can only take place at the transaction level and therefore applies for all clients of an R/3 System. Locking can be reversed using report RPRTULOC.

If the logical systems of *Payroll* and *Travel Management* are only installed in different clients but within one R/3 System, this lock can not be effected at the transaction level and, therefore, not with report RPRTLOCK. The *Travel Management* functions and processes must in this case be locked in the client in which *Payroll* is installed by means of authorization checks to prevent them from being performed.

### Prerequisites

The integration of *Travel Expenses* in *HR Payroll* must be set up. To transfer travel expenses results to *Payroll*, these must have first been created in *Travel Expenses* of *Travel Management*. Feature TRVPA must be coded identically in the *Payroll* and *Travel Management* systems.

### Process Flow

1. Transfer of travel expenses results takes place via the program RPRPAY00 in *Travel Management*.  
In the process, the relevant trip data is copied to the logical system of *Payroll*. The program can be started manually by an employee or directly by the travel expenses program.
2. After the payroll program is started, the travel expenses results are read locally in the logical system of *Payroll*.

### Result

The additional amounts for trips have been calculated for taxation via payroll. The travel expenses are paid via payroll if the wage types for travel expenses have been set accordingly.

## Posting of Travel Expenses with Payment via HR Payroll

### Scenario 1: Direct posting of travel expenses via HR Payroll

If you do not require posting of travel expenses per employee or trip in your company, the travel expenses wage types can be posted with the payroll results to Financial Accounting.

Beginning with Release 4.0 the settlement results can be prepared for posting to Financial Accounting in the HR system by starting the program RPCIPE00. This creates a document in HR. This document can then (possibly as an IDoc) be transferred to Financial Accounting.



However, with this procedure, the personnel number and the trip number are **not** transferred with the posting document. Thus the line items can **not** be assigned to individual employees or trips.

This scenario can only be used if only the input tax code, and no further information, is required for the tax calculation. This means, for example, that this scenario cannot be used in the USA or in Canada.

### Scenario 2: Indirect posting of travel expenses via own clearing account

If, in your company, travel expenses are to be posted to expense accounts per individual employee and trip, this is the **only** method you can use.

Beginning with Release 4.0 the settlement results can be prepared for posting to Financial Accounting in the HR system by starting the program RPCIPE00. This creates a document in HR. This document can then (possibly as an IDoc) be transferred to Financial Accounting.

The travel expenses are then first posted by HR to a clearing account in Financial Accounting. This clearing account must not allow an input tax code or account assignment entry but must expect a personnel number.

In table T52EK (symbolic accounts HR) code the wage types to a symbolic account with the account assignment type 'Q' (balance sheet account with personnel number). You make the assignment between the symbolic wage type and the wage type in the HR table T52EL.



You have to have coded the **assignment of wage type to symbolic account** and the **conversion of symbolic account to expense account** in Customizing so that the travel expenses wage types supply the travel expense accounts and, as the offsetting entry, the clearing account that has already been posted to from *HR Payroll* (the number of the clearing account is in transaction HRP).

In the Travel Expenses system start the program RPRFIN00 (release < 4.5; batch input) or RPRFIN00\_40 (release >= 4.5; [Posting Run \[Page 345\]](#)). This clears the clearing account and the travel expenses accounts can be posted to per individual employee or trip.



[Posting via Clearing Account \[Page 381\]](#)

Transfer to HR Payroll



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**Posting via a Clearing Account****Note**

So that the wage type is posted to the travel clearing account by RPCIPE00 with the personnel number, you must code the wage type for the posting of settlement results appropriately.

You make this coding in the Customizing of Payroll for the respective country under *Reporting for Posting Payroll Results to Accounting*.

- Activities in the HR section *Maintain Wage Types*
- Activities in the AC section *Assign Accounts*

## Database Administration in Travel Expenses

### Use

Within *Travel Expenses*, you can evaluate or edit the trip facts that the system has stored in the database according to various criteria and for different tasks.

### Features

- [Credit Card Clearing \[Page 395\]](#)
- [Travel Expenses Information System \[Page 384\]](#)

Using the Travel Expenses information system, you can perform different statistical evaluations that prepare trip facts for planning or administrative tasks per employee.
- [Statistics Manager \[Page 421\]](#)

Using the statistics manager, you can prepare statistics from the database data according to different criteria. You can display the results using the Travel Expenses information system.
- [Database Administration for System Administration \[Page 424\]](#)

Using detailed database reporting programs, system administration can, for example, efficiently perform error searches if errors occur during settlement.
- [Resetting Trip Status \[Page 430\]](#)
- [Reorganization of Shortcut T in Travel Expenses \[Page 432\]](#)
- [Current System Settings \[Page 435\]](#)

## Travel Expenses Information System

### Use

You can display trip facts that are stored in the database for various purposes via the information system. You can display different statistics and perform different database evaluations per employee.

### Prerequisites

To obtain the different trip statistics you have to have [created statistics data \[Page 422\]](#) via the statistics manager first. You can perform the different trip evaluations directly without preliminary steps.

### Features

The information system offers you all of the Travel Expenses evaluations reports via a reporting tree. If you choose *Trip statistics*, the system only accesses the statistics data that you have just created via the [statistics manager \[Page 421\]](#) and that corresponds with the selection criteria that you have selected. You can create [trip statistics \[Page 385\]](#) for the following trip facts:

- General trip data and trip totals
- Trip receipts
- Costs assignments
- General trip data, trip totals, trip receipts, and costs assignments

If you choose the *Different trip evaluations*, the system accesses the database directly and creates the different evaluations of trip facts per employee according to the selection criteria that you specify. You can call the following trip evaluations:

- [Reporting Trip Costs by Periods \[Page 386\]](#)
- [Income-Related Expenses \[Page 389\]](#)
- [Input Tax Refund Claims \[Page 391\]](#)
- [Trip Duration Reporting \[Page 393\]](#)

## Create Trip Statistics

### Prerequisites

You have to have used the [statistics manager \[Page 421\]](#) to create [statistics data \[Page 422\]](#).

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Information system*.
3. Choose *Trip statistics* → *<Required report>*.  
The *Trip statistics <Report name>* screen appears.
4. Enter the relevant selection criteria.
5. Choose *Program* → *Execute in background*.

### Result

The system creates the relevant trip statistics.

---

**Reporting Travel Expenses by Periods**

## Reporting Travel Expenses by Periods

### Use

Via *Travel Expenses Reporting by Periods*, you can create a statistical overview of paid travel expenses per employee for a freely definable evaluation period. You can create evaluations for individual receipts, for per diems / flat rates, or for individual receipts and per diems / flat rates.

### Prerequisites

The system only includes trips in travel expenses reporting by periods if they have already been paid and they began within the evaluation period.

### Features

You can subdivide the selected evaluation period in sub-periods. The system can, however, only represent the reporting results in a maximum of seven sub-periods. If the evaluation period chosen includes more than seven sub-periods, the system displays the last six sub-periods before the end date of the evaluation period completely, but summarizes the sub-periods before that in one preliminary period.

You can specify not only a time limitation for reporting but also the persons selected using the following selection criteria:

- **Personnel numbers**  
You can create statistics for a personnel number interval. The system creates statistics for the employees whose personnel numbers lie within the interval and for whom travel expenses have been paid within the selected time period. The system gives you the exact travel expenses paid per employee.
- **Master cost centers**  
You can create statistics for a cost center. The system creates statistics for the employees whose personnel numbers are assigned to the selected cost center as the **master cost center** and for whom travel expenses have been paid within the selected time period. The system gives you the paid travel expenses per individual employee first and then, at the end of the statistics, the total travel expenses for the employees of the cost center. The total usually does not correspond exactly with the actual travel expenses paid per cost center, since the evaluation does not consider the *costs assignment specifications* in *Travel Management* or data from *Cost Center Accounting*.

For reporting via individual receipts, the system presents the reporting results per employee and period as the total of individual travel expense types or travel expense categories.

If you include individual receipts in the statistics, you can decide whether to be able to display in detail, from the reporting results, the individual receipts on which the total is based.

#### See also:

[Report Travel Expenses by Periods \[Page 388\]](#)



## Report Travel Expenses by Periods

## Report Travel Expenses by Periods

### Procedure

1. Choose [Travel Management \[Page 150\]](#).
2. Choose *Info system* → *Report selection*.  
The *Display report tree travel expenses* screen appears.
3. Choose *Diverse trip reports* → *Trip reporting by periods*.  
You are in the *Travel expenses reporting by periods* screen.
4. Enter the relevant reporting time period.
5. Choose a reporting period.
6. Specify the relevant employees by entering a personnel number interval or a cost center.
7. Enter the selection criteria for the trip data that is to be evaluated.

Individual Receipts Only	Per Diems/Flat Rates Only	Individual Receipts and Per Diems/Flat Rates
Enter the travel expense types	Enter SPACE for travel expense types	Enter the travel expense types
Enter the travel expense categories	Enter SPACE for travel expense categories	Enter the travel expense categories
Do not select the Print PDs /flat rates indicator	Select the Print PDs /flat rates indicator	Select the Print PDs /flat rates indicator

1. If you want to display the data of individual receipts from the reporting results in detail, select the *Allow receipt detail display* indicator.
2. Choose *Program* → *Execute in background*.

### Result

According to the selection criteria you specified, you receive an overview, per employee, of all travel expenses paid.

## Income-Related Expenses

Depending on country-specific legislation, travel per diems and rates are tax-free up to a certain amount. If a company pays its employees lower rates than those specified as tax-free, the employees can claim the difference amounts as income-related expenses in their income tax returns.

In order to claim incurred income-related expenses with the relevant tax authorities, the employee usually has to submit an income-related expenses statement. You can create these income-related expenses statements per employee and year via *Travel Management*.

Travel Expenses determines the difference between tax-free and enterprise-specific reimbursement amounts per employee and trip. If the enterprise-specific reimbursement amount is higher than the tax-free amount, the system calculates the difference as an additional amount for tax in Payroll. If the enterprise-specific reimbursement amount is lower than the tax-free amount, the difference amount can be claimed as income-related expenses in the employee's tax returns.

**See also:**

[Print Statement for Income-Related Expenses \[Page 390\]](#)

## Printing Statements for Income-Related Expenses

### Procedure

1. Choose [Travel Management \[Page 150\]](#).
2. Choose *Info system* → *Report selection*.  
The *Display report tree travel expenses* screen appears.
3. Choose *Diverse trip reports* → *Statement for income-related expenses*.  
You are in the *Income-related expenses statement* screen.
4. Enter the relevant payroll area in the *Payroll period* group box.
5. Choose a [payroll period \[Page 545\]](#).  
The system selects all trips that **have been settled** up to the end date of the selected payroll period (and not trips that took place in this period).
6. Choose *Enter*.
7. If you wish, you can enter relevant selection criteria in the *Selection* group box.  
You can specify further selection criteria by choosing *Further selections*.
8. In the *Selection of trips* group box you can choose the year or trip number for which income-related evaluations are to be printed.
9. You can also choose the relevant print parameters in the *Print parameter(s)* group box.
10. Choose *Program* → *Execute in background*.

### Result

An income-related expenses statement is printed for each employee who fulfills the selection criteria.

## Input Tax Recovery Claims

### Use

This program creates a list of all receipts for costs incurred during international trips for which the company can possibly reclaim the input tax paid. This is only possible for countries with which the country in which your company is domiciled has reached input tax agreements.

### Features

You can select the receipts according to time interval, country, currency and expense type. The system generates an overall list first, that shows all receipts that correspond with the selection conditions that you have specified and that have the country chosen as their main destination or a stopover. Since unique assignment of receipts to a country is not possible, you have to re-edit the overall list manually and remove all receipts that did not originate during the trip in the country chosen.

You have two re-editing options:

- Select all relevant receipts in the overall list and use the *Selected receipts* function to create a second list with the selected receipts.
- Create an Excel table from the overall list and use it to re-edit.

The system does not conduct an authorizations check in the report because the program is intended for mass processing of data and not for evaluation of individual trips.

### Selection exceptions

For Austrian companies with the company code country **AT**, the program selects all trips because international trips with a duration of less than five hours are valued as domestic trips.

### Minimum receipt amount

In addition to the above-mentioned selection conditions, you can also only include receipts in reporting if they comply with a **minimum amount** in the specified currency. The system translates receipt amounts that you have specified as foreign currency to see if the minimum amount is reached. If the receipt fulfills this criterion, the system includes the receipt in the overall list.

### Example

The translated receipt amounts must be equal to or greater than the minimum amount. Two receipt amounts exist. One for 95 FRF (French francs) and one for 85 FRF. Assume that the minimum amount is 30 DEM (German marks). The exchange rate is 1 DEM = 3FRF. The receipt with the amount 95 FRF is, thus, included in the overall list because it complies with the minimum amount of 30 DEM (equivalent of 90 FRF). The receipt with the amount of 85 FRF is, however, not selected.

### Refer to

[Create Input Tax Recovery Claims \[Page 392\]](#)

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**Create Input Tax Recovery Claims**

## Create Input Tax Recovery Claims

### Procedure

1. Choose [Travel expenses \[Page 150\]](#).
2. Choose *Information system*
3. Choose *Diverse trip reports* → *Input tax recovery*.  
You are in the *Input tax recovery* screen.
4. Enter the relevant selection criteria.
5. Choose *Program* → *Execute in background*.

### Result

The system creates an overall list of all selected receipts. You have to re-edit this list manually.

## Reporting Trip Duration

### Use

German law requires that employees who spend more than half of their working time at another fixed location can not claim the relevant trip per diems or flat rates as travel expenses but must instead claim double budgeting.

### Features

Using *Reporting trip duration* you can find the employees who exceed a specific number of trip days within a certain time period (interval duration) and for whom the above statutory regulations apply, possibly making them eligible for double budgeting. The list produced by *Reporting trip duration* must, however, be edited manually, since it is not possible to carry out an exact selection of employees who are eligible for double budgeting according to German law.

In the same way, a trip that lasts longer than 90 days is to be claimed as double budgeting. The system recognizes such trips, issues an error message, and rejects data entry.

#### See also:

[Report Trip Duration \[Page 394\]](#)

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**Reporting Trip Duration**

## Reporting Trip Duration

### Procedure

1. Choose [Travel Management \[Page 150\]](#).
2. Choose *Info system* → *Report selection*.  
The *Display report tree travel settlement* screen appears.
3. Choose *Diverse trip reports* → *Determination of employees with exceeded trip days*.  
The *Determining employees with exceeded trip days* screen appears.
4. Enter the relevant selection criteria.
5. Choose *Program* → *Execute in background*.

### Result

According to your selection criteria, a detailed overview of the employees who fulfill these criteria is displayed.

## Credit Card Clearing

### Purpose

*Credit card clearing* is an entry process for individual receipts. You can only use it for individual receipts (for example, hotel and restaurant bills, etc.) that were paid with a credit card.

With *credit card clearing*, you can enter these individual receipts easily and efficiently. In addition to easier processing, *credit card clearing* also gives you other advantages:

- The currency exchange rate is determined for the actual transaction date.
- Extensive additional data regarding service providers (such as hotels, restaurants) is made directly available to you, improving your basis for travel planning and settlement.

### Prerequisites

For you to use *credit card clearing*, the following requirements must be fulfilled:

- **Credit card requirements:**
  - Only credit cards of SAP-certified credit card companies can be used.
  - The personal credit card (walking card) must debit the employee's own private bank account.
  - The employee's local currency must correspond with the currency used for credit card settlement.
- **Customizing requirements in Travel Management**
  - You have to activate the characteristic CCC for the relevant organizational unit in feature TRVPA.
    - Activity: Set up feature TRVPA for travel expenses parameters. View: Maintain feature TRVPA: Decision tree
  - You have to check first to see if each credit card transaction key has been assigned a travel expense type.
    - Activity: Define assignment table for credit card clearing. View: Assignment of credit card transaction to travel expense types.
  - You must already have stored the credit card companies used by your company in subtype 0011 (*Credit card number*) of infotype 0105 (*Communications*).
    - Travel Management* → *Environment* → Maintain master data
- **Trip entry process requirements**
  - You have to have already created trips for the employee.
  - The trips must already have been saved in trip status *Trip open* or *Trip approved*.

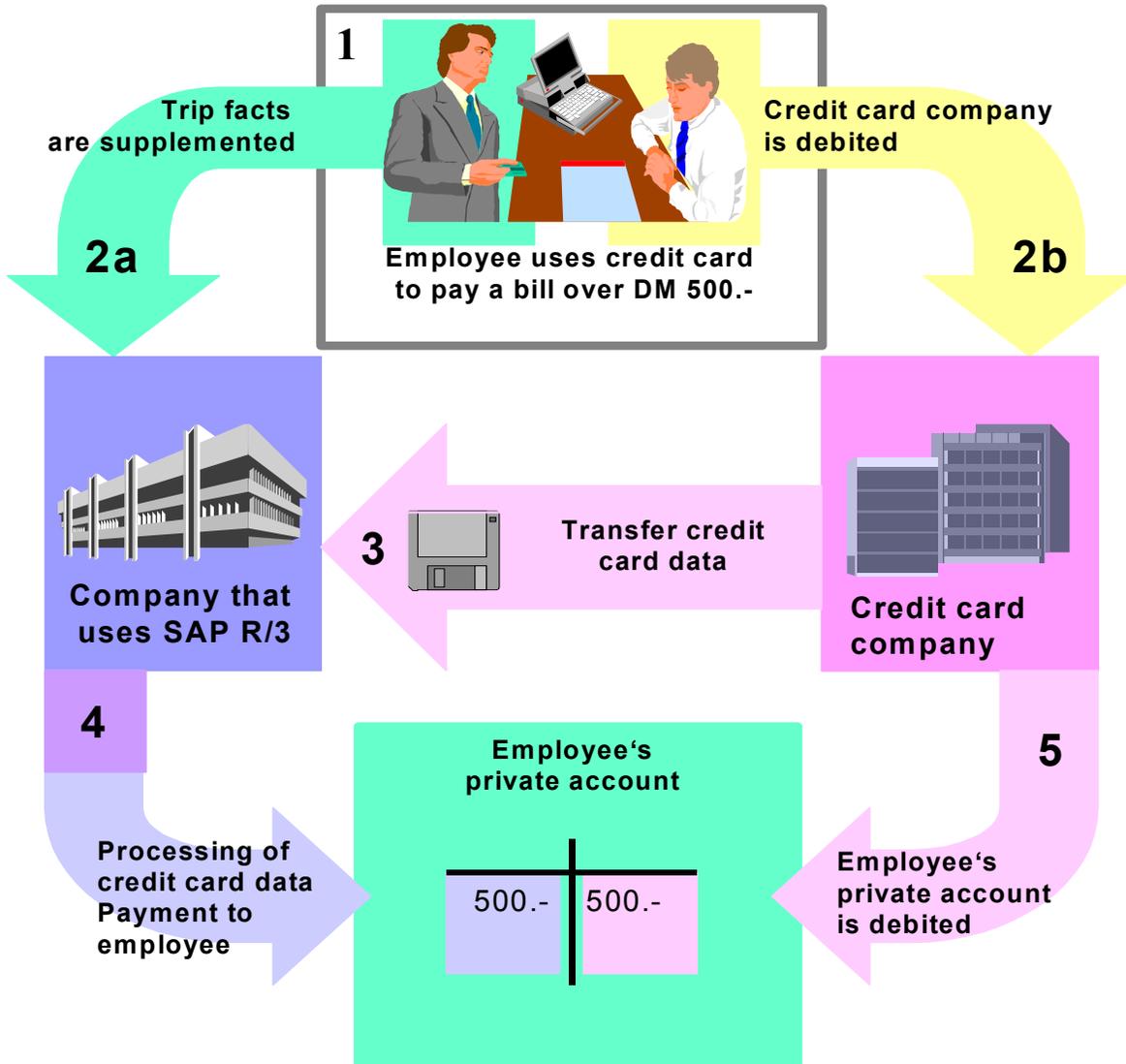
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**Credit Card Clearing****Process Flow**

The numbering used in the following graphics describes:

- The individual process segments of credit card clearing
  - The process segments (2a) and (4) are performed in *Travel Management*. Process segments (2b), (3) and (5) are external processes.
- The optimum run time of the individual process segments in the overall business process

# Credit Card Clearing



Credit card clearing is initiated when you pay an individual receipt (for example, a hotel bill) with a credit card (1).

After taking the trip, you add the missing trip facts. When you do so, do not include any individual receipts that you have paid with a credit card (2a).

### Credit Card Clearing

The service provider (for example, the hotel) invoices the financial service provider (the credit card company) for the transaction that you paid with the credit card (2b).

The credit card company reports the employees' transactions to their company regularly by data medium exchange (3).

They process the incoming credit card transactions in *Travel Management* via the *credit card clearing* function. Via the [overall process of Travel Management \[Page 17\]](#), the transactions are forwarded for payment to the employees' bank accounts.

The credit card company debits the employee's bank account (5).

**See also:**

[Processing Credit-Card Transactions \[Page 399\]](#)

## Processing Credit Card Transactions

### Purpose

Processing of credit card transactions includes:

- [Transfer of credit card transactions \[Page 402\]](#) to *Travel Management*
- Assignment of credit card transactions to a trip  
 Assignment of a credit card transaction to a trip causes the system to create a credit card document in the assigned trip from the data in the credit card transaction.

You have two processing options:

- Semi-automatic processing (standard processing)  
 With standard processing, you have to assign the credit card transactions to trips manually. Standard processing is always active in *credit card clearing*.
- Automatic processing (enterprise-specific Customizing required)  
 With automatic processing, the credit card transactions are assigned by the system. You can only use automatic processing parallel to standard processing.

### Prerequisites

If you want to use automatic processing parallel to standard processing, it must be set up via Customizing for *Travel Management* first. For each travel expense type of credit card clearing, you can store a procedure that permits automatic assignment of credit card transactions to trips.

**Activity:** *Define assignment table for credit card clearing. View: Assignment of credit card transaction to travel expense types.*

### Process flow

The action that triggers processing is the provision of credit card transactions by credit card companies. You have to start processing manually via program RPRCCC00 (Credit card clearing).

Standard Processing	Automatic Processing
1. The system imports a credit card transaction.	1. The system imports a credit card transaction.
2. The system saves the credit card transaction in the database.	2. The system saves the credit card transaction in the database.
3. You assign the credit card transaction to a trip ( <a href="#">Manual assignment [Page 410]</a> ).	3. The system assigns the credit card transaction to a trip (Automatic assignment).
4. The system creates a credit card document in the trip from the credit card transaction.	4. The system creates a credit card document in the trip from the credit card transaction.

---

**Processing Credit Card Transactions**

5. You save the trip.	5. The system saves the trip.
-----------------------	-------------------------------

## Result

The system has stored the imported credit card transaction in the database. The system has created a credit card document (individual document) in the assigned trip from the credit card transaction data. Further processing depends on the [trip status \[Page 163\]](#).

**See also:**

[Overview of Functions \[Page 401\]](#)

[Automatic Assignment of Credit Card Transactions \[Page 407\]](#)

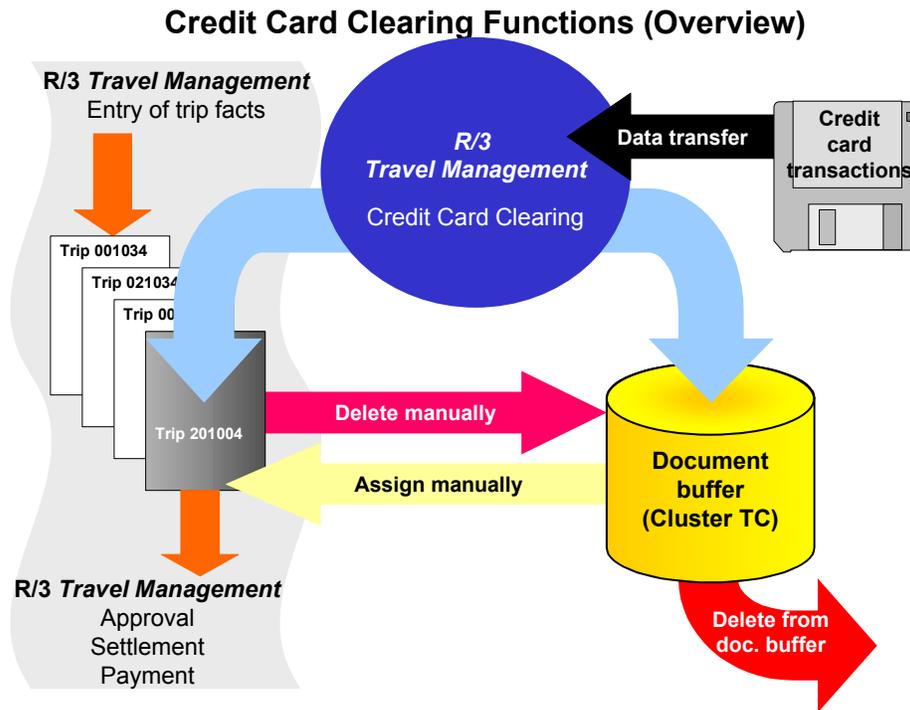
[Manual Assignment of Credit Card Transactions \[Page 410\]](#)

[Reversal of Credit Card Transaction Assignment \[Page 413\]](#)

[Delete Credit Card Transactions from Database \[Page 416\]](#)

## Overview of Functions

The following graphic gives you an overview of all credit card clearing functions



**See also:**

[Transfer Credit Card Transactions \[Page 402\]](#)

[Automatic Assignment of Credit Card Transactions \[Page 407\]](#)

[Manual Assignment of Credit Card Transactions \[Page 410\]](#)

[Reversal of Credit Card Transaction Assignment \[Page 413\]](#)

[Delete Credit Card Transactions from Database \[Page 416\]](#)

---

**Transfer Credit Card Transactions**

## Transfer Credit Card Transactions

### Use

The credit card transactions supplied by the credit card companies via data medium are non-SAP data. You have to transfer this non-SAP data to the R/3 System. You can start the transfer of non-SAP data from *Travel Management* with the *Credit card clearing* function.

### Prerequisites

- Data file requirements:

The credit card transactions must be stored on the data file in a fixed [data record \[Page 404\]](#) that has been specified by SAP. The credit card companies that fill the data record have been certified by SAP AG. To guarantee data integrity, you should only use Credit card clearing to process data files from these companies.

- [Customizing for Travel Management \[Page 395\]](#)
- Process requirements for [the entry of trips \[Page 395\]](#)

### Features

The program RPRCCC00 (*Credit card clearing*) reads all of the data records contained in the data file first and writes them to the temporary table TRANS. The credit card transaction data is already checked at this point. The data check includes:

- Plausibility check of data records with regard to the structure expected by the system
- Assignment of data records to the personnel numbers in the R/3 System
- Check of requirements for automatic processing

If the program can assign the credit card transactions to a trip (automatic assignment), it creates a credit card document in the trip from the data in the credit card transaction. After that, the program saves the trip in cluster TE of the PCL1 database. At the same time, it saves the data record of the credit card transaction with the assigned trip number and the trip document number for the assigned personnel number in the table INBEL of cluster TC in the PCL1 database. If the program can not assign the credit card transaction to a trip, it saves the credit card transaction for the assigned personnel number in the table CCBEL of cluster TC in the PCL1 database.

#### See also:

[Credit Card Clearing Data Record \[Page 404\]](#)

[Import of Credit Card Transactions \[Page 405\]](#)

[Transfer Credit Card Transactions \[Page 406\]](#)



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**Credit Card Clearing Data Record**

## Credit Card Clearing Data Record

### Definition

The data record specifies the data file structure the credit card transactions must have in order to be processed by credit card clearing.

### Use

In the data file, more than one credit card settlement run from one credit card company can be saved. For the system to distinguish the different credit card settlement runs, they must be saved in a fixed structure. The structure of the credit card settlement run controls importing of credit card transactions.

Within this credit card settlement run structure, the data records, which are set up by lines, have to comply with a fixed data structure, so that the system can use them to create credit card documents after assignment of the credit card transactions.

### Structure of a credit card settlement run

The structure of every credit card settlement run is made up of three data types:

#### Record type: data header

Every credit card settlement run has exactly one such record type, with which it begins. In this record type, globally applicable data for all data records of this credit card settlement run is stored.

[Data Header Structure \[Ext.\]](#)

#### Record type: main data

Every credit card settlement run has at least one such record type. In this record type, the individual data of each credit card transaction is stored.

[Main Data Structure \[Ext.\]](#)

#### Record type: totals record

Every credit card settlement run has exactly one such record type, with which it ends.

[Totals Record Structure \[Ext.\]](#)

## Importing Credit Card Transactions

The program RPRCCC00 (Credit Card Clearing) for copying and processing credit card transactions reads all of the data of a data file first. During the process, the system checks to see if the data records of the data file are correct. If the data records were imported successfully, they are indicated on the data file and thus blocked to prevent double importing.

You start the program RPRCCC00 manually from *Travel Management*. You can start the program as a test or update run.

### Test run

The aim of a test run is to check the data files and the R/3 System settings. The program creates a list of missing or incorrect system settings. On the basis of this error list, you can make the necessary system settings in Customizing for *Travel Management* (activity: *Define Assignment Table for Credit Card Clearing. View: Assignment of Credit Card Transaction to Trip Expense Types*). In this way, you can prevent the system from terminating an update run due to serious system errors.

### Update run

The aim of an update run is the [transferring of credit card transactions \[Page 402\]](#) in trips, to create credit card documents. If the test run does not show missing or incorrect system settings, you can start importing the data file in an update run.

### Errors and error handling

The main cause of incorrect import of a data file is missing or incorrect system settings. You have already discovered such sources of repeated errors by means of a test run.

It is also possible that table CCBEL (document buffer) of cluster TC is locked at the time of import of a data record because the buffer is already being accessed from *trip data entry*. The data record can not be imported. Since this is only a temporary cause of errors, it is not shown in the error list of the test run.

In both cases, you have to restart credit card clearing for the data file imported last. Only data records that are not yet locked to prevent double importing are imported.

If you want to check to see if a credit card settlement run has been correctly and completely imported, you can view the [table of imported credit card settlement runs \[Page 420\]](#).

---

**Transfer Credit Card Transactions**

## Transfer Credit Card Transactions

### Use

To edit the credit card transactions delivered by credit card companies via data carrier, you must transfer the data to the system first.

### Procedure

1. Choose [Travel Management \[Page 150\]](#).
2. Choose *Tools* → *Credit card clearing*.  
The *Import of credit card data (Credit card clearing)* screen appears.
3. Enter the enterprise identifier agreed on by your company and the credit card company.
4. Choose one of the three processing parameters.  
For standard processing, select *All documents to document buffer*. For automatic processing, select either *Documents to empty trips only* or *Import documents also, if any*.
5. Make sure that the program is started in a test run first, by checking to see if the *Test run* parameter is active.
6. **Choose** *Program* → *Execute*.  
The *Selection of credit card file* dialog box appears.
7. Select the relevant file and choose *OK*.  
The program creates an error list.
8. Correct the errors reported in the error list.
9. Then perform the program in an update run, after deactivating the *Test run* parameter.

### Result

The system has transferred the credit card data. It has either assigned the credit card transactions to trips or stored them in the document buffer for later manual assignment.

## Automatic Assignment of Credit Card Transactions

### Use

Under certain conditions, the system can assign credit card transactions to a trip automatically and create a credit card document in the trip.

### Integration

The automatic assignment is integrated in [Transfer of Credit Card Transactions \[Page 402\]](#).

### Prerequisites

- Special requirements in Travel Management Customizing
- Define assignment table for credit card clearing
  - For the system to automatically assign credit card transactions, you have to be sure to have assigned the travel expense type a *'further procedure'*, when assigning credit card transaction expense keys to travel expense types.
  - This further procedure determines the trip status with which the system is to save the trip after it has created a credit card document. To do so, the system compares the current trip status with the trip status stored in the further procedure. From these two trip statuses, the system chooses the status with the lower further processing priority. This prevents, for example, trips that have not yet been approved from being approved and sent on to accounting as a result of automatic processing in credit card clearing.
- Relationships between travel expense type and additional receipt information
  - If you have assigned a credit card transaction key to a travel expense type for which the system settings require you to enter additional receipt information, the system can not create credit card documents in the trip for the credit card transactions of this key. The system stores these credit card transactions in the document buffer.
- Requirements for transfer of credit card transactions
- Processing type
  - You have to have started the transfer of credit card transactions in an update run with one of the processing parameters *Documents to empty trips only* or *Import receipts also, if any*, which allow automatic assignment.
- Locked personnel number
  - If the relevant personnel number is locked when a data record is imported, the system can not create a credit card document in the trip from the credit card transaction. This is always the case when a Travel Management function accesses a personnel number to make changes or when HR master data is edited in Personnel Management. The system stores these credit card transactions in the document buffer.
- Requirements regarding the credit card transaction and the employee trip

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**Automatic Assignment of Credit Card Transactions**

You have to have created an employee trip with a trip duration within which the credit card transaction date lies.

**See also:**

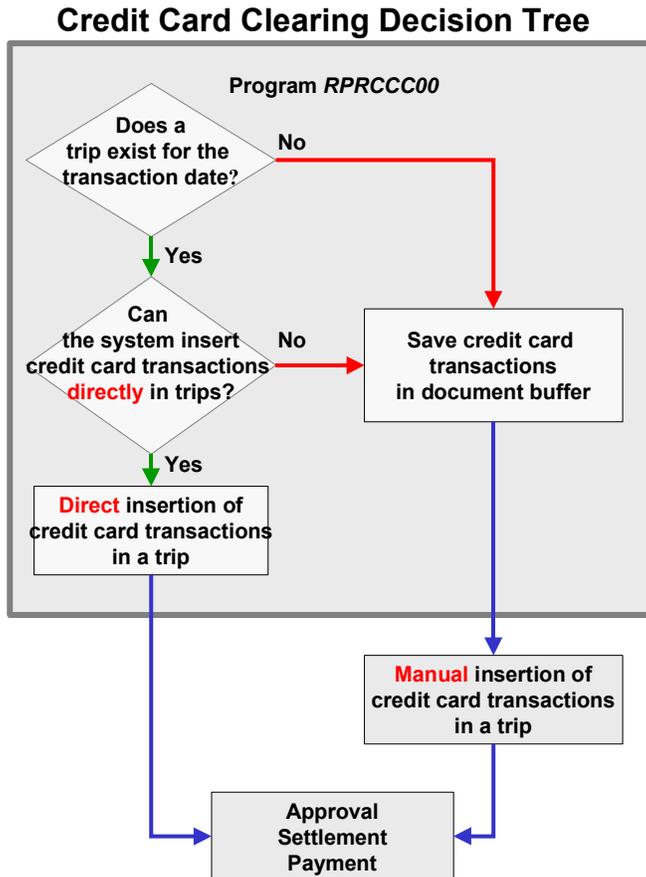
[Automatic Processing of Credit Card Transactions \[Page 409\]](#)

[Transfer of Credit Card Transactions \[Page 402\]](#)

[Manual Assignment of Credit Card Transactions \(Standard Processing\) \[Page 410\]](#)

## Automatic Processing of Credit Card Transactions

Incoming credit card transactions are imported by *Credit card clearing* (report RPRCCC00)  
 Further processing via report RPRCCC00 takes place according to the following decision tree:



---

**Manual Assignment of Credit Card Transactions**

## Manual Assignment of Credit Card Transactions

### Use

You can assign credit card transactions that the system has stored after transfer in the internal table CCBEL (document buffer) to a trip manually. After you have assigned a credit card transaction, the system creates a credit card document with the data record of the credit card transaction in the trip it is assigned to.

### Integration

The manual assignment is integrated into the [transfer of credit card transactions \[Page 402\]](#). Standard processing is performed from a trip in *trip data entry*.

### Features

The system creates a credit card document from the data record of the selected credit card transaction in the relevant trip. At the same time, it stores the credit card transaction with the trip number and the trip document number in the internal table INBEL. You can assign an employee's credit card transactions to any one of the employee's trips.

### Activities

When you assign credit card transactions manually via the travel expense manager or the travel calendar, you only have to make the assignment to a trip.

When you assign credit card transactions manually via the weekly report, you have to assign them not only to a weekly report, but also to a day in the weekly report. This additional assignment is, however, not necessary for credit card transactions for which the document date corresponds with the date of a weekday within the weekly report you have chosen.

#### See also:

[Transfer of Credit Card Transactions \[Page 402\]](#)

[Assign Credit Card Transactions to Trips Manually \[Page 411\]](#)

## Assign Credit Card Transactions to Trips Manually

### Use

For the system to be able to create credit card documents from credit card transactions in trips, you have to assign the credit card transactions to trips.

### Procedure for travel expense manager

1. Choose [Travel expense manager \[Page 202\]](#).
2. Choose the trip you want to change, or create a new trip.
3. Choose *Extras* → *Insert credit card documents*.  
The *Selection of credit card documents* dialog box appears.
4. Select the credit card documents you want to assign to the trip.
5. Choose *Continue* in the dialog box.  
The system assigns the credit card documents to the trip and displays the transferred credit card documents in the *Maintain trip data: Receipts* entry screen.
6. Save the trip.

### Procedure for weekly report

1. Choose [Weekly report \[Page 234\]](#).
2. Choose the weekly report you want to change, or create a new weekly report.
3. Choose *Extras* → *Insert credit card documents*.
4. The *Selection of credit card documents* dialog box appears.
5. Select the credit card documents you want to assign to the trip.
6. Choose *Continue* in the dialog box.  
If the document date of the credit card transaction is not within the time period of the weekly report, you have to assign the document a date valid for the weekly report.
  - a) Choose a day in the dialog box.
  - b) Choose *Continue*.  
The system assigns the credit card document to the weekly report as a trip document for an exact date.If the document date of the credit card transaction is within the time period of the weekly report, the system assigns the credit card document as a trip document to the day of the week that corresponds with the document date.
7. Save the weekly report.

### Procedure for travel calendar

1. Choose [Travel calendar \[Page 221\]](#).
2. Choose the domestic trip you want to change, or create a new domestic trip.

---

**Assign Credit Card Transactions to Trips Manually**

3. Choose *Goto* → *Individual receipts*.

The *Trip data maintain: Receipts* screen appears.

4. Choose *Extras* → *Insert credit card documents*.

The *Selection of credit card documents* dialog box appears.

5. Select the relevant credit card documents.

6. Choose *Continue* in the dialog box.

The system assigns the credit card documents (transactions) to the trip and displays the transferred credit card documents.

7. Choose *Goto* → *Back*.

The *Travel calendar: Domestic trips* screen appears.

8. Save the trip.

## Reverse Assignment of Credit Card Transactions

### Use

You can delete credit card documents from trips manually at any time. This can be used to reverse incorrect assignment of credit card transactions.

### Features

The system deletes an existing credit card document from a trip and saves the changed trip in the database. At the same time, the system copies the credit card transaction from ring storage in table INBEL and stores it in table CCBEL (document buffer) for manual assignment. If the transaction is reassigned manually, the system can again access the original credit card transaction. If you have made changes to the credit card document originally created by the system in the trip, these changes are lost.

If the credit card transaction no longer exists in the ring storage of table INBEL, the system stores the credit card document data from the trip in table CCBEL. If you have made changes to the credit card document originally created by the system in the trip, the system copies these changes. The system can no longer access the original credit card transaction.

#### See also:

[Delete Credit Card Documents from a Trip \[Page 414\]](#)

[Delete Credit Card Transactions from Database \[Page 416\]](#)

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**Delete Credit Card Documents from a Trip**

## Delete Credit Card Documents from a Trip

### Use

At any time, you can delete incorrectly assigned credit card documents from trips.

### Procedure for travel expense manager

1. Choose [Travel expense manager \[Page 202\]](#).
2. Choose the trip you wish to change.
3. Select the relevant credit card document.
4. Choose *Edit → Delete line*.

The system writes the selected credit card document back to the document buffer.

5. Save the trip.

### Procedure for weekly report

1. Choose [Weekly report \[Page 234\]](#).
2. Select the weekly report that you would like to change.
3. Select the relevant credit card document.
4. Choose *Edit → Delete line*.

The system writes the selected credit card document back to the document buffer.

5. Save the weekly report.

### Procedure for travel calendar

1. Choose [Travel calendar \[Page 221\]](#).
2. Select a domestic trip.
3. Choose *Goto → Individual receipts*.

The *Maintain Trip Data: Receipts* screen appears.

4. Select the relevant credit card document.
5. Choose *Edit → Delete line*.

The system writes the selected credit card document back to the document buffer.

6. Choose *Goto → Back*.

The *Travel calendar: Domestic trips* screen appears.

7. Save the trips.



---

**Delete Credit Card Transactions from Database**

## Delete Credit Card Transactions from Database

### Use

The credit card transactions do not contain any information as to whether the transactions made by the employee were for private or business purposes. Therefore, it is possible that the system has transferred credit card transactions for private purposes to *Travel Management*. These credit card transactions should be deleted from the *Travel Management* database.

### Prerequisites

You can only delete credit card transactions from the database if they are not assigned to a trip. For credit card transactions that have already been assigned, you must [delete the assignment \[Page 414\]](#) first.

### Features

The system deletes the credit card transactions selected in table CCBEL (document buffer) from the *Travel Management* database.

#### See also:

[Reverse Assignment of Credit Card Transactions \[Page 413\]](#)

[Delete Credit Card Transactions from Database \[Page 417\]](#)

## Delete Credit Card Transactions from Database

### Prerequisites

This is only possible if the credit card transactions are not assigned to trips. If the credit card transaction you want to delete is still assigned to a trip, you have to [reverse the assignment \[Page 413\]](#). You can only delete credit card transactions from the database via the document buffer. You can only access the document buffer via a trip. You have to call the trip using *Trip → Change*.

### Procedure for travel expense manager

1. Choose [Travel expense manager \[Page 202\]](#).
2. Select a trip and choose *Trip → Change*.
3. Choose *Extras → Insert credit card documents*.  
The *Selection of credit card documents* dialog box appears.
4. Select the credit card documents you want to delete from the database.
5. Choose *Delete documents* in the dialog box.
6. Confirm that you intend to delete the credit card transaction.
7. Save the trip.

### Procedure for weekly report

1. Choose [Weekly report \[Page 234\]](#).
2. Select a weekly report and choose *Weekly report → Change*.
3. Choose *Extras → Insert credit card documents*.  
The *Selection of credit card documents* dialog box appears.
4. Select the credit card documents you want to delete from the database.
5. Choose *Delete documents* in the dialog box.
6. Confirm that you intend to delete the credit card transaction.
7. Save the weekly report.

### Procedure for travel calendar

1. Choose [Travel calendar \[Page 221\]](#).
2. Select a domestic trip.
3. Choose *Goto → Individual receipts*.  
The *Trip data maintain: Receipts* screen appears.
4. Choose *Extras → Insert credit card documents*.  
The *Selection of credit card documents* dialog box appears.
5. Select the credit card documents you want to delete from the database.

**Delete Credit Card Transactions from Database**

6. Choose *Delete documents* in the dialog box.
7. Confirm that you intend to delete the credit card transaction.
8. Choose *Goto → Back*.

The *Travel calendar: Domestic trips* screen appears.

9. Save the trips.

**Result**

The selected credit card transactions are irrevocably deleted from the *Travel Management* database.

## Display Credit Card Data

### Use

Employee credit card data that you have not yet assigned to a trip is stored in the database in the document buffer (cluster TC). You can view the data in cluster TC at any time.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Tools* → *Credit card data* → *Display*.  
The *Overview of existing credit card transactions (document buffer)* screen appears.
3. Enter the relevant personnel numbers or intervals for which you wish to display credit card documents in the *Data selection* group box.
4. Select *Overview of personnel numbers*.
5. Choose *Program* → *Execute*.  
You are shown an overview of the selected personnel numbers.
6. To display the documents for one personnel number, select the relevant personnel number and then click *Choose*.

### Result

For each selected personnel number, you are given an overview of the credit card documents stored in the document buffer (CCBEL) and the credit card transactions that have been automatically inserted in existing trips (INBEL). For these credit card documents, the system displays the numbers of the trips to which they were imported. Please remember that only the last 200 automatically imported credit card transactions for a personnel number are stored in this table.

---

**Display Credit Card Settlement Runs**

## Display Credit Card Settlement Runs

### Use

In *credit card clearing*, the system stores the settlement numbers which have already been imported from the different credit card companies in the database (cluster TA), in order to prevent double importing of credit card data files.

Cluster TA, which only uses the relevant credit card company's key as a key, contains a table in which all the settlement numbers for each credit card company are stored.

In this table, the system also stores the following data:

- Beginning and end of importing
- Name of the report used for importing
- User name of the person who executed the report
- An indicator to show whether the import of the credit card data file was completed successfully

By means of the *successfully completed* indicator, the import report is able to resume importing a data file, after a system crash or other interruption of importing, at the point where importing was interrupted.

### Procedure

1. Choose Travel Expenses.
2. Choose *Tools* → *Credit card data* → *Settlement*.  
The *Overview of imported credit card settlement runs* screen appears.
3. Choose the credit card companies for which you wish to display the imported settlement runs.
4. Choose *Program* → *Execute*.

### Result

The system displays a list of all imported settlement runs for the credit card companies chosen.

## Statistics Manager

### Use

For efficient Travel Expenses reporting, the current trip facts must be included in the trip statistics. You can use the statistics manager to set up and edit trip statistics.

### Integration

You can perform trip statistics reporting using the Travel Expenses information system.

### Prerequisites

In the standard system of Travel Expenses, the trip statistics are not updated. To use the statistics manager, you have to specify a statistics structure procedure in *Customizing for Travel Expenses* first.

### Features

Using the statistics manager, you can:

- Set up statistics data  
With this function, you can completely restructure statistics data.
- Delete statistics data  
With this function, you can delete all of the statistics data in Travel Expenses. You should only use this function to clean up statistics data in the case of data inconsistencies.
- Reorganize statistics data  
With this function, you can reorganize the statistics data. You should only use this function after normal archiving of trips. This function deletes the statistics data of all archived trips.
- Process backlog data  
If you have set the statistics structure procedure 'Create statistics data by batch program' in Travel Expenses Customizing, the system only stores key information of the trip when a trip is saved in dialog. With this function, you can create trip statistics from this key information.

### Refer to

[Create Statistics Data \[Page 422\]](#)

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**Create Statistics Data**

## Create Statistics Data

### Prerequisites

To use the statistics manager, you have to specify a statistics structure procedure in *Customizing for Travel Expenses* first.

### Procedure

Choose [Travel Expenses \[Page 150\]](#).

Choose *Tools* → *Statistics manager*.

The *Statistics manager* screen appears.

Specify the time period for which the program is to process statistics data.

Specify the execution options and the list format.

Specify the tables from which the system is to read data.

Choose *Program* → *Execute in background*.

### Result

The system updates the statistics data for Travel Expenses according to your specifications. Via report selection, you can execute different evaluation reports for trip statistics.

### Refer to

[Statistics Manager \[Page 421\]](#)

## Data Archiving

### Use

As a rule, trips and the respective trip facts that have been completely settled and posted in accounting only have to be stored for revision in the database for statutory reasons. To reduce long-term database capacity load and performance problems with certain functions, such trips can be archived using alternative storage media.

### Integration

Travel Management data archiving is closely linked with data archiving in Human Resources. The documentation pertaining to Travel Management is integrated in the general documentation on *Archiving in Human Resource Management* and identified by the add-on **FI-TV** after the titles.

### Refer to

[Archiving HR Human Resources Management \[Ext.\]](#)

## Database Reporting in Travel Expenses

### Use

All Travel Expenses data is stored in database PCL1 and in tables PTRV\_HEAD and PTRV\_PERIO. In the case of incorrect or irregular settlement results, system administration can access this data directly in the database to track the possible source of errors as quickly as possible.

### Features

The system saves the data under the keys for personnel number, trip number, trip period, and trip period version. The output of database reporting is sorted according to this key. You can use two forms of database reporting:

### Overview of trips

With this program you can only display the *cross-period general trip data* (PTRV\_HEAD) and the *general trip data for a trip period* (PTRV\_PERIO).

### Details of a trip

With this program you can display all of the data for a trip. It is not possible to limit output to cross-period general trip data (PTRV\_HEAD) or general trip data of a period (PTRV\_PERIO) as with the *Overview of trips*.

#### See also:

[Display Overview of Trips \[Page 426\]](#)

[Display Details of a Trip \[Page 427\]](#)

[Display Credit Card Data \[Page 419\]](#)

[Display Credit Card Settlement Runs \[Page 420\]](#)

[Database Structure \[Page 425\]](#)

## Data Structures in Travel Expenses

### Definition

Travel Expenses data is stored in database **PCL1** and in tables **PTRV\_HEAD** and **PTRV\_PERIO**.

### Structure

The system compresses the data of trips, which is stored in different internal tables, in the PCL1 database under the keys: personnel number, trip number, trip period and trip period version in a data record. The *Travel Expenses* data is given the additional key TE in the PCL1. The *credit card clearing* data is given the additional key TC or TA.

#### Key TE

Detailed data for a trip number is stored under the key TE.

#### Key TC

Under key TC, the credit card transactions stored in internal tables INBEL and CCBEL by the system during credit card clearing are saved for the respective personnel numbers.

#### Key TA

The imported credit card company settlement runs are stored under the key TA.

#### Database access

Database access for the additional key TE takes place via the macros RP-IMP-C1-TE (data import) and RP-EXP-C1-TE (data export). Database access for keys TA and TC of *credit card clearing* takes place via the macros RP-IMP-C1-TA, RP-IMP-C1-TC, RP-EXP-C1-TA and RP-EXP-C1-TC

### Integration

Evaluation of PCL1, PTRV\_HEAD and PTRV\_PERIO takes place via the four special database reporting programs.

- [Display Overview of Trips \[Page 426\]](#)
- [Display Details of a Trip \[Page 427\]](#)
- [Display Credit Card Data \[Page 419\]](#)
- [Display Credit Card Settlement Runs \[Page 420\]](#)

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**Display Overview of Trips**

## Display Overview of Trips

### Use

With this program you can display the *cross-period general trip data* (PTRV\_HEAD) and the *general trip data for a trip period* (PTRV\_PERIO). If you want to display all of the data in the database for a trip, you can choose [Details of a trip \[Page 427\]](#).

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Tools* → *Database reporting* → *Overview of trips*.

The *Overview of trips* screen appears.

3. Enter the relevant personnel numbers.
4. Choose the relevant display format in the *Overview of trips* field.

When you select the field, the system creates a general overview before it displays the data from PTRV\_HEAD and PTRV\_PERIO for all selected trips.

5. You can restrict the amount of data using the *Current version* field.

More than one version of a trip can be stored in the database because the system always creates a new version of the trip in the database when you make changes to the trip after it has been transferred to Accounting. If you select this field, the system only displays the current version of the trip in the database.

6. Choose *Program* → *Execute*.

### Result

When you have created the list of all trips, you can select an entry and display the content of PTRV\_HEAD and PTRV\_PERIO in the database via *Edit* → *Choose*. From here, you can access the details of an individual trip via *Edit* → *TE cluster* after you selected either the entry PTRV\_HEAD or PTRV\_PERIO.

## Display Details of a Trip

### Use

With this program, you can display all of the data that is saved in the database for a trip. There is no limitation to cross-period general trip data (PTRV\_HEAD) or general trip data of a period (PTRV\_PERIO) as there is with the [Overview of trips \[Page 426\]](#).

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Tools* → *Database reporting* → *Details of trip*.

The *Details of trip* screen appears.

3. Enter the relevant selection criteria.

If you want to display the database data for a specific trip, you should select the *Overview of trips* field. The system then creates an overview according to personnel number and trip number, from which you can quickly and conveniently choose the relevant trip, also specifying which trip data the system should display.

4. Choose *Program* → *Execute*.

### Result

If you activated the *Overview of trips* field, the system creates a list according to personnel number, trip number, period number, and period version. Here you can select an entry and choose it via *Edit* → *Choose*. The system produces a list from all internal Travel Expenses tables. You can now choose the data you want to display for the selected trip.

If you did not activate the *Overview of trips* field, the system produces a list according to personnel number, trip number, period number and period version in which all of the data stored in the database for the selected trips is displayed.

#### See also:

[Trip Status Directory \[Page 165\]](#)

## The Payroll Periods in Cluster TE

## The Payroll Periods in Cluster TE

In cluster TE (Details of a trip) the system stores, among other things, data on the payroll period of the trip. For each employee trip two payroll periods are maintained to ensure correct retroactive accounting in payroll.

The first payroll period is maintained under the fields *ABRJ1* (settlement year 1), *ABRP1* (payroll period 1), and *PERM1* (period modifier 1). The second payroll period is under the fields *ABRJ2* (settlement year 2), *ABRP2* (payroll period 2), and *PERM2* (period modifier 2).

When you create an employee trip, the system sets both periods to the current payroll period for the system date. You can, however, also specify this period manually.

During the **first** settlement run for employee trip, the system sets both periods to the period of the settlement program that you specify for the settlement run.



The system only selects employee trips with end dates within the payroll period for settlement.

After the **first** settlement run, the **first** payroll period (fields *ABRJ1* and *ABRP1*) is fixed. This payroll period is the reference period for Payroll up to which possible retroactive accounting can be performed.

If you settle an employee trip again, to correct the trip facts, for example, the system sets the second payroll period (fields *ABRJ2*, *ABRP2* and *PERM2*) to the settlement program period that you specified for the settlement run.



### Trip duration: 06/01/1996 to 06/03/1996, monthly period

	Comment	ABRJ1	ABRP1	ABRJ2	ABRP2	Seq. number
1.	Trip is created.	1996	06	1996	06	99
2.	Trip is settled under period 07/1996.	1996	07	1996	07	
3.	Trip is transferred (for example, to financial accounting)	1996	07	1996	07	
4.	Trip is corrected to 08/1996	1996	07	1996	07	98
5.	Trip is settled under period 09/1996	1996	07	1996	09	
6.	Trip is transferred (for example, to financial accounting)	1996	07	1996	09	
7.	Trip is corrected to 02/1997	1996	07	1996	09	97
8.	Trip is settled under period 02/1997	1996	07	1997	02	
9.	Trip is transferred (for example, to financial accounting)	1996	07	1997	02	

---

The Payroll Periods in Cluster TE

If transfer to Payroll takes place, the system checks this payroll period during settlement against the payroll period of the control record **PA03**.

---

**Resetting Trip Status (Recalculation Program)**

## Resetting Trip Status (Recalculation Program)

### Use

The *Travel Management* recalculation program gives you the option to reset trips that have already gone through settlement back to the settlement status *to be settled* and to thus make these trips available for a new settlement and transfer process.

### Prerequisites

The following situations would make it advisable to start this program:

1. If the government makes changes in travel expense settlement laws (changes in per-diem rates, for instance) which are retroactively valid as of a certain date. In this case you have to resettle all trips which have been sent through settlement after that date.
2. If, as a result of an error in the system settings, trips have not been settled correctly. You must repeat settlement for these trips also.

Since the recalculation program only resets the settlement status of the trips, they fulfill all conditions in order to be processed in the next accounting run. Therefore, you have to make certain that all necessary changes in system settings have been carried out before the next settlement run takes place.

### Features

Due to the situations for which the recalculation program is intended, it is used primarily for batch processing of trips. Single trips which require retroactive settlement due to processing errors or adjustment checks should be changed manually as usual and set back to the settlement status *Settled*.

Since the recalculation program does not interfere with the settlement program, the system automatically performs the necessary adjustment postings for trips that have already been settled and transferred.

#### See also:

[Execute the Recalculation Program \[Page 431\]](#)

## Execute the Recalculation Program

### Use

Please remember that this program is not to be executed within a running productive system, since this could otherwise cause data inconsistencies. You should therefore not start this program until you have made sure that no one is working on trips in the system.

### Procedure

1. Choose [Travel management \[Page 150\]](#).

2. Choose *Tools* → *Reset status*.

The *Set „settled“ trips to „to be settled“ (Recalculation)* screen appears.

3. Enter the relevant payroll area in the *Payroll period* group box.

4. Choose a [payroll period \[Page 545\]](#).

5. Choose *Enter*.

The system displays the selection period next to the *Payroll area* field and, if relevant, the current period.

6. Enter the relevant selection criteria in the *Selection* group box.



You can specify further selection criteria by choosing *Further selections*.

7. You can enter further selection criteria for trip numbers, beginning date and end date of trip in the *Data selection* group box.

8. Decide whether a log should be produced and whether the program is to be executed in a test run or in an update run.

Since the recalculation program is primarily used for batch processing of trips, you should execute the program as a background operation.

9. Choose *Program* → *Execute in background*.

The *Batch print parameters* screen appears.

10. Choose the relevant print parameters.

11. Save the print parameters.

### Result

The system resets the settlement status of the selected trips to *to be settled*.

## Reorganization of Shortcut T

# Reorganization of Shortcut T

## Use

To find personnel numbers for which there are trips to be processed in the database more quickly, you can use the shortcut *T* for elementary search help.

## Prerequisites

When you use shortcut *T* (*Personnel number with trip data*) to accelerate a search, the system only reads data from the database for the personnel numbers that is contained in shortcut *T* for the selected personnel number interval.

Since every personnel number for which a trip has ever been entered is taken into consideration in a search via shortcut *T*, the number of personnel numbers stored in the matchcode increases with each trip entered. The number of personnel numbers in shortcut *T*, thus, on the one hand, gradually approaches the total number of all personnel numbers. On the other hand, personnel numbers for which there are neither trips to be processed nor new trips to be expected in the near future start to pile up in shortcut *T*.

For these two reasons, it is useful to reorganize the personnel numbers in shortcut *T* from time to time, so that elementary search help can really help to accelerate searching.

## Features

The program checks to see if, under the personnel numbers in shortcut *T*, there are still trips in the database that fulfill one of the following four criteria:

- You have not yet transferred the trip to [Accounting \[Page 343\]](#) .
- You have not yet transferred the trip to [Payroll \[Page 377\]](#) .
- You have not yet transferred the trip to [data medium exchange \[Page 369\]](#) .
- You have not yet printed the [standard form \[Page 336\]](#) for the trip.

This criterion is only checked if the standard form is printed as standard in your company. To activate this check, you have to select the corresponding parameter in the program dialog.

If none of the four above described criteria apply for a personnel number, the system deletes the personnel number from shortcut *T*.

If you change an existing trip or enter a new trip for the personnel number, the system restores it to shortcut *T*.

The system cannot reorganize shortcut *T* automatically, because:

- Each enterprise uses different methods of payment (transfer types)
- Within one company different methods of payment may be used for different person groups

Consequently, you have to start the program from time to time **manually** from the *Travel Expenses* entry screen.

**See also:**

[Reorganize Short Cut T \[Page 434\]](#)

## Reorganize T Short Cut

## Reorganize T Short Cut

### Use

You are only allowed to delete personnel numbers from short cut T (*Personnel numbers with trip data*) for which there are no more trips to be edited in the database.

### Procedure

1. Choose [Travel Expenses \[Page 150\]](#).
2. Choose *Tools* → *Matchcode reorganization*.  
The *Update of travel expenses matchcode* screen appears.
3. Enter the relevant period in the *Period* group box.
4. Enter the relevant selection criteria in the *Selection* group box.



You can specify further selection criteria by choosing *Further selections*.

5. Make the following entries in the *Deleting personnel number from the travel expenses matchcode* group box :
  - a) In the *Personnel number only has trips with the following IDs* group box, specify all of the transfer types used in your company for transferring Travel Expenses results for the personnel numbers chosen.



If all of the trips for these personnel numbers are to be printed, activate the *Print indicator set* field.

- b) In the *Control parameters* group box you decide:
  - Whether the system is to perform a test or update run
  - Whether the system should issue a log

### Result

The system deletes all personnel numbers that fulfill the specified selection conditions from short cut T.

## Current Settings

SAP now offers you the option to maintain current settings from the menu of your application as a part of Customizing.

In order to use this function you need special authorizations.

If you do not have the necessary authorization, please get in touch with your systems administrator. He can provide you with maintenance authorization for Customizing in general or specific authorization for maintenance of these special system settings.

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**Country and Industry Versions of Travel Expense Accounting**

## Country and Industry Versions of Travel Expense Accounting

For the different country and industry versions of *Travel Expenses*, specific changes have been made to the standard system to fulfill statutory and business procedural requirements. The changes for the respective countries and industries can be found in the following documentation.

The Customizing in the standard system contains a trip provision variant for each country or industry version. In these versions, you make the settings required to take account of the individual country specifications.

SAP *Travel Management* currently contains the following country-specific versions of the travel expenses function:

### Private Industry

#### Europe

[Country Version for Germany \[Page 439\]](#)

[Country Version for Austria \[Page 452\]](#)

Country Version for Switzerland

[Country Version for Great Britain \(United Kingdom\) \[Page 453\]](#)

[Country Version for France \[Page 455\]](#)

Country Version for the Netherlands

[Country Version for Denmark \[Page 469\]](#)

Country Version for Belgium

[Country Version for Norway \[Page 476\]](#)

[Country Version for Spain \[Page 479\]](#)

[Country Version for Sweden \[Page 511\]](#)

#### America

[Country Version for United States of America \(USA\) \[Page 512\]](#)

[Country Version for Canada \[Page 523\]](#)

[Country Version for Mexico \[Page 524\]](#)

#### Asia

[Country Version for Japan \[Page 528\]](#)

### Public Sector

[Public Sector Version for Germany \[Page 440\]](#)

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Country and Industry Versions of Travel Expense Accounting

Germany

## Germany

## Country Version for Germany (Private Enterprise)

### Use

The *Travel Expenses* application component of *R/3 Travel Management* has been adapted to conform with the statutory and business requirements for private business in Germany.

### Features

In particular, the country version for Germany (private enterprise) takes the following special aspects of travel expense settlement into account.

- **Additional expenses for meals**

In the case of a trip duration of less than 14 hours, the system applies reduced per diem rates.

Handling of values for payment in kind

For international trips, the system determines the meals per diem (possibly reduced) according to the last location the traveler reaches before 12 midnight local time (midnight rule).

Application of the 16-8 o'clock rule

- **Accommodations settlement**

The system reduces hotel receipts that contain, implicitly, one or more breakfasts according to the procedure described in German travel expenses legislation.

- **Other**

Consideration of income-related expenses and additional amounts

## Industry Business Solution for German Public Sector

### Use

#### In R/3 standard delivery (beginning Release 4.5)

In the *Travel Expenses* area of the *R/3 Travel Management (FI-TV)* application component, the requirements from the following legislation is implemented:

- International Travel Expenses Ordinance (ARV)
- Federal Travel Expenses Law (BRKG)



The system is updated regularly via HR support packages as and when changes are made to the laws.

You can use the standard travel expenses solution for the Public Sector in the following federal states:

Country		Remarks
Germany	Berlin Brandenburg Lower Saxony Saxony-Anhalt Schleswig-Holstein	In the standard Customizing, SAP delivers a trip provision variant 'D1' that contains the statutory values. BRKG and ARV can be used for the federal states listed here.

#### Beginning add-on Release HRPS 452A

Beginning with add-on Release HRPS 452A the statutory requirements of the federal states not covered by the BRKG are taken into consideration.

In the standard Customizing of these add-on releases SAP delivers a separate trip provision variant for each of the federal states containing the statutory values.

Federal state	Law	Trip provision variant
Baden-Württemberg	LRKG & LARVO	DW
Bavaria	BayRKG & BayARV	DY
Bremen	BremRKG & BremARV	DM
Hamburg	HmbRKG	DH
Hessen	HRKG & HARV	DS
Mecklenburg-Vorpommern	LRKG M-V	DV
North Rhine-Westphalia	LRKG & ARVO	DR

Industry Business Solution for German Public Sector

Rhineland-Palatinate	LRKG	DP
Saarland	SRKG	DL
Saxony	SächsRKG & SächsRKVO International Regulations	DC
Thuringia	ThürRKG & ThürARV	DT

## Restriction

The following applies to the functions in both the R/3 standard and the add-ons beginning Release HRPS 452A:

Settlement according to the **Separation Bonus Ordinance (TGV)** is not supported. You can perform settlement of domestic and international business trips that do **not** require a separation bonus.

But the system can not determine whether a separation bonus is to be reimbursed for a trip until travel expense settlement takes place. If the system recognizes that the conditions for a separation bonus are fulfilled during a trip (see §11 BRKG), it issues a warning message.

## Prerequisites

To use the additional function for the German Public Sector, special Customizing settings have to be made for the *German Public Sector* trip provision variants:

### R/3 standard releases:

Ensure that in Customizing for Travel Management under *Travel Expenses* → *Master Data* → *Control Parameters for Travel Expenses* → *Activate special rules for industry solutions*, the industry sector ID *Public Sector* is set for the required trip provision variant

Only then are the industry-specific functions for this trip provision variant active.

### Add-on releases (from HRPS 452A):

Ensure that in Customizing for Travel Management under *Travel Expenses* → *Master Data* → *Control Parameters for Travel Expenses* → *Activate special rules for industry solutions*, the industry sector ID for federal law or for the respective federal state is set for the required trip provision variant

Choosing *No industry sector ID* deactivates the special rules for the Public Sector and the corresponding trip provision variant has the same functions as private enterprise.

## Features

The Travel Expenses enhancements for the Public Sector include the following functions:

### In the R/3 standard

- [Specific General Trip Data for German Public Sector \[Page 443\]](#)
- [Settlement of Meals Per Diem and International Meals Per Diem \[Page 444\]](#)
- [Reimbursement of Accommodations Costs Without Statement \[Page 445\]](#)
- [Reimbursement of Accommodations Costs With Statement \[Page 446\]](#)

**Industry Business Solution for German Public Sector**

- [Reduction of Meals and Accommodations Per Diem \[Page 448\]](#)
- [Miles/Kilometers and Passenger Bonus for Business Trips \[Page 449\]](#)
- [Enter Reason for Use of Private Vehicle \[Page 450\]](#)
- [More than One Domestic Trip on One Day \[Page 451\]](#)

**Add-on releases (from HRPS 452A)**

- Border crossing regulations per federal state
- Miles/Kilometers bonus according to LRKG in Rhineland-Palatinate
- Clearing of income-related expenses and additional amounts
- Per diems comparison calculation
- Deductions for meals receipts

The special functions for the Public Sector are available in the following Travel Expenses entry scenarios:

- Travel Expense Manager
- Travel Calendar
- Advances

The general trip data in the respective initial screens are adjusted to meet the particular requirements of the Public Sector.



The travel manager (transaction TRIP) can **not** be used for Public Sector personnel numbers.

If, however, you also have personnel numbers that are assigned to a trip provision variant for private enterprise, you can use the travel manager to process trips for these personnel numbers.

## General Trip Data for German Public Sector

### Use

In the entry scenarios adapted for the Public Sector in Germany (such as the travel expense manager), the entry areas for general trip data and per diem reimbursement in particular have been adjusted to meet the requirements of the German Public Sector.

### Features

The general trip data includes:

- All of the trip facts that must be entered to create (save) a trip
- **Trip facts concerning the trip destination and the reason for a trip**

Via these trip facts you can, among other things, display specific trips in the travel expense manager.
- **Trip facts concerning the trip characteristics**

The trip attributes determine which per diems or maximum rates are applied by the settlement program.
- **Trip facts concerning per-diem and flat-rate settlement for the trip**

You determine, for example, whether meals and/or accommodations are settled by per diems or by individual statements.
- **Trip facts concerning transportation**

Here you specify the settlement of **miles/kilometers and passenger bonus**. The system only displays the total trip segments in the *General trip data* screen.

If you want to perform exact day-by-day settlement, you can enter the necessary trip facts in the [miles/kilometers distribution \[Page 258\]](#) screen.
- **Receipts**



If you have entered receipts for the use of public transport in the *travel expense manager* (PR05) on the tab page *Receipts*, you will see on the tab page *FR/PD reimbursements* the note *PTr receipts exist*. In this way every clerk can see that PTr receipts exist for this trip that need to be checked to see whether the full amount can be reimbursed to the employee.

The entry functions that have been used are also displayed.

---

**Settlement of Meals Per Diem and International Meals Per Diem**

## Settlement of Meals Per Diem and International Meals Per Diem

### Use

Travel Expenses for the German Public Sector differentiates between domestic and international trips when settling per diems. Whereas the German Federal Travel Expenses Law, which conforms to a great extent with the relevant wage tax regulations, applies for domestic trips, the International Travel Expenses Ordinance must be used for international trips. Specifically, according to §5, ARV (International Travel Expenses Ordinance, reimbursement of trip costs in case of longer stay at business location) a special rule applies in this case. If the stay at one international business location lasts longer than 14 days without the days needed for the trip there and the trip home, the international per diem is to be reduced by 10% from the 15th day on. This reduction can be excluded on request.

### Activities

You can activate the reduction of the international per diem via a checkbox in the [general trip data \[Page 443\]](#). The checkbox is only visible for international trips. The days with reduced per diems are indicated separately on the travel expense statement.

## Reimbursement of Accommodations Costs Without Statements

### Use

In the **BRKG**, an accommodations allowance is reimbursed for necessary overnight stays that are not documented by individual receipts. In the domestic country, the following special rules apply for a business trip that lasts at least eight hours:

- If the trip begins by 3am, an additional accommodations allowance is granted.
- If the trip is completed before 2am, no accommodations allowance is granted for the last night.

### Activities

To effect payment of an accommodations allowance for a trip by the system, select the *Accommodations allowance* indicator in the *General trip data*. The system displays the number of accommodations allowances that are reimbursed.

## Reimbursement of Accommodations Costs With Statement

## Reimbursement of Accommodations Costs With Statement

### Use

For the reimbursement of the total costs for accommodations on the basis of individual receipts, there is a trip-specific maximum amount. If the total costs for accommodations exceeds the maximum amount, the difference is reimbursed as a bonus, if the traveler can prove that the additional costs could not be avoided.

### Features

The maximum amount for the final total is determined as follows:

- For domestic trips, comparison calculation is performed to determine what would have to be paid as the accommodations allowance if no accommodations receipts were submitted. The total of this accommodations allowance amount is used as follows as a basis for determining the maximum amount:
  - for major cities, twice the final total for the accommodations allowance
  - otherwise, 1.5 times the final total for the accommodations allowance

The system calculates the final total by determining the accommodations allowance per destination (*Region* field) per day and totaling the reimbursement amounts. Since the region is the main criterion for determining the maximum amount per destination, the following entries are stored in the standard system for maximum rates:

Region	Meaning	Amount
<i>Space</i>	All regions except major cities	58.50 (150% of basic amount 39.00)
<i>Major</i>	Major cities	78.00 (200% of basic amount 39.00)

- In the case of international trips, for each trip country, there is a maximum amount that can be reimbursed per day as an international accommodations allowance with accommodations receipts. The comparison calculation determines the maximum amount for the final total of accommodations costs, totaling the maximum amounts for the international accommodations allowance for exact days.

### Activities

To reimburse accommodations costs with receipts, do not select the accommodations allowance indicator in the general trip data.

After entering all accommodations receipts, choose *Extras* → *Comparison calculation*. The system displays the final totals of accommodations receipts and accommodations allowance. If the final total is higher than the maximum amount, you can decide whether the system should limit the reimbursement of the accommodations costs to the maximum amount or whether it should reimburse the total, adding the difference amount as a bonus. You can reduce the bonus amount generated by the system by overwriting the generated amount.

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Reimbursement of Accommodations Costs With Statement

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**Reduction of Meals and Accommodations Per Diems**

## Reduction of Meals and Accommodations Per Diems

### Use

To reduce meals or accommodations per diems, use the entry function [Deductions \[Page 256\]](#).

### Processing deductions for gratuitous entertainment

Under the respective date, select the meals the traveler received without incurring expenses.

### Result

During settlement, the statutory deductions for meals are deducted from the per diem. If the deduction value calculated is less than the fixed remuneration-in-kind value, it is deducted from the per diem.

Days without deductions are deleted from the entry screen after you choose *Enter*. If you want to enter deductions retroactively for days that have already been deleted, enter the relevant date and indicate the deductions.

### Processing deductions for use of cafeteria

If you used the cafeteria during an international trip, select the 'lunch coupon' field for the relevant date.

### Result

The international per diem is reduced according to the statutory regulations.

Days without deductions are deleted from the entry screen after you choose *Enter*. If you want to enter deductions retroactively for days that have already been deleted, enter the relevant date and indicate the deductions.

### Processing deductions for gratuitous accommodations

Select the date on which the employee did not incur expenses for accommodations.

### Result

The accommodations per diem for the trip is reduced during settlement according to the statutory regulations.

Days without deductions are deleted from the entry screen after you choose *Enter*. If you want to enter deductions retroactively for days that have already been deleted, enter the relevant date and indicate the deductions.

## Miles/Kilometers and Passenger Bonus for Business Trips

### Use

#### Statutory regulation (§ 6 BRKG)

The Federal Travel Expenses Law (BRKG, as of June 2000) includes certain requirements concerning miles/kilometers and passenger bonus for business trips.



The system is updated regularly via HR support packages as and when changes are made to the law.

The statutory regulations include the following aspects:

- Different mile/kilometers bonus allowed according to the cubic capacity of the vehicle used
- Different miles/kilometers bonus allowed for private and established vehicles
- Reduction of the miles/kilometers bonus for established vehicles with more than 350 ccm after 10,000 miles/kms in a year

### Features

The BRKG requirements are integrated in the features of the R/3 Travel Expenses component and are delivered with the standard Customizing in the respective settings for the **trip provision variant 'D1'** (*German Public Sector*).

If you want to settle your trips according to the BRKG regulations, use or copy the trip provision variant 'D1'.

If you want to create a new trip provision variant to settle trips according to BRKG, read the Release Information *Miles/Kilometers and Passenger Bonus for Business Trips (4.5A)*, section *Effect on Customizing*.

---

**Use of Private Vehicle**

## Use of Private Vehicle

### Use

As you must usually give a reason for using a private vehicle for a business trip in the German Public Sector, you can enter a reason in the *travel expense manager* (PR05) by choosing  *Reason*.

### Prerequisites

You can also fill the free text fields for entering the reason with certain standard texts. You make the settings for this in the Customizing for R/3 Travel Expenses under *Dialog and Travel Expenses Control* → *Dialog Control* → *Assign Standard Text for Private Vehicle Use (Pub.Sector)*

## More than One Domestic Trip on One Day

### Use

There are several regulations in the Travel Expense Laws for the Public Sector that regulate the settlement of more than one domestic trip on one day.

#### Bavaria and Saarland

The federal travel expense laws for Bavaria and Saarland require that for more than one domestic trip on one day the per diems for each trip be determined individually, but the total per diems of these trips may not exceed the full per diem rate.

#### Remaining federal states

The travel expense laws in the remaining federal states require that for more than one domestic trip on one day the absence times for these trips be totaled to determine the per diems.

### Features

You can use the R/3 Travel Expenses component for the Public Sector to enter more than one domestic trip on one day for all federal states. The system automatically recognizes how these trips are to be settled based on the trip provision variant and special rules for industry sector solutions set up in Customizing.

### Prerequisites

Irrespective of the federal state, you have to define a special trip schema *More than one domestic trip / day* in Customizing, using which you can enter the individual trips as trip segments of an entire trip.

This trip schema is available in the standard delivery Customizing in the add-on system beginning with Release HRPS 452A. You can make changes in the R/3 Customizing for Travel Expenses under *Dialog and Travel Expenses Control* → *Dialog Control* → *Define schema and individual field control*.



In order in the Customizing activity *Define Schema and Individual Field Control* to **activate** the *Several trips/day* field, you must first **deactivate** the *Several-day trip* field.

---

**Country Version for Austria**

## Country Version for Austria

### Use

The *Travel Expenses* application component of *R/3 Travel Management* has been adapted to conform with the statutory and business requirements for private business in Austria.

### Features

In particular, the country version for Austria takes the following special aspects of travel expenses into account.

- **Additional expenses for meals**

You can decide whether you want to use a subdivision in calendar days or 24-hour intervals as the basis for calculating per diems for the trip duration. You can make the necessary system adaptations via *Travel Management Customizing* in the *Calculation of meals per diems* view.

You can decide, for the trip interval, whether the system is to value according to the so-called twelfth rule or a time rule. You can make the necessary system adaptations via *Travel Management Customizing* in the *Calculation of meals per diems* view.

For international trips, the system takes the 1/12 adjustment into consideration.

- **Accommodations settlement**

Overnight stays not entered can be evaluated with a reduced nightly rate (per diem for accommodations).

## Country Version for Great Britain (United Kingdom)

### Use

The *Travel Expenses* application component of *R/3 Travel Management* has been adapted to conform with the statutory and business requirements for private business in Great Britain (United Kingdom).

### Features

In particular, the country version for Great Britain (United Kingdom) takes the following special aspects of travel expenses into account.

### Integration with Payroll Accounting

Inclusion of reimbursement amounts and trip facts in tax form P11D for employees.

France

**France**

## Country Version for France (Private Enterprise)

### Use

The *Travel Expenses* application component of *R/3 Travel Management* has been adapted in the standard release to conform with the statutory and business requirements for private industry in France.

### Features

In particular, the country version for France takes the following special aspects of travel expenses into account:

- **Meals**
  - Consideration of taxation of individual meals receipts (minimum guarantee)
  - Enterprise-specific per diem reimbursement for meals
- **Accommodations**
  - Enterprise-specific per diem reimbursement for accommodations

## Industry Business Solution for French Public Sector

### Use

The application component *R/3 Travel Management* has been adapted for the **Add-on Release HR PS 462A for Release 4.6C** to the statutory requirements for the **French Public Sector**. The functionality described in this section is **not** available in the standard system.

The different statutory regulations have been implemented for business trips in France and abroad as well as for the special case of trips to courses.

A prerequisite applies: **All reimbursement amounts must be tax-free.**

The trip data should be entered only via the travel expense manager (transaction PR05).

### Features

For the standard Customizing delivered a separate trip provision variant 'FR' has been created, which already contains all the settings for the Industry Business Solution for the French Public Sector.

In particular, the Industry Business Solution for the **French Public Sector** takes the following special aspects of settlement of travel expenses into account.

- [Data Entry via the Travel Expense Manager \[Page 458\]](#)
- [Handling Advances \[Page 460\]](#)
- [Handling Deductions \[Page 462\]](#)
- [Per Diems for Meals and Accommodations \[Page 465\]](#)
- [Special Features in the Standard Form \[Page 467\]](#)

### Prerequisites

In order to use R/3 Travel Expenses for the French Public Sector, you must set the following in Customizing for Travel Management:

- **Activate the special rules for Industry Business Solutions**  
Make sure that the *FR: Public Sector* rules are active for the trip provision variant 'FR' (Customizing for Travel Management under *Travel Expenses* → *Master Data* → *Control Parameters for Travel Expenses* → **Activate special rules for Industry Business Solutions**).
- **Feature TRVCT**  
In Customizing in IMG activity **Assign organizational areas to trip provision variants** set feature TRVCT so that the employee is assigned to the trip provision variant for French Public Sector via his/her organizational assignment.

- **Statutory trip types**  
If you create your own statutory trip types, be sure to select the corresponding attributes in the IMG activity ***Specify attributes for statutory trip types.***

## Data Entry via the Travel Expense Manager

# Data Entry via the Travel Expense Manager

## Use

The trip data for a travel expense report is entered exclusively via the **travel expense manager**. Other entry transactions have not been released for the Travel Expenses version for the French Public Sector.

When trip data is entered, you must distinguish between domestic trips, domestic trips to courses, and international trips. A combination of domestic and international destinations or ordinary domestic trips and trips to participate in training courses is not possible.

In the case of domestic trips or domestic trips to courses, the beginning and end of the trip are usually identical with the departure from and return to residence or workplace.

In the case of international trips, for each stay abroad the beginning and end are identical with the arrival at and departure from the foreign destination.

## Procedure

- In the Travel Management menu, choose *Travel Expenses* → *Travel Expense Manager*.
- Enter the personnel number of the traveler and choose *Trip* → *Create*.
- Choose the relevant trip schema so that the statutory regulations are automatically taken into consideration.

### Trip schema "Domestic Trip" (not a trip to course)

1. Enter the beginning and end dates and the beginning and end times for the entire trip.
2. For domestic trips you may have to distinguish between the main destination and stopovers because of different accommodations per diems. For the main destination enter the reason for the trip, the city and the country in the *General trip data* section. You can enter the stopovers on the *Destinations* tab page.



Since longer absences from the main destination cause an interruption in the statutory reduction of the accommodations per diems, please note the following: If the stay at the main destination is interrupted by a trip to a stopover that takes longer than the legally specified number of days (currently 10), you have to create a separate trip for the stopover. The current trip to the main destination must then be shortened and a new trip must also be created for the remaining stay at the main destination after the trip to the stopover.

### Trip schema "Trip to Course" (domestic)

In order to apply the legally required reduction for accommodations per diems with regard to repeated stays at the same course location, you have to group the

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**Data Entry via the Travel Expense Manager**

relevant trips to courses in one trip. Business trips that take place between these stays at a course location must be entered as individual trips.

1. In the *General trip data* section you can enter a generally valid reason for the trip and the city.
2. Unlike normal domestic trips, trips to courses do **not** require a **main destination**. On the *Destinations* tab page enter **all** of the trips to courses that belong together including beginning and end date and time, reason for trip, city, country and region.  
If your trip only contains **one** stay at a course location, enter only one destination.



The number of nights with private destinations that occur between two trips to courses are taken into consideration for the reduction of the accommodations per diem. Enter these private destinations "seamlessly" (with regard to times) between the trips to courses.

3. You can not enter other trip data, such as receipts, until all destinations have been entered.

**Trip schema "International Trip"**

1. In the *General trip data* section you can enter a generally valid reason for the trip and the city.
2. Unlike domestic trips, international trips do **not** require a **main destination**. On the *Destinations* tab page enter the international trips including beginning and end date and time, reason for trip, city, country and region.  
If your trip only contains **one** stay abroad, enter only one destination.
3. You can not enter other trip data, such as receipts, until all international destinations have been entered.

**See also:**

More information can be found in this documentation under [Entry Scenario Travel Expense Manager \[Page 200\]](#).

## Handling Advances

# Handling Advances

## Use

The legal specifications for the French Public Sector regarding **advances** restrict advances for domestic business trips to 75% and international business trips to 100% of the anticipated travel expense reimbursement.

To facilitate calculation of such advances, you can perform a special simulation of the trip in the *travel expense manager*. The results are displayed and the possible advance amount is automatically calculated. You can then transfer this amount or change it manually.

## Procedure

The possible advance amount is determined as followed:

1. You have created a trip and entered the general trip data or the destinations.
2. Choose the *Advances* tab page.
3. On the tab page choose  *Determine advance*.
4. In the dialog box that appears you see
  - The anticipated total amount for the trip
  - The maximum advance (depending on the relevant percentage)
  - The total of previously granted advances
  - The remaining amount possible for this advance

If a positive advance amount is still possible, choose  *Create advance*, to grant the advance. The amount is copied to the *Advances* tab page. As long as you have not saved the trip, you can change this amount.

An advance that differs from the possible amount or an advance in foreign currency can not be automatically created from this dialog box. This must be entered manually on the *Advances* tab page.

If the amount of the advances exceeds the allowed amount, a one-time warning is displayed when it is entered.

The percent values for the maximum advance amount correspond with the statutory requirements. They are stored in the constants VPROZ for domestic travel expenses and VPRZA for international (see IMG activity **Check Travel Expenses constants**).

### See also:

More information on handling advances in general can be found in this documentation under

- [Entry Function: Advances \[Page 264\]](#)
- [Entry Scenario: Trip Advances \[Page 266\]](#)

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**Handling Deductions**

## Handling Deductions

The legal requirements for the French Public Sector have been applied regarding deductions in travel expenses as follows:

### Domestic trips

In accordance with French laws regarding the Public Sector the following is possible for **domestic trips**:

- Deductions can be made for free meals or accommodations
- Travel expense reimbursements can be reduced by 50 % if the traveler is provided with special accommodations for the Public Sector.

Within a domestic trip a deduction of 50 % or 100 % can be applied for meals or accommodations per individual day.

**Customizing** These values are stored in the IMG activity *Define deductions* (V\_T706A). For the Industry Business Solution for the French Public Sector there are 10 additional fixed values for the key for the travel expense deduction type:

- Deduction values **1, 2, 3, 4, 5**: Meals deduction for French Public Sector
- Deduction values **6, 7, 8, 9, 0**: Accommodations deduction for French Public Sector

In standard Customizing in the IMG activity *Define deductions*, for the trip provision variant *French Public Sector (FR)*, two entries each (50% and 100%) are supplied for the deductions from meals and the deductions for accommodations.

**Data entry dialog** In Travel Expenses dialog the entry texts are displayed together with the respective percentage in F4 input help.

Notes:

- For accommodations deductions please note that the night previous to the specified date is reduced. Consequently, a deduction that is entered for 10/20/2000 reduces the accommodations per diem for the night from the 19<sup>th</sup> to the 20<sup>th</sup>. If the beginning time is set after 00:00, the first night can not be active for entries since it normally can not be reduced. (It is possible to change this entry in Customizing for Travel Management under *Travel Expenses* → *Master Data* → *Check Travel Expenses constants*, but this shouldn't be done because the system would no longer comply with the statutory specifications).
- For technical reasons the values for F4 input help can not be represented for exact days: If date limitations occur in the itinerary for which the values in IMG activity *Define deductions* were delimited, the old values are displayed in some cases. When trips are settled, however, the values are always read according to the Customizing entries.

### International trips

For international trips French law does **not** distinguish between meals and accommodations per diems. One per diem exists for both.

**Customizing** The values for deductions for international trips are also stored in standard Customizing in the IMG activity *Define deductions* for the trip provision variant French Public Sector ('FR').

**Data entry dialog** Since only one per diem exists for meals and accommodations, only one column for deductions is offered in entry dialog, in which - similar to above - you can choose travel expense deduction types.

### Activities

#### Customizing

Check the settings in the following IMG activity:

- Customizing for *Travel Management* → *Travel Expenses* → *Trip Reimbursement Amounts* → *Deductions* → *Define deductions*.

#### Data entry dialog

To enter a deduction for accommodations or meals, in the *travel expense manager* in the *Deductions* tab page choose the relevant entry in the columns

**Handling Deductions**

*Meals deduction* and *Accommodations deduction* (for domestic trips) or in the *Meals/Acc. deduction* column (for international trips).

## Per Diems for Meals and Accommodations

### Use

There are different rules for granting accommodations and meals per diems for domestic and international trips. For domestic trips a distinction is made between accommodations and meals and two different per diems are used. For international trips, meals and accommodations are combined in one per diem.

### Features

#### Domestic trips

- Meals per diems

A reimbursement is granted for each lunch and each dinner depending on the interval, in hours, within the trip duration (see IMG activity **Define meals per diems/time**).

If meals are to be reimbursed by per diem, the checkbox *Reimbursement for meals ("Indemnité repas")* should be selected when trip facts are entered.

- Accommodations per diems

An accommodations per diem is granted for domestic trips within the trip duration if the night interval, in hours, is exceeded in full.

If accommodations are to be reimbursed by per diem, the checkbox *Reimbursement for meals ("Indemnité nuitée")* should be selected when trip facts are entered.

The statutory reduction of accommodations per diems depending on the number of nights is taken into consideration. The number of nights as of which the accommodations per diem reduction applies and the percentage for the reduction are defined and stored as constants (see IMG activity **Check Travel Expenses constants**).

#### International trips

For international trips, accommodations and meals per diems are combined in one per diem, the *"Indemnité journalière" (IJ)*. It is applied depending on time intervals within the trip duration and depending on the country (see IMG activity **Define meals per diems**).

If this per diem is to be granted, the checkbox *Per diem ("Indemnité journalière")* must be selected. The checkbox for the accommodations per diem (*"Indemnité nuitée"*) is hidden.

The statutory regulations for the country-dependent basis for reimbursement and quantity (1/2 IJ, full IJ, 1 1/2 IJ) are taken into consideration when the per diems are determined and represented accordingly in the travel expense form.

**Per Diems for Meals and Accommodations**

## Special Features in the Standard Form

### Use

In the standard form for travel expenses the following special features should be considered for the French Public Sector:

#### **International trips/Trips to courses: Trip itinerary**

In the case of **international trips** stopovers are defined by the arrival at or departure from the destination location. An international trip, therefore, consists of a sequence of separate trip segments and can contain time gaps.

In the case of **trips to courses** only the stays at the course location and possible private destinations are recorded. These stays are independent trips that are grouped into one trip because of the accommodations per diem reduction. Consequently, the collective trip to course, similar to the international trip, contains time gaps.

When the trip itinerary is represented in the standard form, only these trip segments are shown and numbered sequentially.

#### **International trips: Indemnité Journalière (IJ)**

The IJ is specified in the *Meals* form block. Per line, the individual amount (base IJ), the number of IJs, and the reimbursement amount are displayed. The reimbursement amount is the product of individual amount and the number of IJs. Deductions from the IJ are displayed per day. The deduction amounts are calculated as a percentage of the IJ (50% or 100%). The percentage and the deduction amount (percent value) are indicated and represented in the reimbursement amount column as negative values. The total reimbursement amount is, consequently, the sum of the reimbursement amounts per line minus the deductions.

#### **Domestic trips: Indemnité Repas (IR)**

Per line, the individual amount of an IR, the number of IRs, and the reimbursement amount are displayed. The reimbursement amount is the product of the individual amount and the number of IRs.

The deductions are represented similar to the deductions for international trips.

#### **Domestic trips: Indemnité Nuitée**

Per line, the accommodations per diem, the number of nights, and the reimbursement amount are shown. The deductions are specified per night and indicated in the 'Number of nights' column with an **R** (= reduced). The amount to be reimbursed after deductions is shown.

**See also:**

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**Special Features in the Standard Form**

More general information on travel expense forms can be found

- In this documentation under [Forms for Travel Expense Statements \[Page 336\]](#)
- In the implementation guide (IMG) for Travel Management under *Travel Expenses* → *Dialog and Travel Expenses Control* → *Form Structure*.

## Country Version for Denmark

- [Travel Expense Settlement for Denmark \[Page 470\]](#)
- [Examples: Travel Expense Statements \[Page 472\]](#)

## Travel Expense Settlement for Denmark

# Travel Expense Settlement for Denmark

The SAP application component FI *Travel Management* contains the legal and business requirements for Denmark. This includes the Denmark-specific Customizing, settlement rules, and standard reports.

The special features of the Danish law and their implementation in SAP *Travel Expenses* are explained below:

### Reimbursement method for meals and incidental expenses

Denmark uses an hourly (rounded to the next whole hour) reimbursement method for meals and incidental expenses based on the location of the employee during the business trip. Legal reimbursement rates vary according to country and region. They are tax-free for the employee and tax-deductible for the company.

The reimbursement rates have been customized in the standard system. For more information, refer to the implementation guide (IMG) for *Travel Expenses* under [Define per diems for meals \[Ext.\]](#) (view V\_T706V).

### Trip settled according to actual expenditure

If, on the other hand, the whole trip is settled according to actual expenditure (i.e. also meal expenses are paid by receipts and no per diem rate is paid), a tax-free travel compensation can be given, which is a given percentage of the amount of the per diem rates of the respective country. For this reimbursement method a special trip schema *Receipt settlement* with the trip type *Business trip with receipts* is set up in the standard system. The amounts – technically paid as per diem rate – could be paid tax-free to the employee or used to decrease the employee's taxable income.

In the Customizing activity [Assign wage types to expense types for Per Diem rates \[Ext.\]](#) (view V\_T706B4\_A) the field 3<sup>rd</sup> *wage type* for the trip expense type 'VERP' (*Meals per diems*) controls whether the travel compensation will be reimbursed tax-free (MJ23 in the standard Customizing) or whether it will decrease the employee's taxable income (MJ24 in the standard Customizing).

### Trips shorter than 24 hours or longer than 3 months / 6 months

For trips lasting shorter than 24 hours or longer than 3 months (domestic trips) or 6 months (international trips) there are **no** tax-free reimbursement rates for meals and incidental expenses allowed by the tax authorities.

For these trips the trip types *Trip < 24 Hours* and *Expatriate* have been customized in the standard system (see Customizing activity [Define statutory trip types \[Ext.\]](#) (V\_T706G)). Corresponding reimbursement rates for these trip types have also been customized in the standard system. If an employee is on a trip for more than 3 months, he can simply create a stopover with the trip type *Expatriate* for the continued duration of the trip.

### Deductions

When on a business trip and an employee has a breakfast, lunch or dinner included in his accommodations or is invited by someone else, he must enter a deduction for this meal from the full (24hr.) reimbursement rate for the location of the deduction. For more information, refer to the IMG of *Travel Expenses* under [Define deductions \[Ext.\]](#) (view V\_T706A).

Danish law for deductions requires a 15% deduction for breakfast, and a 30% deduction for lunch and for dinner. The reimbursement rate to which the deduction refers depends on the location of the meal. The location is determined by the time of the meal causing the deduction, which the

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**Travel Expense Settlement for Denmark**

user may enter on the *Deductions* tab page in the entry scenario. If the user does not enter a time, default times proposed by the system are used. The stopovers of the trip are checked against the times of the meals that caused the deductions in order to determine the exact location for reimbursement deduction.

The default times for the deductions can be customized. The constant names are

- B\_DED - Breakfast deduction
- L\_DED - Lunch deduction
- D\_DED - Dinner deduction

The delivered customized default times are

- 03:00 for breakfast deduction
- 12:00 for lunch deduction
- 18:00 for dinner deduction

For more information, see the IMG of *Travel Expenses* under [Check Travel Expenses constants \[Ext.\]](#) (view V\_T706\_CONST).

**Mileage Reimbursement**

The normal mileage reimbursement rate for travel by car is 1.44 DKK/km (in 1999) for domestic and international trips. However, Danish companies can approve a reimbursement rate of 2.56 DKK/km up to 12,000 km and a reduced rate of 1,44 DKK/km thereafter (see the IMG of *Travel Expenses* under [Define flat rates for travel costs \[Ext.\]](#) (view V\_T706F)).

**See also:**

[Examples: Travel Expense Statements \(Denmark\) \[Page 472\]](#)

## Examples: Travel Expense Statements

**Examples: Travel Expense Statements**

## Example of Danish Meals Per Diem Rates

Country	No. of Days	Rate in DKK	Valid From Date	Valid To Date
Denmark	1	0.00	01.04.1999	31.12.1999
Denmark	999	271.00	01.04.1999	31.12.1999
Germany	1	0.00	01.04.1999	31.12.1999
Germany	999	382.00	01.04.1999	31.12.1999

**Travel Expense Statements: Example 1**

In this example the user has chosen the trip schema *Per Diem settlement* and a trip type *Business trip with Per Diems*.

From the table above you see that for a one-day trip within Denmark (domestic trip) you will receive 0.00 DKK reimbursement. For a trip of more than one day within Denmark you will receive 271.00 DKK reimbursement.

Below is an example of the Travel Expense Statement of a trip from 01. June 1999 00:00 until 04. June 1999 22:00. The trip leads to a Danish customer first and then to Germany from 03. June 1999 00:00 to 04. June 1999 18:00.

For 1. June and 2. June the employee receives a reimbursement of 271.00 DKK for the 24-hour period he was in Denmark, but only 230.35 DKK for the second 24-hour period in Denmark. This is because on 2. June there was a breakfast deduction of 40.65 DKK, which is 15% of the full daily reimbursement rate for the location of the breakfast, which was Denmark. The reimbursement rate is determined on an hourly basis.

For 3. June the employee receives a reimbursement of 324.70 DKK for the day he was in Germany. There is also a breakfast deduction for this day, but this time for 57.30 DKK. It is 15% of 382.00 DKK, the full daily reimbursement rate for Germany: 382.00 DKK – 57.30 DKK = 324.70 DKK.

For 4. June the employee receives a reimbursement of 286.50 DKK for the 18-hour period he was in Germany and 45.17 DKK for the 4-hour period he was back in Denmark (286.50 DKK + 45.17 DKK = 331.67 DKK). There was also another breakfast deduction of 57.30 DKK, 15% of 382.00 DKK. The reimbursement rate is therefore 331.67 DKK – 57.30 DKK = 274.37 DKK.

Total reimbursement for the employee is 1100.42 DKK.

**Travel Expense Statement**

Examples: Travel Expense Statements

<b>Main destination</b>		<b>Country</b>	
01.06.1999 00:00 - 04.06.1999 22:00		Germany	
<b>Border crossing/trip out</b>		03.06.1999 00:00	
<b>Border crossing/return</b>		04.06.1999 18:00	
<b>Per Diem Settlement</b>			
<b>Date</b>	<b>Deduc</b>	<b>Ctry</b>	<b>Company</b>
<b>Time</b>	<b>BLDR.</b>		<b>CompDed</b>
			<b>Number</b>
			<b>Reimburs.amount in</b>
			<b>DKK</b>
01.06.99	02.06.99		
00:00	24:00	DK	271,00
02.06.99	B...		40,65-
			1
			271,00
03.06.99	03.06.99		
00:00	24:00	DE	382,00
03.06.99	B...		57,30-
			1
			324,70
04.06.99	04.06.99		
00:00	22:00	DE	331,67
04.06.99	B...		57,30-
			1
			274,37
<b>Total amounts for meals in DKK</b>			<b>1.100,42</b>
<b>Total amounts PD/FR settlement in DKK</b>			<b>1.100,42</b>

**Travel Expense Statements: Example 2**

The travel expense statement below shows the same trip as in example 1, but the whole trip is settled according to the actual expenditure, i.e. meals are compensated via receipts. The traveler receives a tax-free travel compensation because he has selected the trip schema 'Receipt settlement' with the trip type 'Business trip with receipts'.

The compensation rate is 30% of the corresponding per diem rates for Denmark and Germany and decreases the taxable income of the employee in HR Payroll. Therefore, the amount in the section 'Total tax-free amount Per Diem/Flat Rate settlement in DKK' is 376,40 DKK, the 'Total reimbursement amount for meals in DKK' is 0,00 DKK and the section 'Total amount income-related expenses' displays this tax-free amount which will be decreased in HR Payroll.

**Travel Expense Statement**

Examples: Travel Expense Statements

<b>Main destination</b>	<b>Country</b>						
01.06.1999 00:00 -	Germany						
04.06.1999 22:00							
<b>Border crossing/trip out</b>					03.06.1999 00:00		
<b>Border crossing/return</b>					04.06.1999 18:00		
<b>Per Diem Settlement</b>							
<b>Date</b>	<b>Ctry</b>	<b>Tax-free</b>	<b>Company</b>	<b>Amount</b>	<b>Add.</b>	<b>Reimburs.</b>	
<b>Time</b>				<b>Tax-free</b>	<b>Amount</b>	<b>Amount</b>	<b>Amount</b>
01.06.99 02.06.99							
00:00 24:00 DK		81,30	0,00	2	162,60	0,00	0,00
03.06.99 03.06.99							
00:00 24:00 DE		114,60	0,00	1	114,60	0,00	0,00
04.06.99 04.06.99							
00:00 22:00 DE		99,50	0,00	1	99,50	0,00	0,00
<b>Total amounts for meals in DKK</b>					<b>376,70</b>	<b>0,00</b>	<b>0,00</b>
<b>Total amounts PD/FR settlement in DKK</b>					<b>376,70</b>	<b>0,00</b>	<b>0,00</b>

<b>Date</b>	<b>RNo</b>	<b>Receipt</b>	<b>VT</b>	<b>Amount in DKK</b>
01.06.99	001	Dinner	S1	230,00
02.06.99	002	Lunch	S1	75,00
02.06.99	003	Dinner	S1	183,00
03.06.99	004	Dinner	S1	166,00
04.06.99	005	Dinner	S1	250,00
<b>Indiv. statement reimburs. amount in DKK</b>				<b>904,00</b>

<b>Total amount tax-exempt in DKK</b>	<b>1.280,70</b>
<b>Total amount income-rel.exp. in DKK</b>	<b>376,70</b>

<b>Travel expenses to be transferred (w.CO receiver) in DKK</b>	<b>904,00</b>
904,00 DKK to:	
Company code	0001
Business area	0001



Country Version for Norway

## Country Version for Norway

## Scope of Functionality

This specification takes into consideration two Norwegian laws:

1. 'Regulativ for reiser innenlands for statens regning gjeldende fra 1. juli 1994' (In the following this is called 'Reg. inl.')
2. 'Regulativ for reiser i utlandet for statens regning gjeldende fra 15. mars 1994' (In the following this is called 'Reg. utl.')

## Calculation of lump sums for meals, deductions and trip splits

The process of evaluating correct lump sums for meals for the trip aims at two targets:

- the calculation of the correct lump sums for meals for the traveler.
- the deduction of meals and the cost distribution of split amounts to different organizational units based upon the correct lump sum.

### *Calculation of lump sums for meals*

The reimbursement amount for a døgn depends on the number of hours of the trip and on the countries (stopovers) visited during that døgn.

The method of comparing stopovers within the same period is always the same and described here: periods in this context may be complete døgn (24 hours), last døgn of a trip (less than 24 hours) or nights between 22:00 and 6:00.

Intervals with the same country are accumulated. Then the accumulated country specific intervals are compared. The country with the longest interval is refunded (see 'Reg. utl.', §13,6.). If the longest intervals are equal, the country with the highest reimbursement amount is evaluated. Finally the former accumulated stopovers within this country are compared the same way.

The calculation of lump sums for meals on several-day trips with stopovers inland and abroad is developed as follows:

All stopovers during the first and each following døgn are evaluated according to their duration (see method above).

The last døgn is only refunded if it lasts at least 6 hours.

If the domestic periods last less than 6 hours and the sum of all periods abroad last at least 6 hours, the last døgn is refunded with an international lump sum. The correct country and lump sum is chosen via the method described above.

If the domestic periods last at least 6 hours and the sum of all periods abroad last less than 6 hours, the last døgn is refunded with a domestic lump sum. Domestic stopovers with different lump sums are handled as above.

If both domestic and international stopovers last at least 6 hours, the international period is evaluated. The correct country and lump sum are chosen via the method described above.

If both domestic and international stopovers last less than 6 hours they are compared. If the domestic sum is less or equal to the sum abroad, the international part is evaluated. Otherwise the domestic period of the last day is evaluated via the method described above.

### *Deductions*

Each deduction is defined by the date and time of the corresponding meal during data-input or internal default value. The deduction is calculated based upon the lump sum of the døgn at the time of the deduction.

The domestic deductions are fixed amounts.

On international trips 50% of the lump sum of the corresponding døgn is deducted for dinner, 40% for lunch and 10% for breakfast. If both lunch and breakfast are free, 50% is deducted. If lunch is not deducted, the breakfast abroad is only deducted up to 55,- NOK.

### *Trip splits*

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**Glossary****Glossary*****Business Trip***

A business trip is a trip to and from a place where a professional function is performed. The trip can start and end either at the employee's home or at his regular place of work. The trip has to be more than 12 km away from both home and ordinary place of work and has to amount to at least 6 hours to get a tax-free reimbursement.

***Døgn or Kostdøgn***

The expression 'døgn' or 'kostdøgn' is the basis of the refund of lump sums for meals. In general the 'døgn' starts at the minute when travel begins and lasts 24 hours. For the whole trip all 'days' (døgn) start with this same minute.

***Tax-Free Amount***

The tax-free amount is the maximum non-taxable amount of reimbursement, as stipulated by the Tax Department, for extra expenses in connection with a business trip.

***Taxable Amount***

The taxable amount is the part of the reimbursement amount exceeding the tax-free amount. The taxable amount is regarded and treated as taxable income.

***Reimbursement Amount***

A reimbursement amount is an amount paid by the company to cover the employee's expenses in connection with a business trip. This includes compensation for receipts and per diem rates.

***Per Diem Rate (= Allowance)***

Amount for meals and accommodation paid by the company on a daily basis, not documented by receipts.

***Night***

The law 'Regulativ for reiser i utlandet for statens regning gjeldende fra 15. mars 1994' specifies in §13, 4. that a lump sum is reimbursed for the night if you are on a trip for at least 3 hours between 10 p.m. and 6 a.m.

***Hybel***

The Norwegian term for student or youth hostel.

## Country Version for Spain



The documentation relating to travel expenses - country version for Spain below describes the use of Travel Expenses up to 01.31.99. The system, however, has been updated to take the changes in the Spanish Travel Expenses Law (valid as from 02.01.99) into consideration.

For use with Release 4.6B, in addition to the documentation for the Travel Expenses - Country Version for Spain, refer to the SAP note 175896.

### Use

The SAP R/3 application component FI Travel Management has been adapted to the statutory and, as far as possible, to the enterprise-specific requirements of the Spanish market. In addition to country-specific customizing, various enhancements were necessary in settlement and in the standard form.

By means of these enhancements, as of R/3 Release 4.0C, the following new non-standard options have been created:

- The ability to perform mixed settlement of per diems and receipts for meals receipts within one trip and on the same day
- Ergonomic representation of mixed settlement in a separate box in the standard form
- Paid accommodations and meals receipts reduce the tax-free maximum amount.

Reimbursement of meals and accommodations is differentiated as follows:

[Per Diem / Flat Rate Settlement \[Page 481\]](#)

[Receipt Settlement \[Page 487\]](#)

[Mixed Settlement \[Page 492\]](#)

In Spain, the expenses for meals and accommodations are considered, for taxation, as a unit. The statutory per diems and maximum rates always refer to the combined sum of both. Consequently, both meals and accommodations receipts (including those paid by company) are given the key for trip expenses category 'M' (Meals receipts) in table T706B1 (Trip expense types). It is also impossible, in the Spanish Travel Expenses dialog to separate reimbursement of meals and accommodations per diems. You can only select meals per diems. For the same reason the accommodations per diems are not contained in the table T706U (Trip provision: Accommodations per diems), they are, together with the meals per diems, contained in the table T706H (Trip provision: Meals per diems/max. amounts by time).

For the Spanish country version, the 'Meals and Accommodations' block has been developed in the standard form.

#### See also:

[Further Features of the Spanish Country Version \[Page 500\]](#)



## Per-Diem and Flat-Rate Settlement



The documentation relating to travel expenses - country version for Spain below describes the use of Travel Expenses up to 01.31.99. The system, however, has been updated to take the changes in the Spanish Travel Expenses Law (valid as from 02.01.99) into consideration.

For use with Release 4.6B, in addition to the documentation for the Travel Expenses - Country Version for Spain, refer to the SAP note 175896.

### Use

In the trip, the meals per diem indicator is set and M receipts are not entered. The employee receives a tax-free per diem (domestic or international) depending on where he is at 23:59 o'clock (midnight rule): If the employee is in the domestic country Spain at 23:59 o'clock, he receives the Spanish per diem (13,000 with accommodations/3,600 without accommodations) FOR THE WHOLE DAY; if he is abroad at 23:59, he receives the international per diem (22,600/7,700) FOR THE WHOLE DAY. Days without overnights are one-day trips or the last day of a trip.

The following entries are contained in the table T706H in the view 'Trip Provision: Per Diem for Meals Scaled by Time: Spanish Settlement' in the standard (the company pays the employees a somewhat higher reimbursement, this results in additional amounts), the amounts are in ESP.

	Time	Tax-free Reimbursement	Enterprise-specific Reimbursement
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**Spain (ES): One-day trip (1)/ several-day trip, last day (97)**

Breakfast (B)	07:00-09:00		800
Lunch (L)	13:00-16:00		1.800
Dinner (D)	19:00-21:00		1.800
Full day	24:00-00:00	3.600	

**Spain (ES): Several-day trip: First day (96), full day with stopover (98), full day (99)**

Breakfast (B)	07:00-09:00		800
Lunch (L)	13:00-16:00		1.800
Dinner (D)	19:00-21:00		1.800
Accommodations	23:59-24:00		10.000
Full day	24:00-00:00	13.000	

**International (EXT): One-day trip (1)/ several-day trip, last day (97)**

Breakfast (B)	07:00-09:00		1.600
Lunch (L)	13:00-16:00		3.200
Dinner (D)	19:00-21:00		3.200
Full day	24:00-00:00	7.700	

**International (EXT): Several-day trip: First day (96), full day with stopover (98), full day (99)**

**Per-Diem and Flat-Rate Settlement**

Breakfast (B)	07:00-09:00		1.600
Lunch (L)	13:00-16:00		3.200
Dinner (D)	19:00-21:00		3.200
Accommodations	23:59-24:00		16.000
Full day	24:00-00:00	22.600	

**See also:**

[Example 1: Per-Diem and Flat-Rate Settlement \[Page 483\]](#)

[Example 2: Per-Diem and Flat-Rate Settlement \[Page 485\]](#)

Example 1: Per-Diem and Flat-Rate Settlement

## Example 1: Per-Diem and Flat-Rate Settlement

### TRAVEL EXPENSES STATEMENT

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000041	Personnel area	ES01	Cost center TRV_01

### ITINERARY

Main destination	Reason/Location/Country	TTS/TTE/Activity
05.01.1997 06:00 -	Course	Trip
05.04.1997 22:00	Mainz	All employees
	Germany	No distinction
Border crossing, trip out	05.01.1997 10:00	
Border crossing, trip home	05.03.1997 20:00	

### MEALS AND ACCOMMODATIONS

Date	Cntry	Tax-free	Company	Amount, tax-free	Amount, taxable	Reimburse amount
05.01.97 06:00 - 05.01.97 24:00						
Per diem	DE	22,600	24,000			
Per diem	DE	22,600	24,000	22,600	1,400	24,000
05.02.97 00:00 - 05.02.97 24:00						
Per diem	DE	22,600	24,000			
Per diem	DE	22,600	24,000	22,600	1,400	24,000
05.03.97 00:00 - 05.03.97 24:00						

**Example 1: Per-Diem and Flat-Rate Settlement**

Per diem	ES	13,000	14,400			
Per diem	ES	13,000	14,400	13,000	1,400	14,400
05.04.97 00:00 - 05.04.97 22:00						
Per diem	ES	3,600	4,400			
Per diem	ES	3,600	4,400	3,600	800	4,400

Total amounts meals and accomm. in ESP	61,800	5,000	66,800
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**TOTAL AMOUNTS**

Total amount tax-free in ESP	61,800
Total amount taxable/Additional amount in ESP	5,000
Trip reimbursement amount in ESP	66,800

On 5/1/97, the first day of the trip, the employee is in Germany at midnight and receives the international per diem (EXT) for the full day: 24,000. Of that amount, 22,600 is tax-free and 1,400 taxable.

On 5/2/97 the employee spends the whole day in Germany and also receives 22,600 tax-free and 1,400 taxable.

On 5/3/97 the employee is in Spain at midnight and receives, for the full day, 13,000 tax-free and 1,400 taxable.

On 5/14/97, the last day of the trip, the employee receives 3,600 tax-free and 800 subject to tax.

**See also:**

[Example 2: Per-Diem and Flat-Rate Settlement \[Page 485\]](#)

Example 2: Per-Diem and Flat-Rate Settlement

## Example 2: Per-Diem and Flat-Rate Settlement

### TRAVEL EXPENSES STATEMENT

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000052	Personnel area	ES01	Cost center TRV_01

### ITINERARY

Main destination	Reason/Location/Country	TTS/TTE/Activity
05.05.1997 06:00 -	Course	Trip
05.05.1997 17:00	Tarifa	All employees
	Spain	No distinction

### MEALS AND ACCOMMODATIONS

Date	Cntry	Tax-free	Compan y	Amount, tax-free	Amount, taxable	Reimburse ment amount
05.05.97 06:00 - 05.05.97 17:00						
Per diem	ES	3,600	2,600			
Per diem	ES	3,600	2,600	2,600	0	2,600

Total amounts meals and accomm. in ESP	2,600	0	2,600
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### TOTAL AMOUNTS

Total amount tax-free in ESP	2.600
Trip reimbursement amount in ESP	2.600

**Example 2: Per-Diem and Flat-Rate Settlement**

In this example, the tax-free per diem for Spain applies: 3,600. The enterprise, however, reimburses the per diem depending on the trip duration and only pays 2,600, tax-free.

**See also:**

[Example 1: Per-Diem and Flat-Rate Settlement \[Page 483\]](#)

## Receipt Settlement



The documentation relating to travel expenses - country version for Spain below describes the use of Travel Expenses up to 01.31.99. The system, however, has been updated to take the changes in the Spanish Travel Expenses Law (valid as from 02.01.99) into consideration.

For use with Release 4.6B, in addition to the documentation for the Travel Expenses - Country Version for Spain, refer to the SAP note 175896.

### Use

The meals indicator is NOT set in the trip and the employee does not receive a per diem. Accommodations or meals receipts are entered. The accommodations and meals receipts are totaled for exact dates and compared with the maximum rate stored in table T706H.

The following entries are stored in table T706H in the view 'Trip provision: Meals Maximum Amount Scales by Time: Spanish Settlement'. If the company pays the employee (EE) a higher reimbursement, additional amounts result.

The amounts are in ESP:

	Time	Tax-free Reimbursement	Enterprise-specific Reimbursement
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**Spain one-day/last day: ES 1, 97**

Breakfast (B)	07:00-09:00		800
Lunch (L)	13:00-16:00		1.800
Dinner (D)	19:00-21:00		1.800
Full day	24:00-00:00	3.600	

**Spain several-day: ES 96, 98, 99**

Breakfast (B)	07:00-09:00		3.000
Lunch (L)	13:00-16:00		7.000
Dinner (D)	19:00-21:00		7.000
Accommodations	23:59-24:00		20.000
Full day	24:00-00:00	36.900	

**International one-day/last day: EXT 1, 97**

Breakfast (B)	07:00-09:00		1.600
Lunch (L)	13:00-16:00		3.200
Dinner (D)	19:00-21:00		3.200
Full day	24:00-00:00	7.700	

**International several-day: EXT 96, 98, 99**

Breakfast (B)	07:00-09:00		6.000
Lunch (L)	13:00-16:00		13.000

**Receipt Settlement**

Dinner (D)	19:00-21:00		13.000
Accommodations	23:59-24:00		30.000
Full day	24:00-00:00	61.000	

**See also:**

[Example: Receipt Settlement \[Page 489\]](#)

## Example: Receipt Settlement

### TRAVEL EXPENSES STATEMENT

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000051	Personnel area	ES01	Cost center TRV_01

### ITINERARY

Main destination	Reason/Location/Country	TTS/TTE/Activity
06.11.1997 06:00 -	Visit customer	Trip
06.14.1997 22:00	Bad Kreuznach	All employees
	Germany	No distinction
Border crossing, trip out	11.06.1997 10:00	
Border crossing, trip home	13.06.1997 20:00	

### MEALS AND ACCOMMODATIONS

	Rec							Amount in
Date	No.	Expen. text	VAT	Amount,	Curr.		Ex. rate	ESP
06.11.97	001	Lunch	S0	120.00	DEM		84.55945	10,147
06.11.97	002	Dinner	S0	450.00	DEM		84.55945	38,052
06.12.97	003	Hotel	S0	160.00	DEM		84.55945	13,530
06.12.97	004	Lunch	S0	130.00	DEM		84.55945	10,993
06.12.97	005	Dinner	S0	170.00	DEM		84.55945	14,375
06.12.97	006	Hotel	S0	480.00	DEM		84.55945	40,589
06.13.97	007	Hotel paid	S0	10,000	ESP	X	1.00000	10,000
06.13.97	008	Lunch	S0	13,000	ESP		1.00000	13,000
06.13.97	009	Dinner	S0	7,000	ESP		1.00000	7,000
06.13.97	010	Hotel	S0	23,000	ESP		1.00000	23,000

**Example: Receipt Settlement**

06.14.97	011	Hotel paid	S0	100,000	ESP	X	1.00000	100,000
06.14.97	012	Lunch	S0	43,000	ESP		1.00000	43,000
06.14.97	013	Breakfast	S0	2,800	ESP		1.00000	2,800

Date	Cntry	Tax-free	Compan y	Amount, tax-free	Amount, taxable	Reimburse amount
06.11.97 06:00 - 06.11.97 24:00						
Max. rate	DE	61,000	62,000			
All receipts	DE	61,729	61,729	61,000	729	61,729
06.12.97 00:00 - 06.12.97 24:00						
Max. rate	DE	61,000	62,000			
All receipts	DE	65,957	65,957	61,000	1,000	62,000
06.13.97 00:00 - 06.13.97 24:00						
Max. rate	ES	36,900	37,000			
Paid receipts	ES	10,000	10,000			
All receipts	ES	53,000	53,000	26,900	100	27,000
06.14.97 00:00 - 06.14.97 22:00						
Max. rate	ES	3,600	4,400			
Paid receipts	ES	100,000	100,000		96,400	
All receipts	ES	145,800	145,800	0	0	0

Total amounts meals and accomm. in ESP	148,900	1,829	150,729
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**TOTAL AMOUNTS**

Total amount tax-free in ESP	148,900
Total imputed income (taxable amount) in ESP	96,400
Total amount taxable/Additional amount in ESP	1,829
Trip reimbursement amount in ESP	150,729

**SETTLEMENT**

Trip reimbursement amount in ESP	150,729
Paid by company	110,000
Total trip costs in ESP	260,729

On 6/11/97 the employee has a hotel, a lunch, and a dinner, a total of 61,729 in meals receipts. Since the maximum amount for tax for this day in Germany is 61,000, he receives this amount tax-free. The enterprise reimburses meals receipts for up to 62,000 on this day, so the employee receives the remaining taxable amount of 729.

On 6/12/97, the employee had meals receipts for 65,957. Since the enterprise only reimburses 62,000, the employee receives 61,000 tax-free and 1,000 subject to tax. The remaining 3,957 is capped and not reimbursed.

On 6/13/97, the employee had a hotel receipt paid by company amounting to 10,000. Both the tax-free amount and the enterprise-specific maximum amount are reduced by 10,000 to 26,900 and 27,000.

On 6/14/97, the employee had a luxury hotel paid by company amounting to 100,000. Both the tax-free and the enterprise-specific maximum amounts are reduced by 100,000. Consequently, 0 is reimbursed to the employee although he paid 45,800 for breakfast and lunch on the same day. In the standard system the hotel paid by employer is stored in the view 'Travel expense types for receipt' under travel expense category 'V' as travel expense type HOBZ. If an enterprise pays accommodations in a luxury hotel that costs more than the government calculates for tax-free reimbursement of receipts for an employee, this is considered imputed income for the employee. Since the tax-free maximum rate for this day is 3,600, the employee receives imputed income amounting to 96,400, which is taxable. This is shown on the form as a taxable amount resulting from a paid receipt with the line 'Total imputed income (taxable amount)'. In the database, this amount is stored in table ROT under the wage type that was stored in the view 'Input tax, wage type for receipt' for travel expense type 'HOBZ'. In the standard system, this is wage type 'MJ60' which leads to an increase in the gross tax amount in HR. If the enterprise-specific maximum amount were 200,000 and not, as in this case, 4,400, the employee would receive the 45,800, taxable, reimbursed for the remaining receipts that he paid. Of that amount, 42,200 would be taxable and 3,600 tax-free.

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**Mixed Settlement**

## Mixed Settlement



The documentation relating to travel expenses - country version for Spain below describes the use of Travel Expenses up to 01.31.99. The system, however, has been updated to take the changes in the Spanish Travel Expenses Law (valid as from 02.01.99) into consideration.

For use with Release 4.6B, in addition to the documentation for the Travel Expenses - Country Version for Spain, refer to the SAP note 175896.

### Use

In the trip, the meals indicator is set **and** both accommodations and/or meals receipts are entered. Position 1 in the M line of feature TRVCT decides whether mixed settlement is allowed. On the days for which **no** receipts are entered, the employee receives a tax-free per diem (domestic or international), depending on where he is at 23:59 o'clock (midnight rule). On the days for which meals receipts have been entered, the receipt amounts are reimbursed (maximum rate). On days for which no meals receipts have been entered, the per diem amount is reimbursed.

In mixed settlement, two cases can be distinguished:

The enterprise can decide, via position 15 in the M line of feature TRVCT, whether, on days for which the receipt total is smaller than the per diem amount:

- the per diem is to be reimbursed ([Example: Mixed Settlement with Clearing of Difference \[Page 496\]](#))
- the per diem is to be reimbursed ([Example: Mixed Settlement without Clearing of Difference \[Page 493\]](#))

Example: Mixed Settlement without Clearing of Differences

## Example: Mixed Settlement without Clearing of Differences

The switch in view V\_T702N\_A (Settlement control in the expert view: Spanish settlement) in the V line is set in position 1 to '1' and in position 16 to '0' and thus allows mixed settlement without clearing of differences to be performed.

### TRAVEL EXPENSES STATEMENT

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000053	Personnel area	ES01	Cost center TRV_01

### ITINERARY

Main destination	Reason/Location/Country	TTS/TTE/Activity
02.10.1997 06:00 -	Executive training	Trip
02.15.1997 22:00	Bruchsal	All employees
	Germany	No distinction
Border crossing, trip out	02.10.1997 12:00	
Border crossing, trip home	02.15.1997 18:00	

### MEALS AND ACCOMMODATIONS

	Rec							Amount in
Date	No.	Expen. text	VAT	Amount,	Curr.		Ex. rate	ESP
02.10.97	001	Breakfast	S0	2,000	ESP		1.00000	2,000
02.10.97	002	Lunch	S0	4,000	ESP		1.00000	4,000
02.10.97	003	Dinner	S0	5,000	ESP		1.00000	5,000
02.10.97	004	Hotel	S0	10,000	ESP		1.00000	10,000
02.12.97	005	Hotel paid	S0	100,000	ESP	X	1.00000	100,000
02.13.97	006	Lunch	S0	2,500	ESP		1.00000	2,500
02.14.97	007	Breakfast	S0	20,000	ESP		1.00000	20,000
02.14.97	008	Lunch	S0	20,000	ESP		1.00000	20,000

## Example: Mixed Settlement without Clearing of Differences

02.14.97	009	Dinner	S0	20,000	ESP		1.00000	20,000
02.14.97	010	Hotel paid	S0	50,000	ESP	X	1.00000	50,000
02.15.97	011	Breakfast	S0	2,800	ESP		1.00000	2,800

Date	Cntry	Tax-free	Compan y	Amount, tax-free	Amount, taxable	Reimburse amount
02.10.97 06:00 - 02.10.97 24:00						
Max. rate	DE	61,000	62,000			
All receipts	DE	21,000	21,000	21,000	0	21,000
02.11.97 00:00 - 02.11.97 24:00						
Max. rate	DE	61,000	62,000			
Per diem	DE	22,600	24,000			
Per diem	DE	22,600	24,000	22,600	1,400	24,000
02.12.97 00:00 - 02.12.97 24:00						
Max. rate	DE	61,000	62,000			
Per diem	DE	22,600	24,000			
Paid receipts	DE	100,000	100,000		39,000	
All receipts	DE	100,000	100,000	0	0	0
02.13.97 00:00 - 02.13.97 24:00						
Max. rate	DE	61,000	62,000			
All receipts	DE	2,500	2,500	2,500	0	2,500
02.14.97 00:00 - 02.14.97 24:00						
Max. rate	DE	61,000	62,000			
Paid receipts	DE	50,000	50,000			
All receipts	DE	110,000	110,000	11,000	1,000	12,000
02.15.97 00:00 - 02.15.97 22:00						
Max. rate	ES	3,600	4,400			
All receipts	ES	2,800	2,800	2,800	0	2,800

**Example: Mixed Settlement without Clearing of Differences**

Total amounts meals and accomm. in ESP	59,900	2,400	62,300
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**TOTAL AMOUNTS**

Total amount tax-free in ESP	59,900
Total imputed income (taxable amount) in ESP	39,000
Total amount taxable/Additional amount in ESP	2,400
Trip reimbursement amount in ESP	62,300

**SETTLEMENT**

Trip reimbursement amount in ESP	62,300
Paid by company	150,000
Total trip costs in ESP	212,300

**Example: Mixed Settlement with Clearing of Differences****Example: Mixed Settlement with Clearing of Differences**

The switch in view V\_T702N\_A (Settlement control in the expert view : Spanish settlement) in the V line is set in position 1 to '1' and in position 16 to '1' and thus allows mixed settlement with clearing of differences to be performed.

**TRAVEL EXPENSES STATEMENT**

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000053	Personnel area	ES01	Cost center TRV_01

**ITINERARY**

Main destination	Reason/Location/Country	TTS/TTE/Activity
02.10.1997 06:00 -	Executive training	Trip
02.15.1997 22:00	Bruchsal	All employees
	Germany	No distinction

Border crossing, trip out	02.10.1997 12:00
Border crossing, trip home	02.15.1997 18:00

**MEALS AND ACCOMMODATIONS**

	Rec						Amount in
Date	No.	Expen. text	VAT	Amount	Curr.	Ex. rate	ESP
02.10.97	001	Breakfast	S0	2,000	ESP	1.00000	2,000
02.10.97	002	Lunch	S0	4,000	ESP	1.00000	4,000
02.10.97	003	Dinner	S0	5,000	ESP	1.00000	5,000
02.10.97	004	Hotel	S0	10,000	ESP	1.00000	10,000
02.12.97	005	Hotel paid	S0	100,000	ESP	X 1.00000	100,000
02.13.97	006	Lunch	S0	2,500	ESP	1.00000	2,500
02.14.97	007	Breakfast	S0	20,000	ESP	1.00000	20,000

**Example: Mixed Settlement with Clearing of Differences**

02.14.97	008	Lunch	S0	20,000	ESP		1.00000	20,000
02.14.97	009	Dinner	S0	20,000	ESP		1.00000	20,000
02.14.97	010	Hotel paid	S0	50,000	ESP	X	1.00000	50,000
02.15.97	011	Breakfast	S0	2,800	ESP		1,00000	2,800

Date	Cntry	Tax-free	Company	Amount, tax-free	Amount, taxable	Reimburse amount
02.10.97 06:00 - 02.10.97 24:00						
Max. rate	DE	61,000	62,000			
Per diem	DE	22,600	24,000			
All receipts	DE	21,000	21,000	21,000	0	21,000
Per diem	DE	1,600	3,000	1,600	1,400	3,000
02.11.97 00:00 - 02.11.97 24:00						
Max. rate	DE	61,000	62,000			
Per diem	DE	22,600	24,000			
Per diem	DE	22,600	24,000	22,600	1,400	24,000
02.12.97 00:00 - 02.12.97 24:00						
Max. rate	DE	61,000	62,000			
Paid receipts	DE	100,000	100,000		39,000	
All receipts	DE	100,000	100,000	0	0	0
02.13.97 00:00 - 02.13.97 24:00						
Max. rate	DE	61,000	62,000			
Per diem	DE	22,600	24,000			
All receipts	DE	2,500	2,500	2,500	0	2,500
Per diem	DE	20,100	21,500	20,100	1,400	21,500
02.14.97 00:00 - 02.14.97 24:00						
Max. rate	DE	61,000	62,000			
Per diem	DE	22,600	24,000			
Paid receipts	DE	50,000	50,000			
All receipts	DE	110,000	110,000	11,000	1,000	12,000

**Example: Mixed Settlement with Clearing of Differences**

02.15.97 00:00 - 02.15.97 22:00						
Max. rate	ES	3,600	4,400			
Per diem	ES	3,600	4,400			
All receipts	ES	2,800	2,800	2,800	0	2,800
Per diem	ES	800	1,600	800	800	1,600

Total amounts meals and accomm. in ESP	82,400	6,000	88,400
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**TOTAL AMOUNTS**

Total amount tax-free in ESP	82,400
Total imputed income (taxable amount) in ESP	39,000
Total amount taxable/Additional amount in ESP	6,000
Trip reimbursement amount in ESP	88,400

**SETTLEMENT**

Trip reimbursement amount in ESP	88,400
Paid by company	150,000
Total trip costs in ESP	238,400

First, the individual meals receipts are printed with amounts. Then the receipt totals per day are shown with the respective tax-free maximum rates for receipts and tax-free per diem amounts. Furthermore, there is a line for each day with the per diem reimbursed on this day or the cleared difference.

On 2/10/97, a tax-free per diem of 22,600 (for Germany, several days, statutory) and a company-internal per diem of 24,200 (for Germany, more than one day, enterprise-specific) apply. Also, the amount up to which receipts are reimbursed tax-free is displayed, as soon as they exceed the tax-free per diem, 61,000. Next to that, the amount 62,000, up to which the company reimburses receipts is shown. Anything above that is capped. If the receipt total amounts to 21,000, as in this case, this amount is reimbursed tax-free, since it is less than the limit of 22,600. Also, the employee is paid 3,000 since his receipts only amount to 21,000 Pts although he would receive 24,000 Pts from the enterprise without receipts. Of these 3,000, 1,600 is tax-free and 1,400 is taxable.

On 2/11/97, a tax-free per diem of 22,600 (for Germany, more than one day, statutory) and a company-internal per diem of 24,000 (for Germany, more than one day, enterprise-specific) apply. Also, the amount up to which receipts are reimbursed tax-free is displayed, as soon as

**Example: Mixed Settlement with Clearing of Differences**

they exceed the tax-free per diem, 61,000. Next to that, the amount 62,000, up to which the company reimburses receipts, is shown. As in per diem settlement, the 22,600 is reimbursed tax-free, and the 1,400 is reimbursed as an additional amount, totaling a reimbursement of 24,000.

On 2/12/97, the employee had a hotel receipt paid by company amounting to 100,000. Both the tax-free and the enterprise-specific maximum amounts are reduced by 100,000. Consequently, the employee receives 0 reimbursed. The 39,000 imputed income is also indicated (see example for receipt accounting).

For 2/13/97, the employee only submitted a small receipt amount: 2,500. He therefore remains below the limit for tax-free per diems 22,600. He receives 2,500 + 20,100 tax-free, and 1,400 as an additional amount.

On 2/12/97, the employee had a hotel paid by company amounting to 50,000. Both the tax-free and the enterprise-specific maximum amounts are reduced by 50,000. Consequently, the employee receives 12,000 reimbursed. If the enterprise-specific maximum amount were not 62,000, as in this case, but, for example, 200,000, the employee would be reimbursed the remaining taxable 60,000.

On 2/15/97, the last day of the trip, the tax-free per diem 3,600 (Spain, last day, statutory) and the enterprise-internal per diem 4,400 (Spain, last day, enterprise-specific) apply. Furthermore, the amount up to which receipts are reimbursed tax-free is displayed, as soon as they exceed the tax-free per diem, 3,600. Next to that, the amount 4,400 up to which the company reimburses receipts is shown. Thus, the receipt total of 2,800 and the cleared difference of 1,600 (800 tax-free and 800 taxable) are reimbursed.

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**Further Features of the Spanish Country Version**

## Further Features of the Spanish Country Version



The documentation relating to travel expenses - country version for Spain below describes the use of Travel Expenses up to 01.31.99. The system, however, has been updated to take the changes in the Spanish Travel Expenses Law (valid as from 02.01.99) into consideration.

For use with Release 4.6B, in addition to the documentation for the Travel Expenses - Country Version for Spain, refer to the SAP note 175896.

### More than One Trip on One Day

If the end of one trip and the beginning of another trip both take place on the same calendar day, the system determines the tax-free rate for each trip separately. It determines the full tax-free rate for this day for each of the two trips. To prevent this, the two trips must be combined into one.

**See also:**

[Example: More Than One Short Trip on One Day \[Page 502\]](#)

### System Reaction in the Case of Trips > 183 Days

The Travel Management constants table (T706\_CONST) contains the constant REIDR with the value 183. If a trip is longer than 183 days the following warning is issued: 'The trip is & days long'. For trips > 183 days use the legal trip type 'S'. The amounts for meals and accommodations are taxed in full for such trips. For business trips extended over the 183 days and that are settled monthly retroactive accounting is triggered. The traveler must pay taxes.

### Hotel Receipt Paid on Last Day

If a hotel bill is paid on the last day of a trip, the receipt amount should be distributed manually over the days on which overnight stays occurred. An automatic distribution is not made.

### Handling Deductions

In *Maintain Trip Data: Deductions*, deductions for breakfast, lunch and dinner can be entered per calendar day of a trip. The percentages and absolute amounts for these deductions are stored in table T706A. In Spain, deductions are only used to reduce the enterprise-specific per diems or maximum amounts since statutory deductions from tax-free amounts are not taken into consideration. That means that the tax-free per diem or maximum amount is not changed by deductions. If, for instance, a breakfast deduction with 10% is entered, both the enterprise-specific per diem amount for the entire day and the enterprise-specific maximum amount for the entire day are reduced by 10% for the entire day.

**See also:**

[Example: Handling Deductions \[Page 506\]](#)



Example: More Than One Short Trip on One Day

## Example: More Than One Short Trip on One Day

### Short trip 1

#### TRAVEL EXPENSES STATEMENT

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000111	Personnel area	ES01	Cost center TRV_01

#### ITINERARY

Main destination	Reason/Location/Country	TTS/TTE/Activity
03.12.1997 06:00 -	1st Short trip	Trip
03.12.1997 14:00	Madrid	All employees
	Spain	No distinction

#### MEALS AND ACCOMMODATIONS

Date	Cntry	Tax-free	Company	Amount, tax-free	Amount, taxable	Reimburse amount
03.12.97 06:00 - 03.12.97 14:00						
Per diem	ES	3,600	800			
Per diem	ES	3,600	800	800	0	800

Total amounts meals and accomm. in ESP	800	0	800
--	-----	---	-----

#### TOTAL AMOUNTS

Total amount tax-free in ESP	800

Example: More Than One Short Trip on One Day

Trip reimbursement amount in ESP	800
----------------------------------	-----

**Short trip 2**

**TRAVEL EXPENSES STATEMENT**

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000112	Personnel area	ES01	Cost center TRV_01

**ITINERARY**

Main destination	Reason/Location/Country	TTS/TTE/Activity
03.12.1997 17:00 -	2nd Short trip	Trip
03.12.1997 22:00	Madrid	All employees
	Spain	No distinction

**MEALS AND ACCOMMODATIONS**

Date	Cntry	Tax-free	Company	Amount, tax-free	Amount, taxable	Reimburse amount
03.12.97 17:00 - 03.12.97 22:00						
Per diem	ES	3,600	1,800			
Per diem	ES	3,600	1,800	1,800	0	1,800

Total amounts meals and accomm. in ESP	1,800	0	1,800
--	-------	---	-------

**TOTAL AMOUNTS**

Total amount tax-free in ESP	1,800
Trip reimbursement amount in ESP	1,800

**Example: More Than One Short Trip on One Day****A combined trip**

Since the employee was not traveling between 2 and 5 pm, he is not entitled to a lunch per diem (see examples *Short trip 1* and *Short trip 2*). Consequently, a lunch deduction of 1,800 was entered in the combined trip. Deductions are entered separately for domestic and international trips in table T706A (Trip provision deduction amount/percentage).

**TRAVEL EXPENSES STATEMENT**

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000113	Personnel area	ES01	Cost center TRV_01

**ITINERARY**

Main destination	Reason/Location/Country	TTS/TTE/Activity
03.12.1997 06:00 -	Combined	Trip
03.12.1997 22:00	Madrid	All employees
	Spain	No distinction

**MEALS AND ACCOMMODATIONS**

Date	Cntry	Tax-free	Company	Amount, tax-free	Amount, taxable	Reimburse amount
03.12.97 06:00 - 03.12.97 22:00						
Per diem	ES	3,600	4,400			
.L...		0	1,800-			
Reduced		3,600	2,600			
Per diem	ES	3,600	2,600	2,600	0	2,600

Total amounts meals and accomm. in ESP	2,600	0	2,600
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**TOTAL AMOUNTS**

**Example: More Than One Short Trip on One Day**

Total amount tax-free in ESP	2,600
Trip reimbursement amount in ESP	2,600

## Example: Handling Deductions

## Example: Handling Deductions

For each day of a trip, an employee has a lunch deduction. This deduction is 1,800 in Spain and 3,200 abroad. The employee receives the cleared difference.

In example 9, the following absolute amount deductions in ESP are stored in the view: *Trip provision - deduction amount/percentage: Spanish settlement.*

	Domestic	International
<b>Breakfast</b>	800	1,600
<b>Lunch</b>	1,800	3,200
<b>Dinner</b>	1,800	3,200

### TRAVEL EXPENSES STATEMENT

Name	De Cervantes, Miguel			
Personnel no.	00065734	Country template	ES	Payroll area 1
Trip no.	0000000101	Personnel area	ES01	Cost center TRV_01

### ITINERARY

Main destination	Reason/Location/Country	TTS/TTE/Activity
04.10.1997 06:00 -	Executive training	Trip
04.15.1997 22:00	Bingen	All employees
	Germany	No distinction
Border crossing, trip out	04.10.1997 12:00	
Border crossing, trip home	04.15.1997 18:00	

### MEALS AND ACCOMMODATIONS

	Rec						Amount in
Date	No.	Expen. text	VAT	Amount	Curr.	Ex. rate	ESP
04.10.97	001	Breakfast	S0	2,000	ESP	1.00000	2,000
04.10.97	002	Lunch	S0	4,000	ESP	1.00000	4,000
04.10.97	003	Dinner	S0	5,000	ESP	1.00000	5,000

Example: Handling Deductions

04.10.97	004	Hotel	S0	10,000	ESP		1.00000	10,000
04.12.97	005	Hotel paid	S0	100,000	ESP	X	1.00000	100,000
04.13.97	006	Lunch	S0	2,500	ESP		1.00000	2,500
04.14.97	007	Breakfast	S0	20,000	ESP		1.00000	20,000
04.14.97	008	Lunch	S0	20,000	ESP		1.00000	20,000
04.14.97	009	Dinner	S0	20,000	ESP		1.00000	20,000
04.14.97	010	Hotel paid	S0	50,000	ESP	X	1.00000	50,000
04.15.97	011	Breakfast	S0	2,800	ESP		1.00000	2,800

## Example: Handling Deductions

Date	Cntry	Tax-free	Company	Amount, tax-free	Amount, taxable	Reimburse amount
04.10.97 06:00 - 04.10.97 24:00						
Max. rate	DE	61,000	62,000			
.L...		0	3,200			
Reduced		61,000	55,800			
Per diem	DE	22,600	24,000			
.L...		0	3,200			
Reduced		22,600	20,800			
All receipts	DE	21,000	21,000	21,000	0	21,000
Per diem	DE	1,600	0	0	0	0
04.11.97 00:00 - 04.11.97 24:00						
Max. rate	DE	61,000	62,000			
.L...		0	3,200			
Reduced		61,000	58,800			
Per diem	DE	22,600	24,000			
.L...		0	3,200			
Reduced		22,600	20,800			
Per diem	DE	22,600	20,800	20,800	0	20,800
04.12.97 00:00 - 04.12.97 24:00						
Max. rate	DE	61,000	62,000			
.L...		0	3,200			
Reduced		61,000	58,800			
Per diem	DE	22,600	24,000			
.L...		0	3,200			
Reduced		22,600	20,800			
Paid receipts	DE	100,000	100,000		39,000	
All receipts	DE	100,000	100,000	0	0	0
04.13.97 00:00 - 04.13.97 24:00						
Max. rate	DE	61,000	62,000			

Example: Handling Deductions

.L...		0	3,200			
Reduced		61,000	58,800			
Per diem	DE	22,600	24,000			
.L...		0	3,200			
Reduced		22,600	20,800			
All receipts	DE	2,500	2,500	2,500	0	2,500
Per diem	DE	20,100	18,300	18,300	0	18,300
04.14.97 00:00 - 04.14.97 24:00						
Max. rate	DE	61,000	62,000			
.L...		0	3,200-			
Reduced		61,000	58,800			
Per diem	DE	22,600	24,000			
.L...		0	3,200			
Reduced		22,600	20,800			
Paid receipts	DE	50,000	50,000			
All receipts	DE	110,000	110,000	8,800	0	8,800
04.15.97 00:00 - 04.15.97 22:00						
Max. rate	ES	3,600	4,400			
.L...		0	1,800			
Reduced		3,600	2,600			
Per diem	ES	3,600	4,400			
.L...		0	1,800			
Reduced		3,600	2,600			
All receipts	ES	2,800	2,800	2,600	0	2,600
Per diem	ES	800	0	0	0	0

Total amounts meals and accomm. in ESP	74,000	0	74,000
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**Example: Handling Deductions****TOTAL AMOUNTS**

Total amount tax-free in ESP	74,000
Total imputed income (taxable amount) in ESP	39,000
Trip reimbursement amount in ESP	74,000

**SETTLEMENT**

Trip reimbursement amount in ESP	74,000
Paid by company	150,000
Total trip costs in ESP	224,000

## Country Version for Sweden

### Use

The *Travel Expenses* application component of *SAP Travel Management* has been adapted to conform to the statutory and business requirements for private business in Sweden.

### Features

In particular, the country version for Sweden takes the following special aspects of travel expense settlement into account.

- Settlement of receipts, taking particular account of the maximum rates for entertainment receipts
- Calculation of the statutory meals and accommodations per diems and flat rates, taking into account deductions for free meals or accommodations
- Entry of flight time for traveling to and from Sweden
- Integration with payroll in Human Resources for the taxation of additional amounts and creation of the employee annual tax forms
- Customizing entries in trip provision variant 23 (*Swedish Settlement*)

---

**Country Version for United States of America (USA)**

## Country Version for United States of America (USA)

### Use

The *Travel Expenses* application component of *R/3 Travel Management* has been adapted to conform with the statutory and business requirements of the United States of America.

### Features

In particular, the country version for the United States of America (USA) takes the following special aspects of travel expenses into account.

- **Settlement methods**

- [Actual Expenses/Receipt Settlement \[Page 513\]](#)

- [Meals & Incidental Expenses \[Page 514\]](#) (meals only)

- [High-Low Substantiation Method \[Page 515\]](#)

- **Other**

- For travel expenses using individual receipts only, you can use the especially developed [weekly report entry scenario \[Page 232\]](#) with which you can enter individual receipts quickly and efficiently.

- For calculating taxes, a connection to external tax calculation systems (Taxware, Vertex) has been established.

## Settlement of Actual Expenses by Individual Receipts

### Use

Actual expenses / receipt settlement is a method used in the USA, according to which the traveler only reports the actual costs incurred on a trip and documents them with individual receipts. Actual, reasonable business expenses are reimbursed tax-free for companies and employees.

### Features

**Trip provision variant 10** is the default value supplied by SAP in *Travel Management Customizing* for Actual expenses / Receipt settlement for the USA.

---

**Meals & Incidental Expenses Method (M&IE)**

## Meals & Incidental Expenses Method (M&IE)

### Use

The meals and incidental expenses (only M&IE) method is a statutory settlement method in the USA, according to which travelers receive reimbursement for business expenses for meals and incidental expenses (as described in US tax laws) by per diems and not on the basis of receipts. Accommodations are not considered in the reimbursement amounts and are reimbursed on the basis of receipts (actual costs). Incidental expenses include, for example, costs for laundry, dry-cleaning, tips, etc., that are directly connected with a trip. The US government specifies tax-free maximum per diems for inside continental USA (CONUS) and outside continental USA (OCONUS). These rates vary according to locality. For one-day trips, the traveler does not receive reimbursement. For trips lasting more than one day, the traveler is reimbursed according to the rates valid for the locality where he is at 12 midnight local time. If the trip ends before midnight, the locality where the traveler is during the last minute of the trip applies. This is called the "midnight rule". For each quarter day (6 hours, "quarter rule") on the trip, the employee is reimbursed one fourth of the full per diem.

### Features

**Trip provision variant 81**, with the CONUS rates valid until December 31, 1996, is the default value supplied by SAP in *Travel Management Customizing* (table T706V for meals) for the **Only M&IE method**. You can set the per-diem rates higher. If the amounts are above the per diem rates set by US law, the difference is taxed as wages or salary to the employee in Payroll.

## High-Low Substantiation Method

### Use

High-Low Accounting is a US legal settlement method in which the employee is reimbursed for business expenses (described by US tax law) by per diems for lodging, meals, and incidental expenses instead of receipts. This is a simplified method for determining accommodations plus M&IE maximum rates for continental USA (CONUS). This method classifies all CONUS localities as either low-cost or high-cost localities. These per-diem rates vary depending on locality and can differ according to season (for example, the summer rates can be higher than winter rates due to the tourist season). For one-day trips, the traveler does not receive reimbursement. For trips lasting more than one day, the traveler is reimbursed according to the rates valid for the locality where he is at 12 midnight local time. If the trip ends before midnight, the locality where the traveler is during the last minute of the trip applies. This is called the "midnight rule". For each quarter day (6 hours, "quarter rule") on the trip, the employee is reimbursed one fourth of the full per diem.

### Features

**Trip provision variant 80**, with the CONUS rates valid until December 31, 1996, is the default value supplied by SAP in *Travel Management Customizing* (table T706V for meals and incidental expenses, T706U for lodging) for the high-low substantiation method. You can set the per-diem rates higher. If the amounts are above the per diem rates set by US law, the difference is taxed as wages or salary to the employee in Payroll.

## Example for US Per Diem Rates

**Example for US Per Diem Rates**

Country	Region	Number of days	Reimburse. rate	Valid from	Valid until
US	Asheville, North Carolina	1	0.00	01/01/1995	12/31/9999
US	Asheville, North Carolina	999	30.00	01/01/1995	12/31/9999
US	Charlotte, NC	1	0.00	01/01/1995	12/31/9999
US	Charlotte, NC	999	34.00	01/01/1995	12/31/9999

---

**Example 1 for Travel Expense Forms**

## Example 1 for Travel Expense Forms

Using the above table 1, you can see that you receive reimbursement of \$0.00 for a one-day trip to Asheville, NC. For a trip to Asheville, NC, that lasts more than one day, you receive \$30.00. Below you find an example for the travel expense statement for a trip from March 14, 1997, 8am, to March 16, 1997, 10pm.

On March 14th, the employee receives \$22.50 reimbursed. Under the midnight rule, the locality for reimbursement is Asheville, NC. Under the quarter rule, the employee is reimbursed  $\frac{3}{4}$  of the per diem (18 hours).

On March 15th the employee receives a reimbursement of \$30.00, the full per diem for a day in Asheville, NC. And since the employee is on the trip all day, he receives the full per diem rate (under the quarter rule).

On March 16th, the employee receives \$30.00 reimbursed. The locality for reimbursement is Asheville, NC (under the midnight rule). The quarter rule gives him the full per diem rate for this day.

Example 1 for Travel Expense Forms

Travel expense forms

Name	Mr. James-Bob M&IE Ph. D.	Simulation			
Pers.no.	00065722	Country template US Region 0001			
Trip no.	000000901	US01 Cost center TRV_0001			
<b>Itinerary</b>					
<b>Main dest.</b>	<b>Reason/location/country</b>	<b>TTS/TTE/Activity</b>			
03/14/1997 08:00 -	Course	M&IE			
03/161997 22:00	Asheville	Standard trip			
	Asheville, NC	No distinction			
<b>Per Diem Settlement</b>					
Meals					
Date	Deducts	Cntry	Company		
Time	BLDR		Comp.ded.	Number	Reimburse.amnt
03/14/97	03/14/97		22.50	1	22.50
08:00	24:00	US			
03/15/97	03/15/97		30.00	1	30.00
00:00	24:00	US			
03/16/97	03/16/97		30.00	1	30.00
00:00	22:00	US			
<b>Total amount for meals</b>					<b>82.50</b>
<b>Total amount per diem settlement</b>					<b>82.50</b>
<b>Total Amounts</b>					
<b>Trip reimbursement amount</b>			<b>82.50</b>		

## Example 2 for Trip Costs Forms

Using the above table 1, you can see that you receive reimbursement of \$0.00 for a one-day trip to Asheville, NC. For a several-day trip, you receive \$30.00 for the time spent in Asheville, NC and \$34.00 for the time spent in Charlotte, NC. Below you find an example for the trip costs statement for a trip from April 14, 1997, 8am, to April 16, 1997, 10pm, according to the M&E method only.

On April 14th, the employee receives a reimbursement of \$22.50. According to the midnight rule, the employee's location for reimbursement is Asheville, NC. According to the quarter rule, the employee is reimbursed  $\frac{3}{4}$  of the per diem (18 hours).

On April 15th, the employee receives \$34.00 reimbursed: the full per diem rate for a day in Charlotte, NC. Although the employee is in two locations during the day, in accordance with the midnight rule he is reimbursed the per diem for Charlotte, NC. Since the employee is traveling the whole day, the full rate for the day (according to the quarter rule) applies.

On April 16th, the employee receives \$30.00 reimbursed. The location for reimbursement is Asheville, NC (midnight rule). The quarter rule gives him the full per diem rate for this day.

Example 2 for Trip Costs Forms

Trip costs form

Name	Mr. James-Bob M&IE Ph. D.		Simulation	
Pers.no.	00065722	Country template	US	Region 0001
Trip no.	0000001201	US01	Cost center TRV_0001	
<b>Itinerary</b>				
<b>Main dest.</b>	<b>Reason/location/country</b>		<b>TTS/TTE/Activity</b>	
04/14/1997 08:00	Course I		M&IE	
04/16/1997 22:00	Asheville		Standard trip	
	Asheville, NC		No distinction	
<b>Stopover</b>	<b>Reason/location/country</b>		<b>TTS/TTE/Activity</b>	
04/15/1997 12:00	Course II		M&IE	
04/16/1997 18:00	Charlotte, NC		No distinction	
<b>Per Diem Settlement</b>				
Meals				
Date	Deducts	Cntry	Company	
Time	BLDR		Comp.ded.	Number
				Reimburse.amount
04/14/97	04/14/97		22.50	1
08:00	24:00	US		
04/15/97	04/15/97		34.00	1
00:00	24:00	US		
04/16/97	04/16/97		30.00	1
00:00	22:00	US		
<b>Total amount for meals</b>				<b>86.50</b>
<b>Total amount per diem settlement</b>				<b>86.50</b>
<b>Total amounts</b>				
<b>Trip reimbursement amount</b>			<b>86.50</b>	

## Flat Rates for Travel Costs

### Use

The distances traveled on a trip (measured in miles or kilometers) can be reimbursed by a flat rate. The US Government specifies a tax-free maximum flat rate for travel costs in miles.

### Prerequisites

As of 1997, the federal flat rate was changed to \$0.315/mile. This rate has more than the normal two places behind the decimal for the US dollar. If it has not yet been set in your system, you have to [set up a new currency \(USDN\) \[Page 522\]](#) with at least three places behind the decimal, in order to use a rate with more than two decimal places.

### Features

On the basis of the legs of trip stored in the trip, the system calculates the reimbursement amount for travel costs. The necessary flat rates for travel costs can be changed in *Customizing for Travel Management* in the *Define travel costs flat rates* view (delimit by times), if the travel flat rates offered in the standard system change.

---

**New Currency for Flat Rate for Distance Traveled (USA)**

## **New Currency for Flat Rate for Distance Traveled (USA)**

In the SAP Implementation Guide, you can define new currencies under *Basic settings*. To do so, choose *Currencies*. Follow the implementation guide step by step to set up the new currency **USDN**.

After that, in *Travel Management Customizing*, you have to process the *Travel Expenses Control (Expert View)* under *Travel Expenses*. For the trip provision variants of the settlement methods used in your enterprise for US Travel Expenses, you have to set **1** as the value for position **5** in the *Other settlement* line (formerly, the R line). By so doing, you set the system to read the currency table **TCURR** during currency translation of per diems and flat rates. The per diems and flat rates are then converted from the currencies entered in the tables to the local currency.

## Country Version for Canada

### Use

The *Travel Expenses* application component of *R/3 Travel Management* has been adapted to conform to the statutory and business requirements for private business in Canada.

### Features

In particular, the country version for Canada takes the following special aspects of travel expense accounting into account.

- **Taxes**

- Calculation of Canadian input tax with application of **Jurisdiction Codes**

- Connection to external tax calculation systems (Taxware, Vertex)

---

**Country Version for Mexico**

## Country Version for Mexico

### Use

The *Travel Expenses* application component of *SAP Travel Management* has been adapted to conform to the statutory and business requirements in Mexico.

### Features

In particular, the country version for Mexico takes the following special aspects of travel expense settlement into account.

#### Hard currency

[Reimbursement of receipts in local and hard currency \[Page 525\]](#)

[Payment via data medium exchange in local and hard currency \[Page 526\]](#)

#### Receipt maximum rates

[New receipt maximum rate: Distribution of receipt amount \[Page 527\]](#)

## Reimbursement of Receipts in Local and Hard Currency

### Use

You can reimburse and post foreign currency receipts and advances in an alternative hard currency instead of in the defined trip currency.

### Example

An employee of a Mexican company travels to Canada and is reimbursed in the hard currency entered for Mexico (USD) for the receipts in Canadian dollars.

### Prerequisites

- In Customizing for Travel Management under *Travel Expenses* → *Master Data* → *Control Parameters for Travel Expenses*, start the activity *Define global settings*.  
In the area *Settlement of foreign curr.receipts*, set the *In hard currency* indicator.
- In addition you must enter the appropriate hard currency for the country of the traveler's company code in Customizing under *General Settings* → *Set countries* → *Define countries*.

### See also:

For more information about trip currencies see the SAP Library under *Release notes* → *Release notes 4.0A* → *FI Financial Accounting* → *FI-TV Travel Management* → *Introduction of the Euro*

## Payment via Data Medium Exchange in Local and Hard Currency

### Use

Beginning with Release 4.6A you can use *SAP Travel Management* to pay travel expenses via data medium exchange in local and hard currency.

Payment in hard currency is currently only possible for Mexico.

### Prerequisites

Prerequisite for this is that you require the reimbursement of receipts in hard currency and that this is set up in the Customizing for Travel Management. In Customizing for Travel Management under *Travel Expenses* → *Master Data* → *Control Parameters for Travel Expenses* → *Define global settings*, in the area *Settlement of foreign curr.receipts* set the *In hard currency* indicator.

In order to transfer the trip reimbursement amounts to the employees in local and hard currency you must also create two lots of bank details for the respective employees in their personnel master record. Enter these specifications in [bank details \(Infotype 009\) \[Ext.\]](#):

- Enter the bank details for trip reimbursements in **local currency** under *Main bank details* or alternatively under *Bank details: Travel expenses*.
- Enter the bank details for **hard currency** under *Bank details: Travel expenses in hard currency*. Enter the hard currency in the *Currency* field. If you enter a bank account for the employee with these bank details, you should manage the account in hard currency so that the bank does not convert the transferred amounts to the country currency.

## Receipt Maximum Rate: Distribution of Receipt Amount

### Use

In SAP Travel Management you can define the maximum values of a travel expense type by

- Statutory and enterprise-specific trip type
- Trip activity
- Trip area
- Statutory and enterprise-specific reimbursement group

You can make these settings in Customizing for Travel Management under *Travel Expenses* → *Master Data* → *Travel Expense Types* ⇒ [Define maximum rates and default values for expense types \[Ext.\]](#).

The amount type *Distribution of receipt amount to different wage types* in this view is used to distribute the receipt amount to two wage types and allows a split posting of a receipt amount to different expense accounts or with different input tax codes.

Using this amount type the requirements of Mexican law, where tax-deductible daily maximum rates are defined for meals, accommodations and car rental receipts, can be fulfilled

These daily maximum rates in the Mexican trip provision variant are stored as the maximum rate for the distribution of the receipt amount to two wage types for the expense types meals (MEAL in standard Customizing), hotel (HTL and HTLP in standard Customizing) and car rental (RCAR in standard Customizing).

The amounts that exceed the maximum rate are posted using the second wage type with the input tax code entered in the receipt.

You define this second wage type in Customizing for Travel Management under *Travel Expenses* → *Input Tax and Wage Types for Interface* → [Assign wage types to travel expense types for indiv. receipts \[Ext.\]](#).

You also have to set up the corresponding expense account for the excessive amounts in the account determination for Mexico (chart of accounts INT) in Customizing for Travel Management under *Travel Expenses* → *Transfer to Accounting* → [Conversion of symbolic account to expense account \[Ext.\]](#) (symbolic account +42 in standard Customizing).

The amounts that exceed the maximum rate are thus posted to a different expense account. This distribution is not relevant for the traveler and is therefore not shown on the employee's travel expense form.

---

**Country Version for Japan**

## Country Version for Japan

### Use

The *Travel Expenses* application component of *R/3 Travel Management* has been adapted to conform with the statutory and business requirements for private business in Japan.

### Features

In particular, the country version for Japan takes the following special aspects of travel expenses into account.

- **Per diems/Flat rates**

- Enterprise-specific per diems/flat rates depending on trip duration and destination

- Reduction of per diems/flat rates in the case of distant domestic trips (long-term trip rule)

- **Accommodations**

- Handling gratuitous overnight stays

- **Other**

- Bonuses for one-day trips (time rule)

- Taxation of entertainment receipts from 5,000 Yen per person by the enterprise

## Technical Basics of Travel Management

This section offers a summarized list of texts and links to important, detailed technical information for the systems administrator.

### Trip Data Entry

[Include MP56RFEX for User Exits \[Page 530\]](#)

[Entry Scenarios for Advance Entry \[Page 266\]](#)

### Settlement of Trips

[Notes about Feature TRVPA \[Page 531\]](#)

[Notes on the Settlement Run \[Page 532\]](#)

[Notes on the Settlement Program \[Page 533\]](#)

[How can routines EXB706x and EXA706x in the Travel Management Settlement Program be used? \[Page 534\]](#)

[Settlement in Country Versions \[Page 436\]](#)

### Reporting Travel Expenses Results

[Example for the Technical Path a Receipt Follows from Data Entry to Posting in Financial Accounting \[Page 535\]](#)

[Notes on the Preliminary DME Program \[Page 376\]](#)

[Enterprise-Specific Adaptation of the Standard Travel Expenses Form \[Page 544\]](#)

### General Information

[The Significance of the Settlement Period and the Payroll Area in the Selection Screens for Travel Expenses \[Page 545\]](#)

[Trip Status Directory \[Page 165\]](#)

[The Settlement Periods in Cluster TE \[Page 428\]](#)

[Authorization Checks in Travel Expenses \[Page 546\]](#)

[Current Settings \[Page 435\]](#)

**Include MP56RFEX for User Exits**

## Include MP56RFEX for User Exits

In include **MP56RFEX** of module pool **SAPMP56R** (Travel Management) there are various user exits (form routines):

### FORM USER CHECK

The *Statutory trip type*, *Enterprise-specific trip type* and *Trip activity type* fields can be validated in dialog according to the customer's criteria.

### FORM USER\_EVAL\_RECEIPT

Here receipt-specific changes in receipts can be defined. These changes are however only made if the user exit is started explicitly in dialog for a selected receipt (menu path: *Extras* → *User exit receipt*).

This user exit can only be started from receipt entry and single record entry.

### FORM EX\_BTEXT

Here receipt texts, for example, can be checked and supplemented for receipts according to customer criteria.

### FORM EX\_GET\_NUMBER

Here the number range intervals for internal number assignment can be specified for employees according to customer criteria.

The company code of the employee may, for example, be used to determine the number range interval in HR master data instead of the personnel area.

### FORM EX\_TEST\_NUMBER

Here number range intervals for external trip number assignment can be specified for employees according to customer criteria.



### USER DATA: Screen 9999

This screen is fixed in the Travel expense manager menu under *Display travel data* → *Extras*.

Here you can enter personal default data. This data must already have been defined in the PTK99 structure. In turn, the PTK99 structure defines the USER table in which the data is then stored in the database.

Screen 9999 is **not** to be used for programming your own 'call screen 9999' or 'set screen 9999' calls.

## Notes about Feature TRVPA

This feature is maintained in Customizing via the Travel Management Implementation Guide.

### Workflow

The entry type that the system starts via workflow to create a travel request depends on how the **CBW** parameter of feature TRVPA is set.

### Trip data entry

Switch **WRC** in feature TRVPA is used to decide whether time overlaps are allowed in business trips and weekly reports.

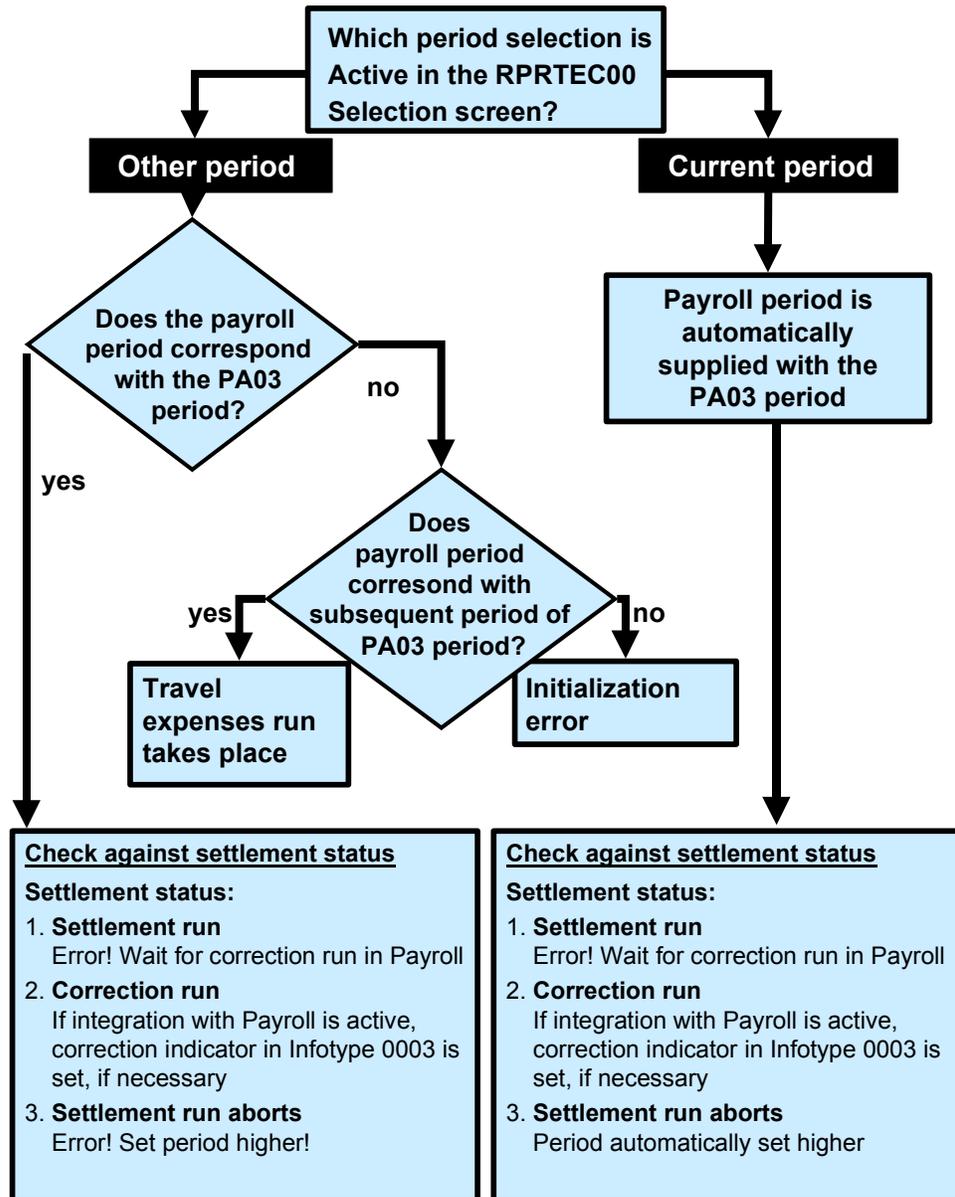
If overlapping is allowed, the system no longer checks whether a weekly report has been entered for the relevant period when a trip is created, nor whether a trip has been entered for the relevant period when a weekly report is created.

The system does still check for overlapping trips when trips are entered and overlapping weekly reports when weekly reports are entered.

Notes on the Settlement Run

## Notes on the Settlement Run

The following illustration clearly shows how the payroll periods for the travel expense settlement program (RPRTEC00) are validated against the control record (PA03) for Payroll and which message is issued.



## Notes on the Settlement Program

User exits have been provided in include **RPREX000** for reading the following evaluation tables:

T706A Deductions

T706B Expense types

T706D Default values for dialog

T706F Travel costs

T706H Meals/Time

T706L Country - country group assignment

T706M Input tax for international per diems

T706P Miles/Kms cumulation periods

T706S Trip schema

T706U Accommodations

T706V Meals

For each T706x table there are the respective routines EXB706x and EXA706x.

The routine EXB706x is performed before reading table T706X. The routine parameters, that is, the argument fields for reading table T706x, can be changed here.

The routine EXA706x is performed after reading table T706x. The routine parameters, that is, the function fields after reading table T706x, can be changed here.

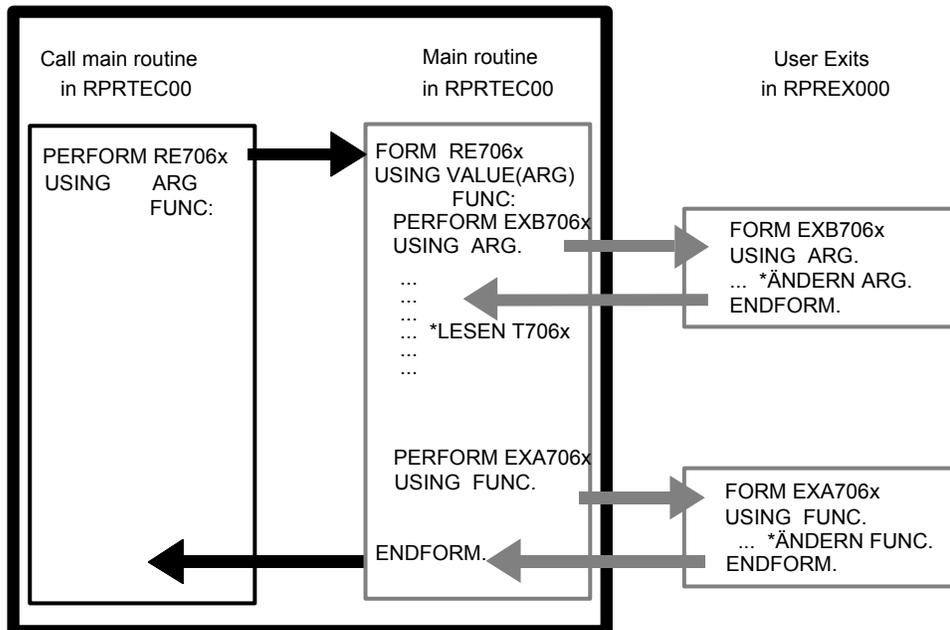


[How are routines EXB706x and EXA706x used in the Travel Management Settlement Program? \[Page 534\]](#)

How are Routines EXB706x and EXA706x used in the Travel Management Settlement Program?

**How are Routines EXB706x and EXA706x used in the Travel Management Settlement Program?**

For each T706x table there are the respective routines EXB706x and EXA706x, which can be used as follows:



Example for the Technical Path a Receipt Follows from Data Entry to Posting in Financial Accounting

## Example for the Technical Path a Receipt Follows from Data Entry to Posting in Financial Accounting

Let us assume a trip with a telephone receipt for 10 USD has been entered for the personnel number 15515:

- Expense type **TELE**
- Input tax code **R2**
- Amount **10 USD**.

USD is the local currency for the company code to which the employee is assigned.

### IMG View: *Assign Wage Types to Travel Expense Types for Individual Receipts*

You will find the view *Assign wage types to travel expense types for individ. receipts* in the Customizing for *Travel Management* under *Travel Expenses → Input Tax and Wage Types for Interfaces*.

In this view travel expense types are assigned wage types:

Expense Type	Wage Type
TELE	MJ10

In this case, the expense type **TELE** is given the wage type **MJ10**.



The assignment of wage types to per diems takes place via the view *Assign wage types to travel expense types for per diems/flat rates*, which you also find in the Customizing for *Travel Management* under *Travel Expenses → Input Tax and Wage Types for Interfaces*.

Expense Type	Meaning
FAKP	Miles/Kms rate for car
FAKF	Miles/Kms rate for bicycle
FAKM	Miles/Kms rate for motorcycle
UBPA	Accommodations
VERP	Meals
VORK	Cash advance
VORS	Advance

## Example for the Technical Path a Receipt Follows from Data Entry to Posting in Financial Accounting

### The Settlement Program RPRTEC00

Using table T706B4, the settlement program RPRTEC00 creates the internal table ROT with the wage types relevant for posting. Table ROT is stored together with the trip data.

#### Internal Table ROT

Wage Type	Amount	Input Tax
MJ10	10 USD	R2

In this example, wage type MJ10 has the amount 10 USD including input tax R2.

### Notes about Trip Status, Paid Receipts and Advances

If the trip status is set to *Trip approved* and *To be settled*, the following expense types for the internal table ROT are taken into consideration:

- Receipts that were not paid by the company
- Flat rates for travel costs
- Accommodations per diems
- Meals per diems

If trip status is set to *Request approved* and *To be settled*, these expense types are not taken into account for the internal table ROT.

The following receipts are fed into internal table ROT depending on the trip status:

- Receipts that have been paid by the company
- Advances
- Cash advances

A switch in feature TRVCT decides the trip status in which receipts paid by the company are to be fed into table ROT.

A switch in feature TRVCT decides the trip status in which advances enter into table ROT.

A switch in feature TRVCT also decides the trip status in which cash advances enter into table ROT.



Cash payment of an advance without using the advance transaction

The switch in feature TRVCT is set so that an advance cannot enter into the internal table ROT. This way the advance is dealt with in Travel Expenses for purely documentary purposes. It appears on the form for the employee but is never posted to Financial Accounting from Travel Expenses. The actual financial accounting of the

**Example for the Technical Path a Receipt Follows from Data Entry to Posting in Financial Accounting**

advance is performed outside of Travel Expenses by means of the cash office posting in Financial Accounting.

**IMG View: Define Assignment of Wage Type to Symbolic Account**

You will find the view *Define assignment of wage type to symbolic account* in the Customizing for *Travel Management* under *Travel Expenses* → *Transfer to Accounting*.

In this view, wage types are assigned a posting type and a symbolic account respectively. Through assignment of wage types to symbolic accounts, the wage types for payroll remain independent from actual G/L accounts in Financial Accounting. This gives you the advantage, that, if a G/L account is changed, only the G/L account - symbolic account assignment must be redefined.

Wage Type	1. Posting
MJ10	+X0

The wage type MJ10 is assigned, in the first posting, to the symbolic account X0, from which the actual G/L account is later determined.

**Examples for Posting Options**

The following posting options can be controlled via entries in the *Assignment of wage type to symbolic account* view:

Amount for expense type TELE is 10 USD.

The symbolic account **X0** corresponds with G/L account **474210**

The symbolic account **X1** corresponds with G/L account **474220**

The entry + signifies that a positive amount is posted to the debit side of the G/L account.

The entry - signifies that a positive amount is posted to the credit side of the G/L account.



[Receipt Submitted by Employee \[Page 541\]](#)

[Private Share of Invoices \[Page 542\]](#)

[Flight Ticket Paid by Company \[Page 543\]](#)

**Extended Posting Options**

If the symbolic account, and later, consequently, the G/L account, are not only supposed to depend on the wage type, but also on the trip attributes, you can make use of the extended posting options by means of USER-EXITS.

The include RPRESX010 in report RPRFIN00 contains the routine EXB706K, which is run before each read accessing of table T706K. In this routine, the formal parameter USERS, with which the user modifier (table T706K-USERS) for table T706K is read, can be changed.



G/L account determination depending on trip activity

### Example for the Technical Path a Receipt Follows from Data Entry to Posting in Financial Accounting

In the routine EXB706K a line must be inserted (**bold** in this example):

```
FORM EXB706K
USING MOREI LGART USERS DATUM
* REISETÄTIGKEIT steht in WA_HEAD-KZTKT
USERS = WA_HEAD-KZTKT
ENDFORM
```

Table T706K must be maintained for all possible values for the user modifier, in this case, for the possible trip activities:

- S = course
- K = training course
- \_ = other activities

Wage Type	User Modifier	1. Posting
MJ10	_	+X0
MJ10	K	+X1
MJ10	S	+ X2

The wage type MJ10 is thus assigned to the following symbolic accounts:

- In the case of a course, to symbolic account X2
- In the case of a training course, to symbolic account X1
- Otherwise to symbolic account X0

### Transfer Program RPRFIN00

The transfer program RPRFIN00 creates the internal table EP, which, among other things, contains the symbolic accounts:

#### Internal Table EP

Symbolic Account	Amount	Input Tax
X0	10 USD	R2

The internal table EP is transferred to the function module PTRV\_TRANSLATE.

### IMG View: *Conversion of Symbolic Account to Expense Account*

You will find the view *Conversion of symbolic account to expense account* in the Customizing for *Travel Management* under *Travel Expenses* → *Transfer to Accounting*.

This is a special view of the standard account table T030. In this view, a G/L account is assigned to the symbolic account. The account for offsetting entry is also determined.

Example for the Technical Path a Receipt Follows from Data Entry to Posting in Financial Accounting

**T030 (View: Conversion of symbolic account to expense account)**

General Modification	G/L Account
1X0	474210
1RR	*KK

General modification has three positions and always begins with a '1'. Under 1X0, the G/L account 474210 is specified as symbolic account X0t. Under 1RR, the account for off-setting entry is specified, in this case \*KK:

The three G/L account positions have the following significance:

1. Position:	* =	Account determination via matchcode
2. Position:	K =	Vendor account
	(D	= Customer account)
3. Position:	K =	Matchcode ID is K (for account)

**Function Module PTRV\_TRANSLATE for Creating Trip Transfer Documents**

This function module creates the posting records for posting trip transfer documents to Financial Accounting via the AC interface from the internal table EP. During this process, the posting program determines, among other things, the necessary G/L accounts using table T030.

The batch input for personnel number **15515** is as follows:

	Debit	Credit
<b>Account for offsetting entry</b>		
<b>=K.00015515</b>		10 USD
<b>G/L account</b>		
<b>474210</b>	10 USD	

The final posting record reads as follows:

	Debit	Credit
<b>Vendor account</b>		

**Example for the Technical Path a Receipt Follows from Data Entry to Posting in Financial Accounting**

90000794		10 USD
<b>G/L account</b>		
474210	10 USD	

## Receipt Submitted by Employee

Wage type	1st Posting	2nd Posting
MJ10	+ X0	

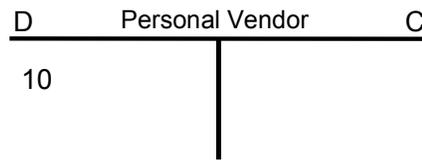
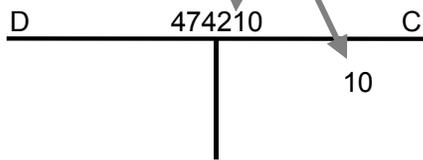
D	474210	C
10		

D	Personal Vendor	C
		10

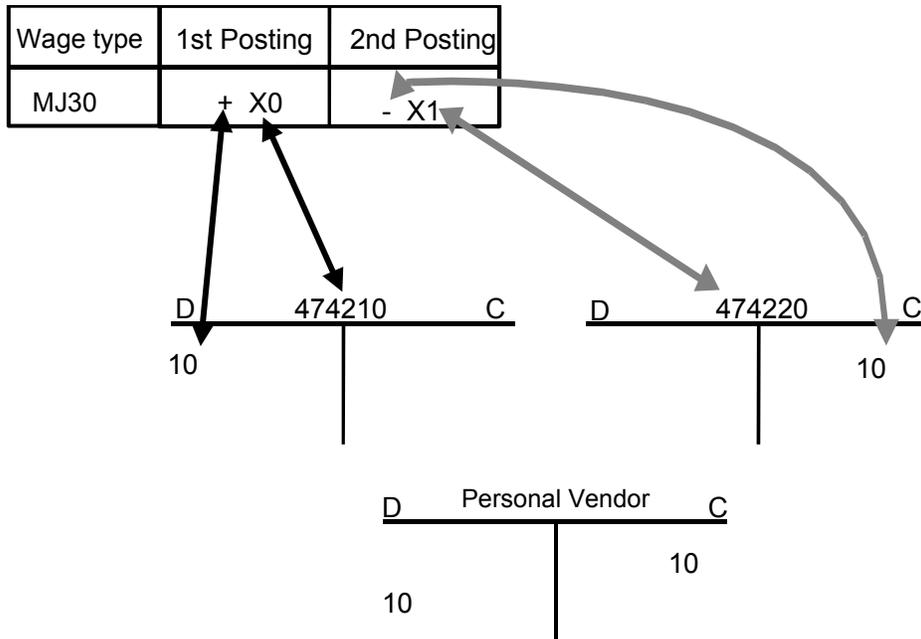
Private Share of Invoices

### Private Share of Invoices

Wage type	1st Posting	2nd Posting
MJ20	- X0	



### Flight Ticket Paid by Company



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**Enterprise-Specific Adaptation of the Standard Trip Costs Form**

## Enterprise-Specific Adaptation of the Standard Trip Costs Form

There are three USER EXITs available in include *RPRFEX00* for enterprise-specific adaptation of the standard travel expenses form.

### Adaptation of the form header

The following two user exits can be used to adapt the form header:

- **USEREXIT\_TOP\_1**

Enterprise-specific additions can be made to the form header above the standard form header using this user exit.

Your company logo can be printed here, for example.

- **USEREXIT\_TOP\_2**

Enterprise-specific additions can be made to the form header below the standard form header using this user exit.

The employee's cost center can be printed here, for example.

### Adaptation of the bottom of the form

The following user exit can be used to adapt the bottom part of the form:

- **USEREXIT**

The bottom of the standard form can be adapted enterprise-specifically using this user exit.

A signature line can, for example, be printed at the bottom of the form.

## Payroll Period and Payroll Area

Via the payroll period and the payroll area, you specify the data selection period and the personnel selection period at the same time.

The personnel selection period determines which employees are included in selection. Only employees who are considered active employees on at least one day in the personnel selection period are selected.

The data selection period determines the time period in which the data for the information types stored on the database is read for the employees selected. **The data selection period itself is not a selection criterion for trips.**

If you select *Current period* in the *Payroll period* group box, the system chooses the payroll period currently active in the PA03 control record. This payroll period does not necessarily correspond with the current system period.

If you select *Other period* in the *Payroll period* group box, you can specify the period you wish. You must in any case enter a period and a year.

The system determines for all programs in which Infotypes are read with trip times only the personnel selection period using payroll area and period selection.

The system determines for all programs in which Infotypes are read with the last valid record for the data selection period both the personnel selection period and also the data selection period using payroll area and period selection.

Programs in Which Infotypes Are Read with Trip Times	Programs in Which Infotypes Are Read with the Last Valid Data Selection Record		
Settlement program	(RPRTEC00)	Approval program	(RPRAPP00)
Standard statement	(RPRTEF00)	Summarized form 1	(RPRTEF01)
Posting run	(RPRFIN00_40)	Summarized form 2	(RPRTEF02)
		Statistics program	(RPRSTA01)
		Income-related expenses form	(RPRTEF10)

## Authorization Checks in Travel Expenses

### Authorization Checks in Travel Expenses

The authorization check for accessing trip data corresponds with the general SAP authorization checks.

The term **authorization object** is of fundamental importance for the SAP authorization check. An authorization object is a list with a maximum of ten **authorization fields**. The authorization objects are listed in table TOBJ.

All of the authorization fields existing in any authorization object are defined with their attributes in table AUTHA in the repository.

An **authorization** for an authorization object is an assignment of values to the object's fields.

Several authorizations for an object can be collected in one composite profile.

A user's authorizations for the various authorization objects in the SAP system depend on the profiles that are assigned to the user in the user master record.

#### Authorization object *Travel Expenses* (P\_TRAVL)

The authorization object for Travel Expenses is called *P\_TRAVL* and consists of the following authorization fields:

Name of authorization field	Meaning of field
AUTHF	HR-TRIP: Operation and <i>Status old</i>
AUTHP	HR-TRIP: Personnel number check
AUTHS	HR-TRIP: <i>Status new</i> when trip is saved
BUKRS	Company code
KOSTL	Cost center
PERSA	Personnel area
PERSG	Employee group
PERSK	Employee subgroup
PTZUO	Employee grouping for Travel Management
VDSK1	Organizational key

The values of the AUTHC, AUTHP and AUTHS fields are explained in more detail in the following section *Values of the individual authorization fields*.

The values for the authorization fields BUKRS, KOSTL, PERSA, PERSG, PERSK and VDSK1 originate from Infotype 0001 (*Organizational Assignment*), the value for the field PTZUO is filled from the specifications in Infotype 0017 (*Travel Privileges*).

For more information about authorizations, see the SAP Library under *Basic Components* → *Computing Center Management System (BC-CCM)* → *Users and Authorizations* → *Profile Generator: Generating Profiles Automatically*.

**Values of the individual authorization fields:**

**The authorization field AUTHF**

In the field AUTHF the values for the operation and the status of the relevant trip must be defined. The field has three positions. The first position defines the relevant operation, the second defines the status of the request and the third defines the settlement status of the relevant trip.

Characteristics for 1st position	Result
R	Read trip data
W	Write trip data (Create, change, copy)
D	Delete trip data
X	Settle trip data
S	Analyze statistics database
Operations	

Characteristics for 2nd position	Result
Blank	New trip
1	Request
2	Request approved
3	Trip data
4	Trip approved
5	Request on hold
6	Trip on hold
*	All statuses

Characteristics for 3rd position	Result
Blank	New trip
0	Open
1	To be settled
2	Settled
3	Canceled
4	Posted (FI, payroll or DME)
*	All statuses

**Examples of the values for authorization field AUTHF:**

**Authorization Checks in Travel Expenses**

R41	Read an approved trip that is to be settled
W	Create a new trip
W22	Change an approved request that is settled
D1*	Delete a request
X41	Settle an approved trip that is to be settled
S**	Display statistics data for all trips

**The authorization field AUTHP**

In the field AUTHP the value for the personnel number check must be defined.

Value	Meaning
O	Own personnel number only
E	All personnel numbers except own
*	All personnel numbers

**Examples of the values for the authorization field AUTHP:**

The value **O** reproduces a decentralized concept. Users with this value can only carry out processing for their own personnel numbers.

The value **E** reproduces the department office concept of decentralized processing of trip data, but central for this department. Users with this value can process for all personnel numbers for the department except their own.

The value **\*** reproduces a centralized concept. Users with this value can process trip data for all personnel numbers.

**AUTHS: Status new when trip is saved**

The field AUTHS is used to define the values for the status given when trip data is saved. The field has two positions. The first position defines the travel request status and the second defines the settlement status of the relevant trip.

Characteristics for 1st position	Result
1	Request
2	Request approved
3	Trip data
4	Trip approved
5	Request on hold
6	Trip on hold
*	All statuses

Authorization Checks in Travel Expenses

Characteristics for 2nd position	Result
0	Open
1	To be settled
3	Canceled
*	All statuses

Examples of characteristics for authorization field AUTHS:

21	Request approved, to be settled
3*	Trip data

## Authorization Check for Reporting in Travel Expenses

## Authorization Check for Reporting in Travel Expenses

### Purpose

You can store the most important trip data in statistics tables for reporting purposes. The trip statistics data can be analyzed using reports that you can execute via the menu under *Travel Expenses* → *Information system*.

The authorization to analyze statistics data in Travel Expenses is controlled in the travel expenses authorization object (P\_TRAVL) by the value **S** in the authorization field *AUTHF*.

This value is **not** relevant for the authorization check for reporting in **Travel Planning**. Here the authorization object F\_TRAVL is checked (see [authorization checks in Travel Planning \[Page 142\]](#))

### Process Flow

The authorization check for trip statistics reporting has a maximum of three stages:

#### 1. Before displaying the selection screen

Before the selection screen is displayed a check is made as to whether the user has the authorization to view just his own trip data, or also the trip data of other employees.

The following check is made:

```
AUTHORITY-CHECK OBJECT 'P_TRAVL'  
  ID 'AUTHP' FIELD 'E'  
  ID 'BUKRS' DUMMY  
  ID 'PERSA' DUMMY  
  ID 'KOSTL' DUMMY  
  ID 'PERSG' DUMMY  
  ID 'PERSK' DUMMY  
  ID 'VDSK1' DUMMY  
  ID 'PTZUO' DUMMY  
  ID 'AUTHF' DUMMY  
  ID 'AUTHS' DUMMY.
```

If the employee only has authorization to view his own data, the personnel number is determined using the Infotype *Communication* (0105). This personnel number is then displayed in the selection screen of the relevant report and can not be overwritten.

If the Infotype 0105 has not been maintained the program ends abnormally and an appropriate error message is issued. No further checks are made as the employee can only display his own data.

If the employee has the authorization to display the data of other employees as well, further authorization checks are made during the processing of the personnel and trip data.

#### 2. During processing of personnel data

The following check is made for every personnel number read from the database:

```
AUTHORITY-CHECK OBJECT 'P_TRAVL'  
  ID 'AUTHP' DUMMY  
  ID 'BUKRS' FIELD pa0001-bukrs
```

---

**Authorization Check for Reporting in Travel Expenses**

ID 'PERSA' FIELD pa0001-werks  
ID 'KOSTL' FIELD pa0001-kostl  
ID 'PERSG' FIELD pa0001-persg  
ID 'PERSK' FIELD pa0001-persk  
ID 'VDSK1' DUMMY  
ID 'PTZUO' DUMMY  
ID 'AUTHF' DUMMY  
ID 'AUTHS' DUMMY.

If the check is successful, the trip data for the personnel number is processed, if unsuccessful, the personnel number is ignored.

**3. During processing of trip data**

The following check is made for each selected trip:

AUTHORITY-CHECK OBJECT 'P\_TRAVL'  
ID 'AUTHP' DUMMY  
ID 'BUKRS' FIELD pa0001-bukrs  
ID 'PERSA' FIELD pa0001-werks  
ID 'KOSTL' FIELD pa0001-kostl  
ID 'PERSG' FIELD pa0001-persg  
ID 'PERSK' FIELD pa0001-persk  
ID 'VDSK1' DUMMY  
ID 'PTZUO' DUMMY  
ID 'AUTHF' FIELD authf  
ID 'AUTHS' DUMMY.

The *AUTHF* field has 3 positions:

Position 1: **S** - Statistics data for reporting

Position 2: - Request status of trip

Position 3: - Settlement status of trip

If the check is successful, the selected trip is displayed in the report list, if unsuccessful, the trip is ignored.

## ESS/IACs in Travel Management

## Travel Management Service

### Use

In the Employee Self-Service *Travel Management* function, employees can carry out the following:

- Submit a travel request
- Reserve flights, hotels, and car rental for a trip online
- Enter data for trips that have already taken place. The system uses this data to determine the travel expenses for the employee and to trigger payment of the expense.

### Features

The basic functions of ESS *Travel Management* are listed in the following table:



For more information about the individual functions, see the SAP Library under *Financials* → *Financial Accounting* → *Travel Management* → [Travel Manager: Cross-Process Entry \[Page 23\]](#)

<p><b>Initial screen</b></p>	<ul style="list-style-type: none"> <li>• Create a <b>travel request</b></li> <li>• Book flight/hotel/rental car (create a <b>travel plan</b>)</li> <li>• Create a <b>travel expense report</b></li> <li>• Call up the <b>infocenter</b> (contact person in the expenses department, flat rates for individual countries, exchange rates, master cost center of the employee making the trip)</li> <li>• Make <b>personal settings</b> (screen settings, settings for the personal input help (F4), and for the overview area)</li> <li>• You can only call up the <b>list of all trips</b> separately if you have suppressed the overview area in your <i>personal settings</i>.</li> </ul>
<p><b>Travel request</b></p>	<ul style="list-style-type: none"> <li>• Display, change, delete</li> <li>• Send</li> </ul>
<p><b>Travel plan</b></p>	<ul style="list-style-type: none"> <li>• Create, display, change, delete</li> </ul> <p>In the travel plan:</p> <ul style="list-style-type: none"> <li>• Check travel services (such as flights, hotels, and rental cars) for availability and book online</li> <li>• Cancel/delete travel services that have been booked</li> <li>• Display the total price of a trip</li> </ul>

**Travel Management Service**

<b>Travel expenses</b>	<ul style="list-style-type: none"><li>• Create and enter trip data</li><li>• Display the simulation in form format</li><li>• Simulate</li><li>• Change</li><li>• Delete</li></ul>
------------------------	---

**Prerequisites**

- Personnel numbers exist for the relevant employees in the SAP System.
- The employees must have SAP R/3 user names.
- In the infotype *Communication* (0105, subtype 01), the respective user names must be stored for the employees.

**See also:** [Assigning R/3 Users to Personnel Numbers \[Ext.\]](#)

**Authorizations/Security**

SAP provides the composite role *Employee Self-Service* (SAP\_WP\_EMPLOYEE). This role contains all the authorizations required. For more information, see [Setting Up ESS Users \[Ext.\]](#).

**Standard Settings**

## General Customizing

- If you want to set up SAP user names, you have to make various settings in Customizing. For further information, see Customizing, *Personnel Management* → *Employee Self-Service*.

## Customizing specifically for Travel Management

- To use all parts of the *Travel Management Service*, you have to set up the *Travel Management* application component (including *Travel Planning* and *Travel Expenses*) to meet your company-specific requirements. For more information, see Customizing for *Financial Accounting*, under *Travel Management*.

**Additional Internet Applications in SAP Travel Management**

In addition to the Employee Self-Service *Travel Management* in the standard system, you can also use the Travel Management Internet application component (IAC), *Offline Travel Expenses Data Entry*.

Employees can use this function to enter data for their travel expenses with the help of Excel worksheets.

For more information about this IAC, see the SAP Library under *Financials* → *Financial Accounting* → *Travel Management* → *ESS/IACs in Travel Management* → [Additional Internet Applications in SAP Travel Management \[Page 556\]](#)

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**Additional Internet Applications in SAP Travel Management**

## Additional Internet Applications in SAP Travel Management

### Use

In addition to the Employee Self-Service employees have a further Internet application at their disposal to enter their business trip data **offline**: the *Offline Travel Expense Entry* SAP Travel Management Internet application. You use Excel sheets for this. In Travel Expenses the trip facts entered are used to determine the travel expenses incurred by an employee, who is then reimbursed.

### The Internet Application Component type

- Intranet Employee Self-Service (ESS)

Employees can create trips and enter trip facts in the *Offline Travel Expense Entry*. Both employee and employer profit from this Internet Application Component:

Advantages for the employee:

- Entry of trip facts anytime and anywhere
- Less “paperwork”

Advantages for the enterprise:

- GUI installation not necessary
- Only an HTML browser is needed
- Minimized management effort
- Decentralized entry of trip facts possible

### Prerequisites

- R/3 Travel Expenses must be configured (Customizing for Financial Accounting under *Travel Management* → *Travel Expenses*).
- Personnel numbers exist for the employees in the SAP System.
- The employees must have SAP R/3 user names.
- In the Infotype *Communication* (0105, subtype 01), the respective user names must be stored for the employees.
- The employees must have the authorization to create trips.

**See also:** [Assigning R/3 Users to Personnel Numbers \[Ext.\]](#)

### Authorizations/Security

For more information, see [set up and maintain ESS users \[Ext.\]](#).

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**Additional Internet Applications in SAP Travel Management****Standard settings**

## General Customizing

- If you want to set up SAP user names, you have to make various settings in Customizing. For more information, see Customizing, *Personnel Management* → *Employee Self-Service*.

## Customizing specifically for Travel Management

- Travel Expenses must be set to conform to your enterprise-specific requirements. For more information, see Customizing: *Financial accounting* → *Travel Management* → *Travel Expenses*.
- The employee must have the authorization to create trips.
- If you want to use the Internet Application Component *Offline Travel Expense Entry*, you have to make different settings in Customizing. For more information, see Customizing: *Financial accounting* → *Travel Management* → *Travel Expenses* → *Internet Application Component*.

**Features**

You can only call the *Offline Travel Expense Entry* function from a Web browser.

When you call this function, the system displays an MS Excel sheet that is prepared for each employee with the data supplied by the R/3 System. Here the employee can enter trip data quickly and conveniently. The employee can call further functions to enter more detailed trip facts. After entering the trip facts the employee can send this MS Excel sheet to the R/3 System, so that a travel expense report can be created from the data entered offline.

Unlike the online travel expense entry the R/3 System can only make a cost assignment for the entire trip from this offline scenario. Costs assignments for stopovers, individual receipts and deductions can not be entered but must be supplemented later in the R/3 System.

**Modification options**

The **service name** of this IAC is **PRWW**. You can find all relevant data under this service name in the [SAP@Web Studio \[Ext.\]](#). For more information about modifying Excel sheets, see [modifying Excel sheets for Travel Expenses \[Page 561\]](#).

**R/3 Development objects**

For the technical implementation of the Internet Application Component *Offline Travel Expense Entry* for Travel Expenses (FI-TV-COS), the following R/3 development objects are used:

- Development class: PTRA
- Function group: HRTR\_ITS
- BAPIs:
  - EmployeeTrip.CreateFromData
  - EmployeeTrip.GetList
  - EmployeeTrip.GetExpenseForm
  - EmployeeTrip.GetOptions

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Additional Internet Applications in SAP Travel Management

## Entering Travel Expenses Offline

### Use

Via *Load travel expenses recording* in the Internet, your employees can record their trips and transfer the trip data to the expenses department anywhere and anytime. Your employees can use this function in addition to the existing Employee Self-Services in the standard system and thereby reduce the workload of the expenses department.

### Prerequisites

See [Additional Internet Applications in SAP Travel Management \[Page 556\]](#)

### Procedure

In the company Intranet, the employee calls up the Internet application component *Offline travel expenses recording*. The way the employee calls up this function depends on how the company provides this service for its employees.

1. The *Travel Expenses* screen appears.
2. The user chooses the *Load trip costs recording* function.

Two successive dialog boxes appear. In the first dialog box, choose the *Open document* option. In the second dialog box, choose the *Activate macros* option.
3. The [Entry Scenario: Travel Manager \[Page 200\]](#) appears.

The entry scenario is offered in the form of a modified MS Excel worksheet.

The user has to record the trip *framework data* first. The user can use all other optional entry functions to record the trip facts in more detail.
4. If the user wants to simulate travel expenses for the trip, he can choose the *Overview* function.
5. If the user wants to store the completed Excel worksheet locally, he can choose the *Save* function.
6. If the user wants to transfer the completed Excel worksheet to the R/3 System, he can choose the *Transfer* function.

The user can no longer change trips that have been transferred via the Internet application component *Offline travel recording*. Changes to a recorded trip can only be made in an R/3 System.

### Result

After a successful transfer, the R/3 System creates a trip under the user's personnel number. The trip expenses then go into the approval process.

### See also:

For more information on *Travel Management*, see the SAP Library under *Financial accounting* → *Travel management*. There you will find more information on:

**Entering Travel Expenses Offline**

- [Entry Scenario: Travel Manager \[Page 200\]](#)
- [Entry Function: Miles/Kms Distribution \[Page 258\]](#)
- [Entry Function: Stopovers \(Other Destinations\) \[Page 261\]](#)
- [Costs Assignment Specification for Entire Trip \[Page 285\]](#)

## Modifying Excel Sheets for Travel Expenses

Excel sheets are used to enter travel expense data in the corresponding IAC. If the installed Excel sheets do not suit your requirements, you can modify them (for example, insert or remove entry fields). This section gives you a short overview of the sheets that are supplied with the standard IAC installation and describes how you can modify them.

### Introduction

When you install the Travel Expenses IAC on the Web server, the Excel sheets for travel expenses are placed with the PRWW service files (in the subdirectory 99\SHEETS).

The Excel sheets EN\_TRIP.xls and DE\_TRIP.xls in the 99\Sheets directory are opened when the user clicks on the *Download receipt entry* link. We, however, recommend that you do not change these sheets, since it is much easier to modify the Excel sheet TRIP\_ITS.xls. This sheet does not have standard protection. It contains additional macros that help you make modifications and translate into the relevant language, and that renew protection before sending them to the end user.

### How it functions

When the user clicks on the *Download receipt entry* link, the 'LOAD' command field is processed in the R/3 System. During execution of this command, several OLE calls are sent to the server specified in RFCCOM destination customizing in table T706ESS1. All of the RFCCOM destinations in table T706ESS1 are processed consecutively, taking simple load balancing between multiple servers into account. First, the OLE calls start Excel on the RFCCOM server. Then the raw templates specified for the user's logon language are opened (for example, DE\_TRIP.xls for German or EN\_TRIP.xls for English). The directory the sheet is taken from is determined by the "RAW\_TEMPLATE" parameter in table T706ESS2. To accelerate the loading process, you can copy the files to the local hard drive (for example, to C:\temp). After the sheet has been opened, all Customizing data derived from the EmployeeTrip.GetOptions method is transferred to the Excel sheet. The data is stored there in the background and not visible to the user. This data includes data validation rules, values for selection lists and business rules for receipts.

After initialization, the Excel sheet is protected and stored in the Web server's static directory under a predefined name (the user's personnel number). The directory the sheet is stored in is determined by the TEMPLATE parameter in table T706ESS2. After the sheet has been saved, a HTML page in the user's Web browser is displayed and the browser loads the Excel sheet from the Web server. The Web server the sheet is loaded from is also determined by the Customizing settings in table T706ESS2 (parameter HTTP\_OUT). The parameters TEMPLATE and HTTP\_OUT both refer to the same directory. The TEMPLATE parameter specifies the UNC name and the HTTP\_OUT parameter the URL name for the directory.

When the sheet has been loaded from the Web server, it is displayed on the client (either in the browser or in a separate Excel window). The user can now begin entering travel expenses or save the sheet on the local hard drive and use it as a template for entering trips.

After entering the data, the user chooses *Submit*. This command starts the Excel macro "Submit\_Web" which extracts the data entered. When the data is extracted from the sheet, it is not transferred to the Web server immediately. The data is stored in a file on the local hard drive first, under C:\EmployeeID.htm, EmployeeID being the user's personnel number. This file contains all of the data entered in hidden HTML fields and entry fields for the user name and

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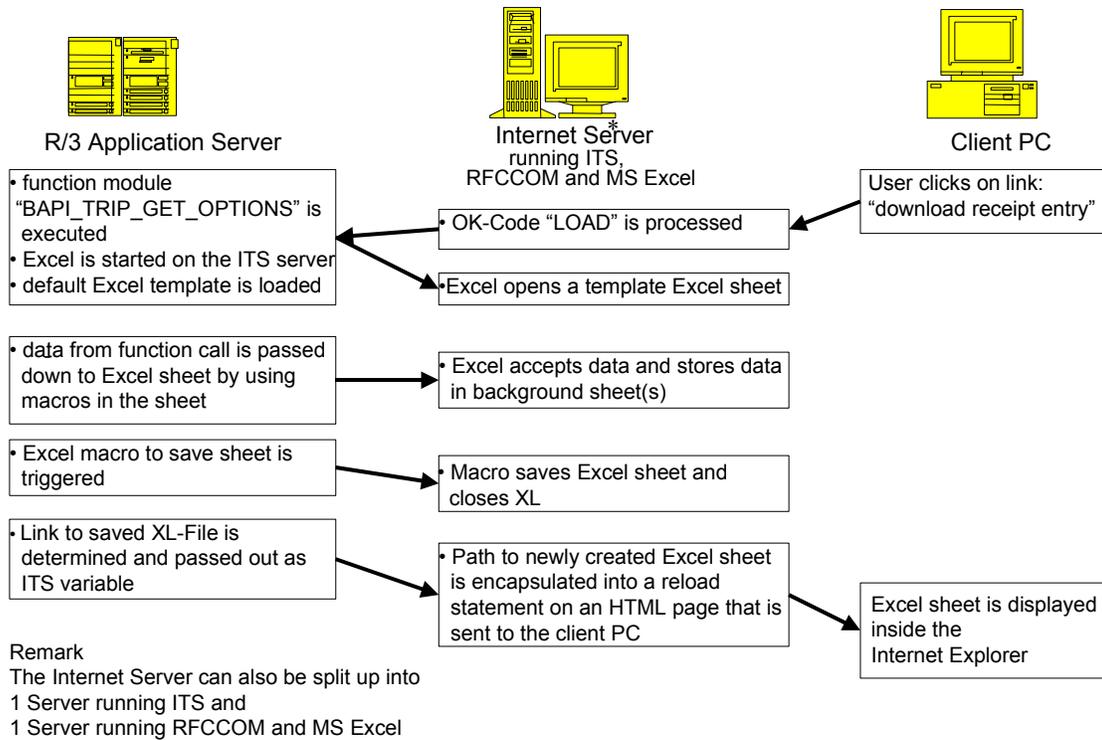
**Modifying Excel Sheets for Travel Expenses**

password (the employee may have been offline between downloading the sheet and submitting the data).

After the user has entered the password and chosen *Submit*, the form is transferred to the Web server. The PRWW service is started and the CREA command field is processed immediately. All of the data is extracted from the HTTP data stream and posted to method `EmployeeTrip.CreateFromData`.

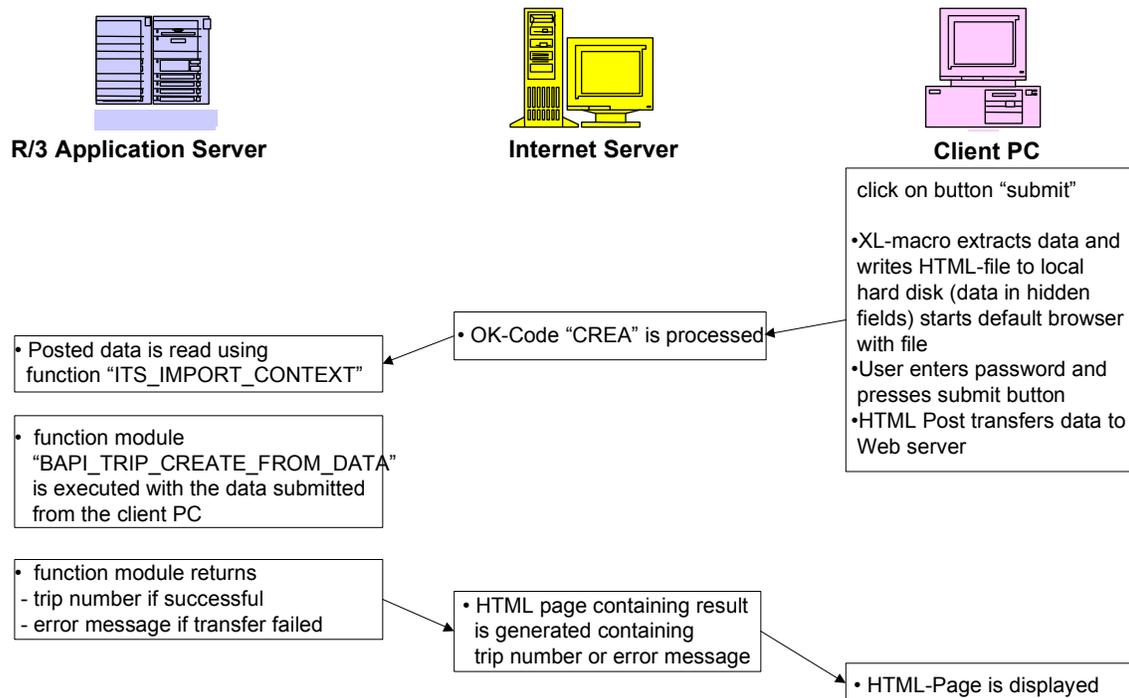
The initialization and submit processes are illustrated in the following graphics:

## Initializing process



## Modifying Excel Sheets for Travel Expenses

## Submit process



## Basic functions

## General functions

When the Excel file is created for the employee, the "Lookup\_Data" sheet is filled with the Customizing information for this employee. This sheet contains all of the information retrieved from the R/3 System (for example, expense types and countries).

When the data is entered, the "Data" sheet stores all receipt data (especially additional receipt information). All other information is stored in the relevant entry screens, to avoid duplicate storage of information in more than one place.

The "Texts" sheet contains all resource strings needed to display messages or field texts in the appropriate language so that the Excel file can be translated. If error messages are required, the "MsgText" macro (in the function module) is called. It takes the text from this sheet and replaces the variables \$v1 to \$v3 with the appropriate field values or other texts.

If the user opens the Excel file on the local hard drive or calls the file from the Web browser, the "Auto\_open" macro is executed. This macro starts the events "Change" ("Field\_OnChange" macro) and "Double click" ("Field\_OnDoubleClick" macro) in the main entry screen and suppresses the Start button. (The start button is only visible in cases where the "Auto\_open" macro is not executed, as in some earlier versions of Excel).

The Excel module "Submit" contains coding for extracting the entered data from the Excel file and creates a HTML file on the local hard drive. When the data is extracted, a character string is

## Modifying Excel Sheets for Travel Expenses

created that contains all necessary HTML statements for a complete HTML page (for example, <HTML> <BODY> <...> </BODY> </HTML>). In this string, all entered data is stored in hidden HTML fields (<INPUT TYPE=HIDDEN NAME=xyz VALUE="abc">). This string is then stored in Excel under the file name EmployeeID.htm using the standard I/O statements. Finally, after the file has been saved, the "Define\_Transfer" macro is executed. This macro specifies how the standard browser is to be started. (Excel 95 uses the start statement, NT 4.0 the cmd statement, and Windows 3.x the complete path to the Web browser.) Then the browser is started with the Shell statement and the relevant transfer mode to start the newly created file.

### Modifying sheets - basics

You can modify the raw templates using Excel 97 (do not use earlier versions), beginning with the translation template (TRIP\_ITS.xls). The raw templates (for example, DE\_TRIP.xls and EN\_TRIP.xls) can be created semi-automatically later in the process using the translation template. The translation template contains additional macros that can help you during the modification process.

To open the translation template, choose the TRIP\_ITS.xls file in the "Open file" dialog and press Shift while you choose "Open".

This prevents the auto\_open macro from being executed. Once the auto\_open macro has been executed, some buttons may no longer be displayed and all events for the sheet are started: this makes it nearly impossible to modify the sheet.

## Modifying Excel Sheets for Travel Expenses

### Create language-dependent sheets

Prerequisites:

1. MS Excel 97 or higher is installed.
2. SAP Automation RFC library is installed.

As already mentioned, you should not use the language-dependent sheets to modify the sheet. Use the TRIP\_ITS.xls to make your changes, and then recreate the language-dependent sheets.

1. After you have finished modifying the translation template, you have to recreate the language-dependent raw template. To do so, proceed as follows:
2. Save the current version of the TRIP\_ITS.xls sheet in the 99\sheets directory.
3. Open the "xxx\_ITS" function module.
4. Choose the "Translate" macro.
5. Choose the relevant language, by setting the "Language" variable (for example, Language = "EN" for English).

The character strings are read for the selected language from the R/3 System.

6. Start the "Translate" macro.

This macro reads the character strings from the R/3 System by calling the GET\_TEXTELEMENT\_FOR\_SHEET function module several times. You can add more text elements to table T706ESS3 in the customer name ranges X\*, Y\*, and Z\*.

7. If you wish, you can delete the xxx\_ITS function module, to save transfer band width during transfer to the client PC. To delete, right-click on the function module and select "Delete" from the dialog box menu.
8. Save the newly created raw template in the 99\sheets directory under the name [Language]\_TRIP.xls, [Language] being the R/3 two-character language key.
9. Reload the translation template and repeat this procedure from step 2 for all languages you want to offer on your Web server.

This procedure guarantees that the Excel sheets are the same in all different languages and function in the same way.

10. If the "RAW\_TEMPLATE" variable in table T706ESS2 does not correspond with the path where you stored the raw templates, you have to send the new sheets to all of the servers running RFCCOM and put them in the relevant directories.

## Naming Conventions for Data Transfer

When data is transferred to the Web server using HTTP Post, there are several field names that you should not use when adding fields to the sheet. These field names are already used by the Excel file. The following section contains a list of these field names.

### Receipt entry

#### General trip data:

Field name	Description	Field name	Description
PID	Employee ID		
SDATE	Begin date of trip	STIME	Begin time of trip
EDATE	End date of trip	ETIME	End time of trip
REASON	Trip reason	DEST	Trip destination
COUNTRY	Main trip country	REGION	Main trip region
PDMEALS	Per-diem settlement for meals	PDACCOM	Per-diem settlement for accommodations
NONIGHTS	Number of nights PD settlement		
DATEOUT	Date border crossing departure	TIMEOUT	Time border crossing departure
DATEIEN	Date border crossing return	TIMEIN	Time border crossing return
COUNTRYIN	Country from which returned	REGIONIN	Region from which returned
TTCSIN	Trip type company-specific for border crossing		
SCHEMA	Trip schema	TTCS	Global trip type company-specific
TTSTAT	Global trip type statutory	TTACTI	Global trip activity type

#### Receipts:

(xxx is a placeholder for the relevant receipt number, for example, RTY012 for receipt type 12)

RNOxxx	Receipt number	RTYxxx	Expense type
RAMxxx	Receipt amount (4 dec. places)	RCUxxx	Currency
RRAXxx	Currency rate (5 dec. places)	RVAXxx	VAT rate (2 char.)
RDAxxx	Receipt date	RTExxx	Short text (11 char.)

**Naming Conventions for Data Transfer**

RSTxxx	Stopover assignment	RPSxxx	Share percent or absolute
RBRxxx	Number of breakfasts	RCNxxx	Country for receipt
RRGxxx	Region for receipt	RTTxxx	Trip type for receipt
RFDxxx	From date	RTDxxx	To date
RNUxxx	Number (of nights/persons)	RDExxx	Description (50 char.)
RLOxxx	Location (50 char.)	RPUxxx	Purpose (50 char.)
RRExxx	Reason (50 char.)	RCCxxx	Credit card company (2 char.)
RCDxxx	Credit card document no.	RCTxxx	Credit card service establishment

**Miles/Kilometers:**

(xxx is a placeholder for the relevant miles/kms item, for example, MICO012 for miles/kms item 12, country)

MINOxxx	Miles/Kms number	MIDAxxx	Miles/Kms date
MITOxxx	Miles/Kms total	MIDOMxxx	Domestic miles/kms
MIPLxxx	License plate	MIMAxxx	Car make
MITYxxx	Vehicle type	MICLxxx	Vehicle class
MICOxxx	Country	MIRGxxx	Region

**Stopovers:**

(xx is a placeholder for the relevant stopover item, for example, STFD01 for start date, stopover item 1)

STNOxx	Stopover number	STFDxx	From date
STFTxx	From time	STTDxx	To date
STTTxx	To time	STRExx	Reason
STLOxx	Location	STCOxx	Country
STRGxx	Region	STSTxx	Statutory trip type
STTTCSxx	Company-specific trip type	STATTxx	Trip activity type
STNIGHTxx	No. of nights at stopover		

**Text:**

TEXTxxx	Text line		
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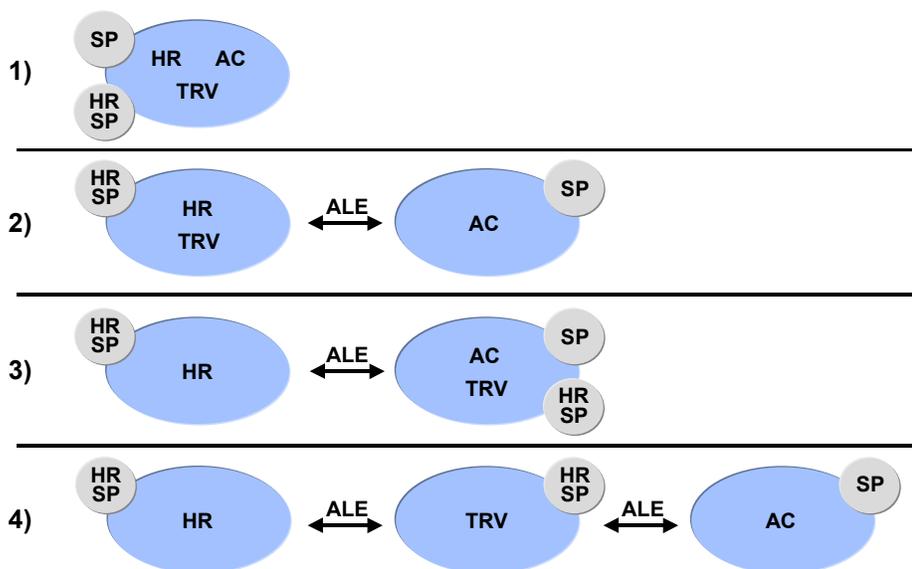
## Travel Management and System Infrastructure

### Possible System Combinations

R/3 Travel Management (TRV) can be used

1. in combination with R/3 Human Resources (HR) and R/3 Accounting (AC)
2. in combination with HR and separate from AC
3. in combination with AC and separate from HR
4. separate from HR and AC

Depending on the configuration Support Packages (SP) and HR Support Packages (HR SP) have to be imported into the respective systems.



### Advantages/Disadvantages of Cases 1 - 4

#### Case 1: Travel Management, HR and Accounting are in one system

##### Advantages:

- No need for distribution of:
  - HR master data

**Travel Management and System Infrastructure**

- Travel expense results to Payroll
- CO receivers
- 
- Validation of CO receivers is carried out locally
- Synchronous posting of travel expense results to Accounting

**Disadvantages:**

- Human Resources, Accounting and Travel Management have to have the same release status
- Lack of flexibility
- Possible capacity problems

**Case 2: Travel Management and HR in a system separate from AC**

**Advantages:**

- No distribution of travel expense results for Payroll
- Travel Management and Accounting can have a different release status
- Existing accounting systems can be connected

**Disadvantages:**

- Remote validation of CO receivers in Accounting via ALE
- CO receivers have to be replicated in the Travel Management system to provide a correct input help for CO receivers
- To create person-related vendors automatically, the HR master data (Infotypes 0000, 0001, 0002, 0003, 0006, 0009, 0017, 0105) has to be replicated in the Accounting system via ALE.
- Asynchronous posting of travel expense results to Accounting via ALE. To guarantee a successful posting to the Accounting system in this case, **the posting run has to be validated before it is sent.**

**Case 3: Travel Management and AC in a system separate from HR**

**Advantages:**

- No distribution of CO receivers is required
- CO receivers are validated locally
- Human Resources and Travel Management can have a different release status
- Synchronous posting of travel expense results to Accounting. In this case documents in a posting run containing errors can be rejected

**Disadvantages:**

- HR master data (Infotypes 0000, 0001, 0002, 0003, 0006, 0009, 0017, 0105) has to be replicated via ALE

### Travel Management and System Infrastructure

- Travel expense results for Payroll have to be replicated via ALE
- **Both the Support Packages and the HR Support Packages have to be imported into the Travel Management/Accounting systems.**

#### Case 4: Travel Management, AC and HR are in separate systems

##### Advantages:

- Human Resources, Travel Management and Accounting can all have a different release status
- Maximum flexibility
- Existing Accounting and HR systems can be connected

##### Disadvantages:

- HR master data (infotypes 0000, 0001, 0002, 0003, 0006, 0009, 0017, 0105) has to be replicated in the Travel Management system via ALE
- To create person-related vendor master records in Accounting automatically, the HR master data (infotypes 0000, 0001, 0002, 0003, 0006, 0009, 0017, 0105) has to be replicated in the Accounting system via ALE.
- Travel expense results for Payroll have to be replicated via ALE
- Remote validation of CO receivers
- CO receivers have to be replicated in the Travel Management system to provide a correct input help for CO receivers
- Asynchronous posting of travel expense results to Accounting via ALE. To guarantee a successful posting to the Accounting system in this case, **the posting run has to be validated before it is sent.**

##### See also:

[Criteria for Selecting a System Infrastructure \[Page 573\]](#)

[Transfer to Accounting \[Page 343\]](#)

[Transfer to HR Payroll \[Page 377\]](#)

For more information on setting up ALE scenarios, see, for example, the implementation guide (IMG) for Basis under *Application Link Enabling (ALE) → Modeling and Implementing Business Processes → Predefined ALE Business Processes →*

- *Human Resources → HR <-> HR → Set Distribution of Trip Accounting Results*
- *Human Resources → HR <-> AC → Set up Trip Costs Transfer*
- *Human Resources → HR <-> AC → Set Up Integration of Travel Management and Funds Management*

## Criteria for Selecting a System Infrastructure

Criteria	Cases	Case 1	Case 2	Case 3	Case 4
		Replication of all HR master data via ALE	no	AC *	AC
Replication of CO objects via ALE (for F4 help)	no	HR/TRV	no	TRV	
Validation of CO objects	local	remote via ALE	local	remote via ALE	
Replication of TRV travel expense results in HR via ALE	no	no	yes	yes	
Transfer to AC	sync.	async.	sync.	async.	
Different release status possible	no	HR/TRV and AC	HR and TRV/AC	HR and TRV and AC	
Adaptability to existing system infrastructures	poor	good	good	very good	
HR Support Packages have also to be imported into AC	no	no	yes	no	

Note that a validation of the posting run must always be made before an asynchronous transfer of the travel expense results to Accounting. This is the only way to guarantee that the dataset to be posted can always be posted to Accounting.

\* Only required if the person-related vendor master records are to be created or maintained automatically.

**See also:**

[Travel Management and System Infrastructure \[Page 570\]](#)