

## Changing location of stay in the daily allowance

Go to the 'Expenses' tab and open the draft folder for your official trip (in this example, 538757 NYC):

The screenshot shows the Mobilexpense web application interface. The top navigation bar includes 'Travel request', 'Expenses', 'Approval', 'Cash advances', 'Dashboard', 'My profile', and 'Logout'. The 'Expenses' tab is active. The main content area is titled 'Expenses' and is divided into four sections:

- 1. Create new expenses**: Contains three buttons: 'Expenses', 'Mileage', and 'Daily allowances'.
- 2. Default created expenses**: Contains a table titled 'Costs to be allocated'. The table has columns for ID, Draft Expense Reports, #, and Amount. A white arrow points to the first row of data.
- 3. Expenses send in for approval**: Shows 'No pending report'.
- 4. Settlements**: Contains two tables for 'Settlement preparation' and 'Next settlement'.

The table in section 2, 'Costs to be allocated', contains the following data:

ID	Draft Expense Reports	#	Amount
1002-22334	538757 NYC	1	369.93 EUR

The bottom of the screenshot shows a Windows taskbar with various application icons and system tray information including 'ENG INTL' and '09-04-2020'.

You will then see the 'Expenses' folder, in which the transaction list already includes a draft daily allowance.

Click this line to open the daily allowance.

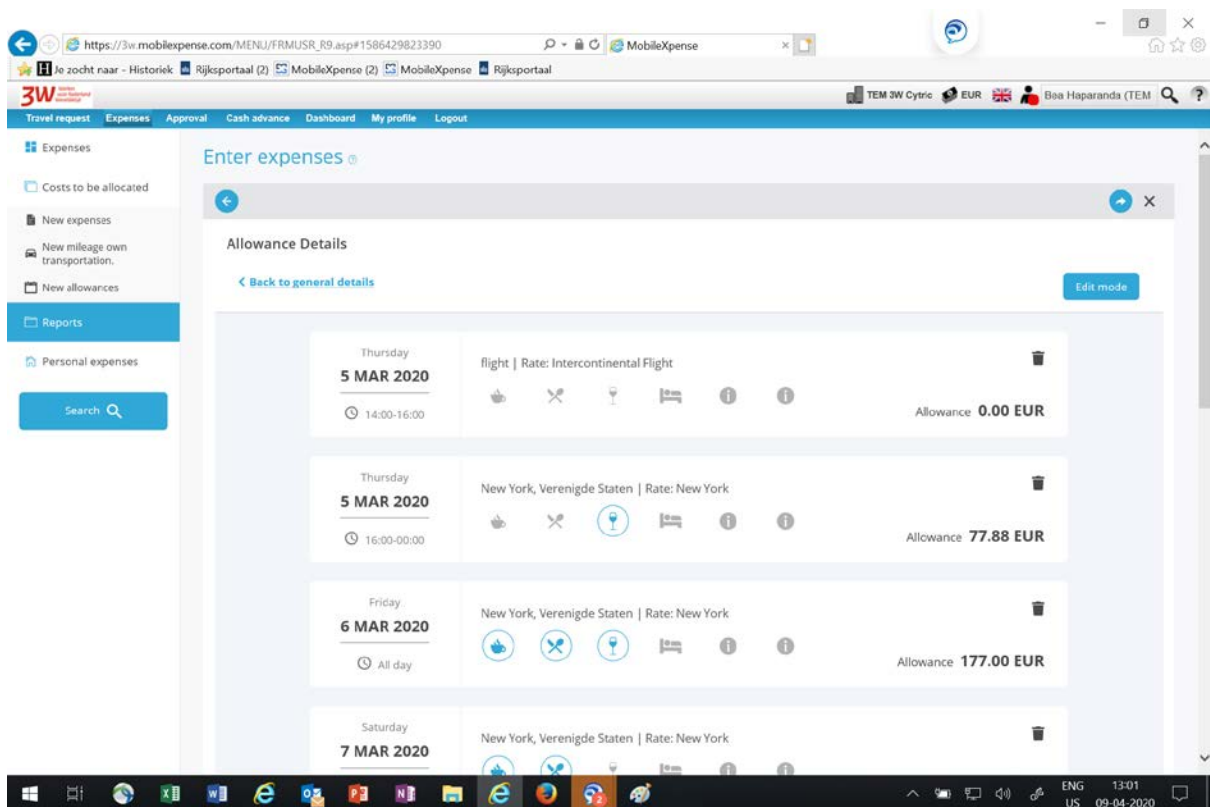
The screenshot displays the MobileXpense interface for a report. At the top, there's a navigation bar with options like 'Travel request', 'Expenses', 'Approval', 'Cash advance', 'Dashboard', 'My profile', and 'Logout'. The left sidebar contains menu items for 'Expenses', 'Costs to be allocated', 'New expenses', 'New mileage own transportation', 'New allowances', 'Reports', and 'Personal expenses'. The main content area is titled 'Reports' and shows a confirmation message: 'Conform beleid' and 'Uw declaratie is klaar om verzonden te worden!'. Below this, a summary card displays the report details: 'From: 05/03 2020', 'Until: 08/03 2020', '538757 NYC', and 'Reference: 1002-22334| Company: TEM 3W Cytric'. A table of key figures shows: 'Approver(s): Sebastian Meijndert', 'Total Amount: 369.93 EUR', 'Amount to be reimbursed: 369.93 EUR', and '# Transactions: 1'. There is a text area for 'Opmerking van de declarant' with the placeholder 'Enter comment here'. Below that is a 'Transaction List' table with columns: Date, Country/City, Expense Category, Type, Quantity, Unit price, Paid amount, Approval, and Control. The table contains one row: '05/03/2020', 'Intercontinental Flight', 'Other - Daily allowance', '3', '369.93 EUR', '369.93 EUR', 'Draft', and 'Draft'. At the bottom right of the transaction list, there is a button 'Add a new Expense'. The footer of the page shows the system language as 'ENG US' and the date as '09-04-2020'.

The daily allowance is compiled on the basis of the trip booked. Dates and times correspond to the ticket booked. If these change, you must change the daily allowance accordingly.

This example shows how to change the itinerary.

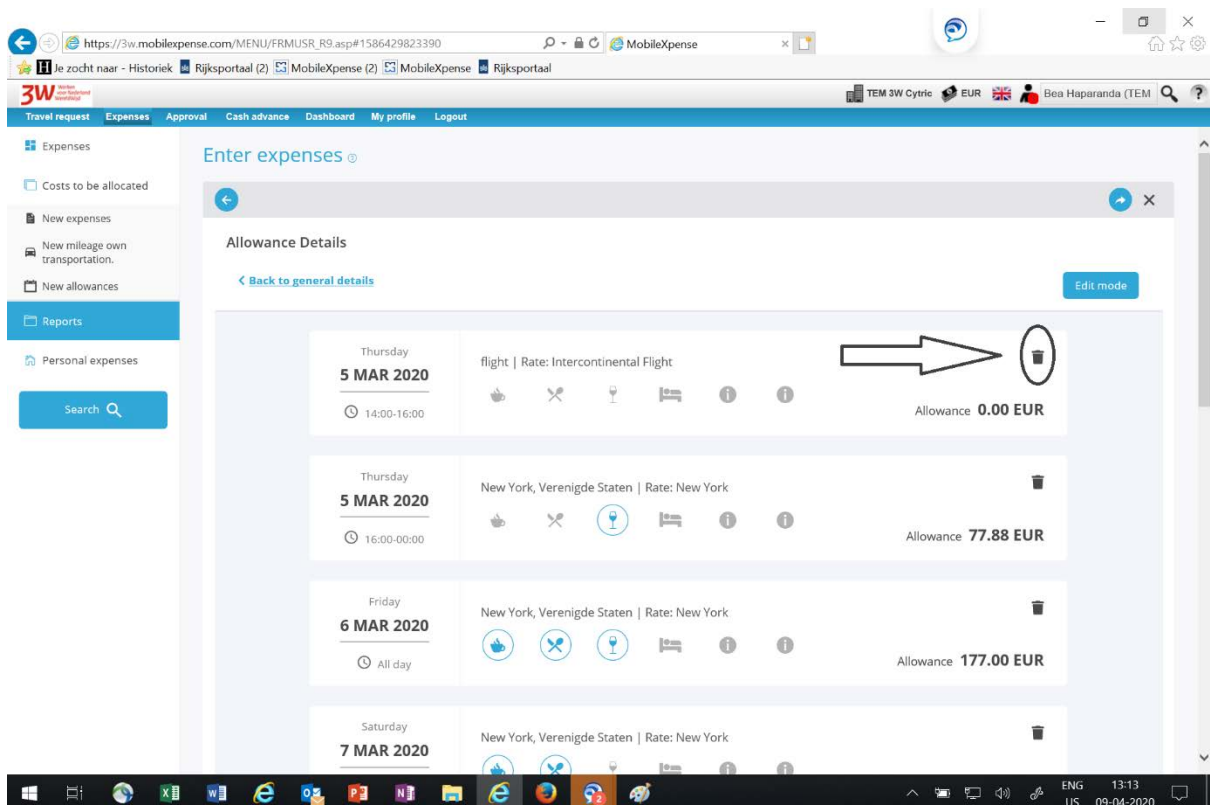
Suppose you were delayed at the start of the trip and eventually flew home from another location.

In the daily allowance, click 'Edit mode':



You can make changes line by line or delete lines by using the trash can icon. Please note that all deleted lines will disappear.

This example involves completely recompiling the expense claim. Start with the top trash can icon.

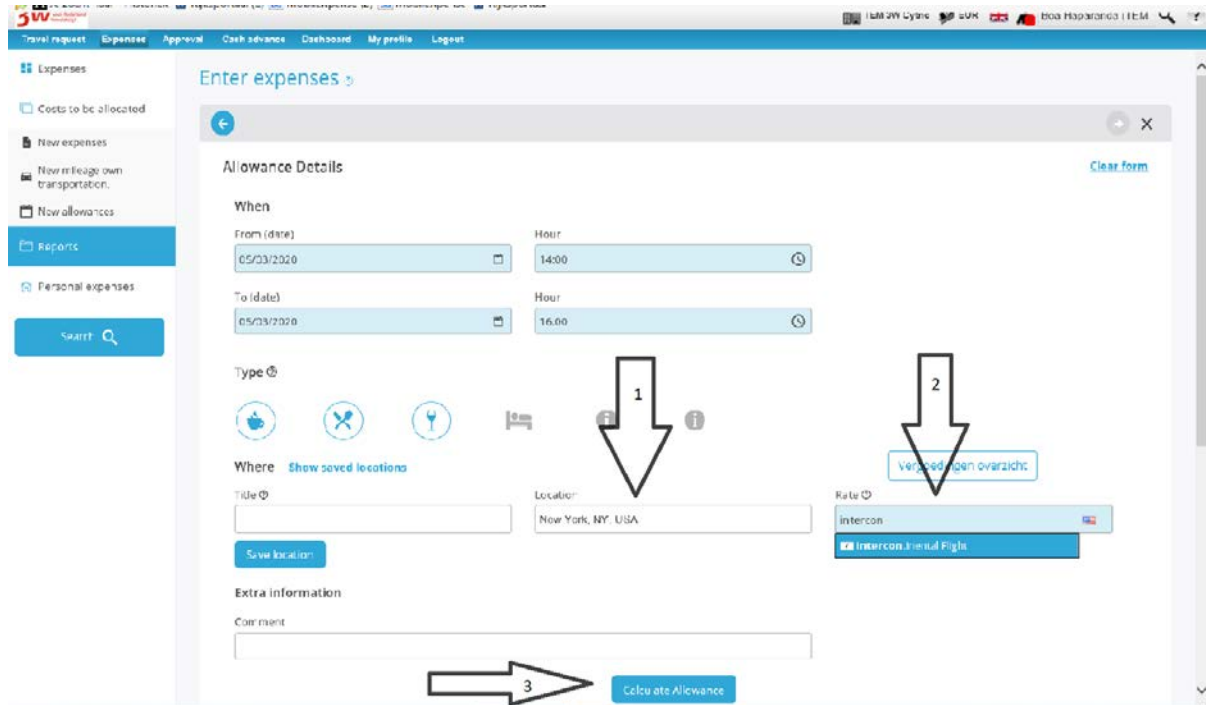


You will then see an entry field in which to complete the itinerary and the location of stay. If the flight is intercontinental, start with the flight.

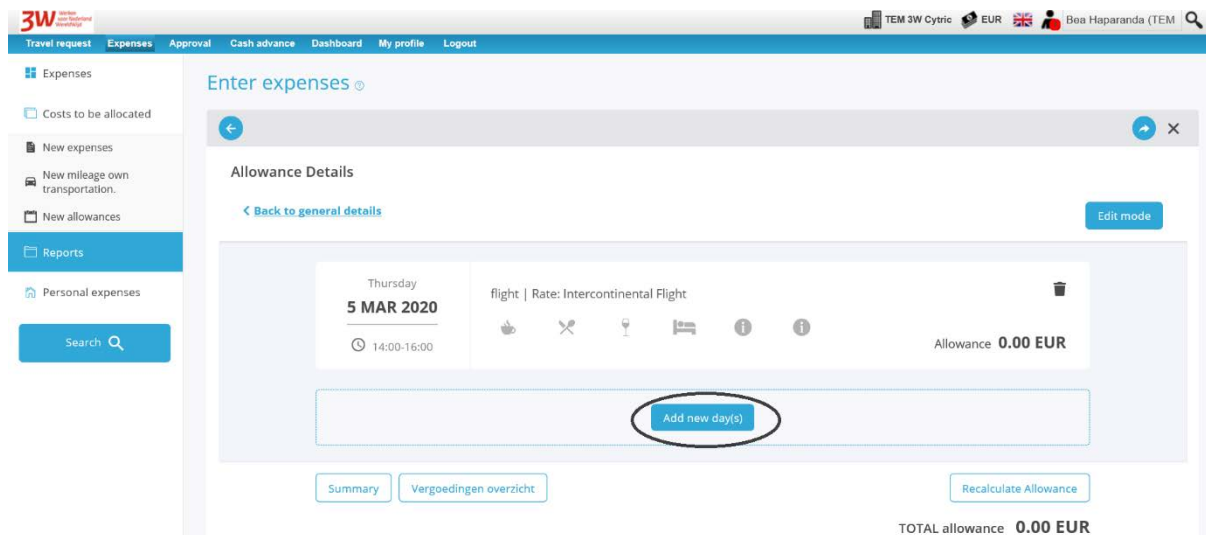
1: under 'Location', enter the final destination.

2: under 'Rate', select 'Intercontinental Flight'. The reason for this is that, according to the travel policy, a daily allowance is not permitted during an intercontinental flight.

3: then click 'Calculate Allowance'.

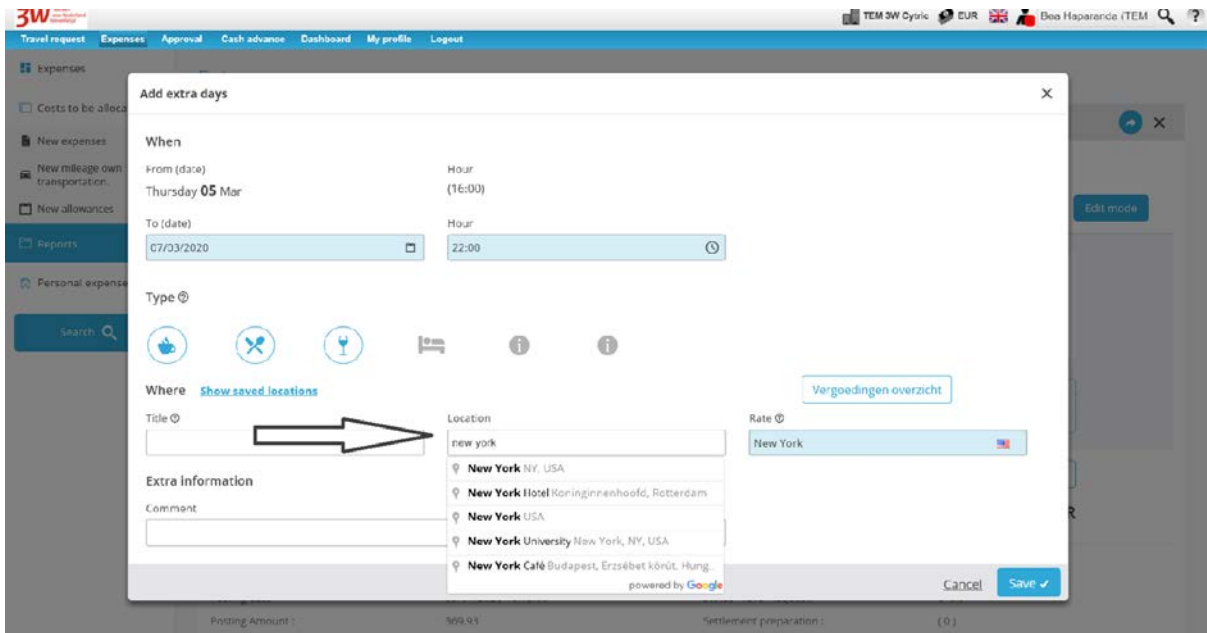


Then click 'Add new day(s)':



In this screen, enter the date and time of your (first) location of stay.

In this example, you depart for Chicago on 7 March at 22:00. Your daily allowance for New York is valid up to that time. Under 'Location', enter the town/city where you stayed. The system automatically calculates the correct amount.

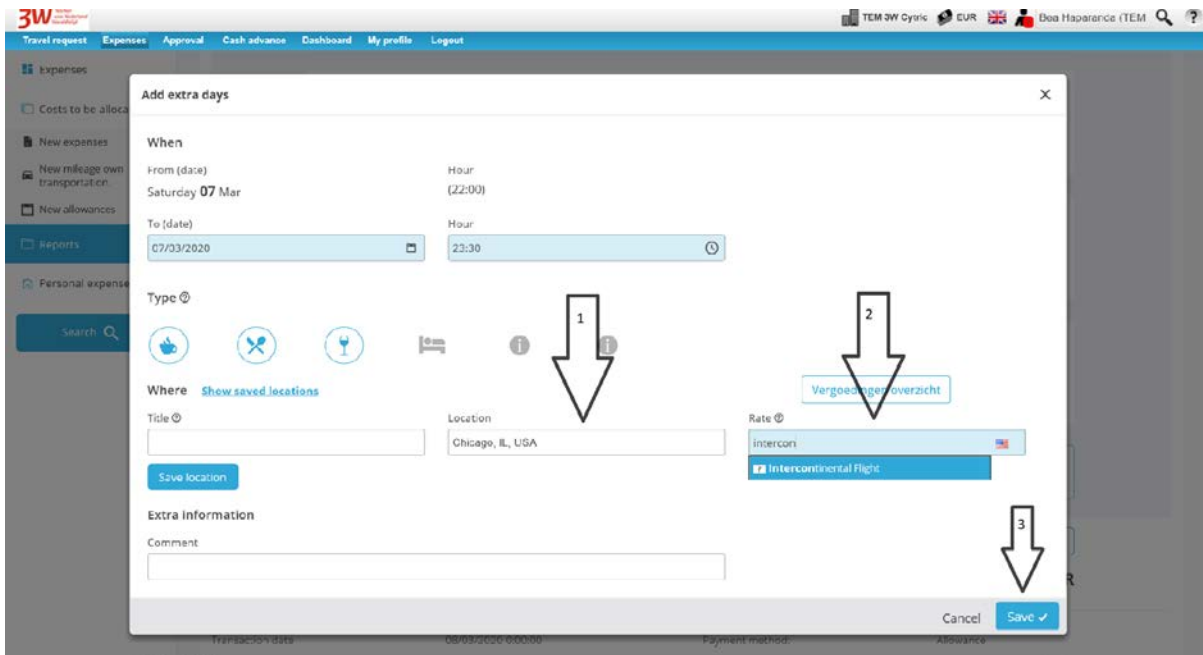


Then click 'Save'.



Next, indicate that you flew to Chicago.  
You departed at 22:00 and arrived at 23:30.

So click **Add new day(s)**, and then complete the arrival details: 'Location' and 'Rate' ('Intercontinental Flight'):



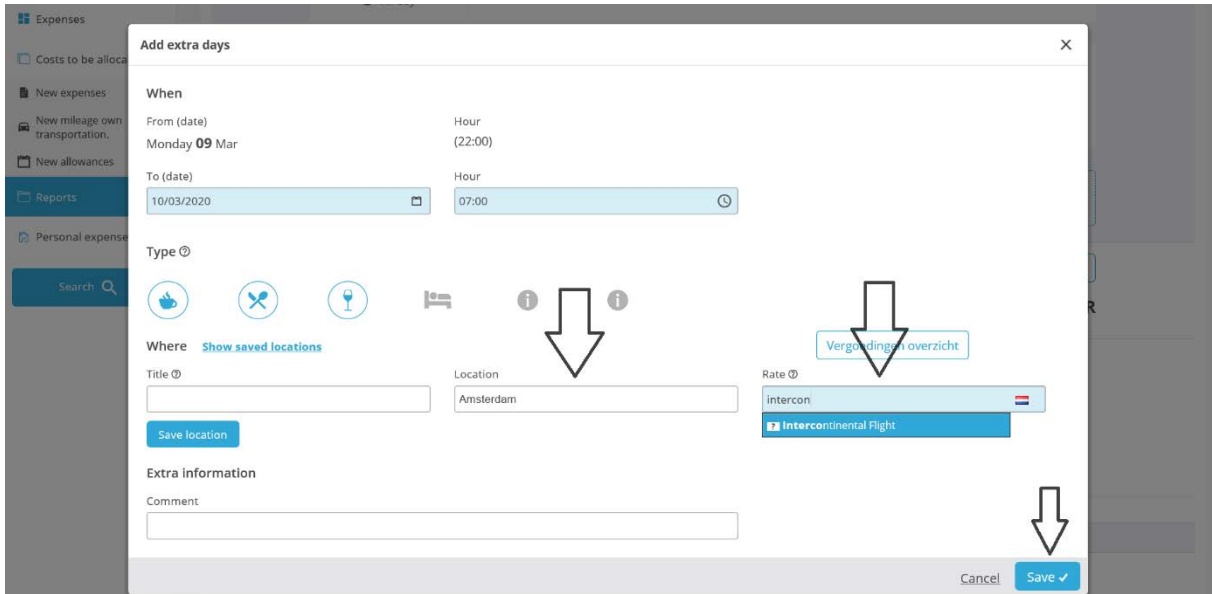
Click **Add new day(s)** again to indicate the duration and location of your stay.



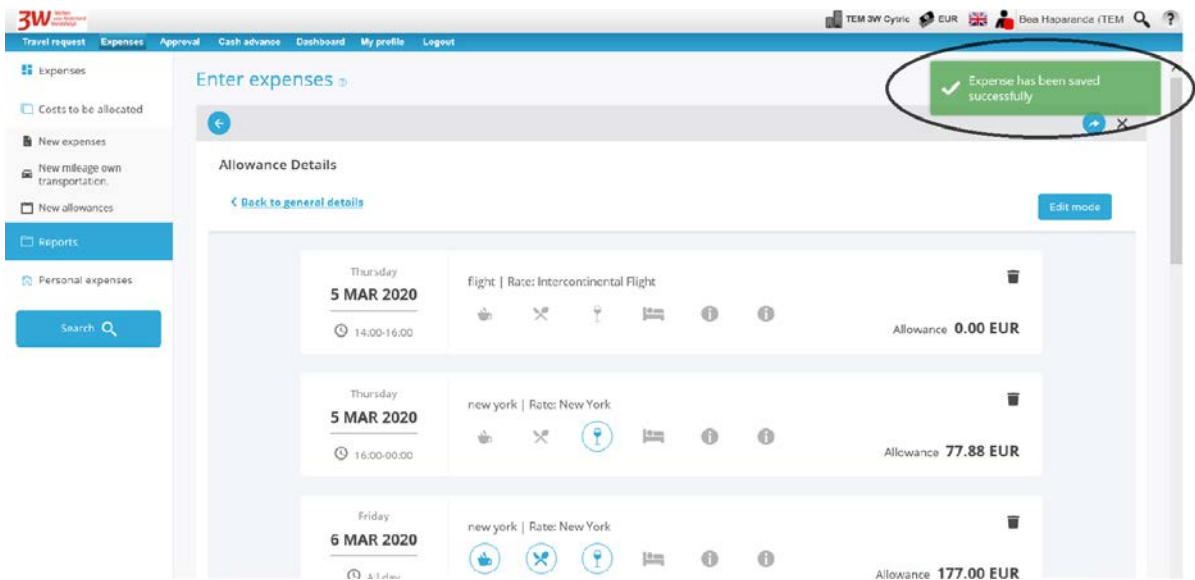
Finally, complete the details of your return flight home.

Under 'Add extra days', 'Rate', again select 'Intercontinental Flight':

- 1: Enter the final destination
- 2: Under 'Rate', select 'Intercontinental Flight'.
- 3: Click 'Save'.



Once the changes have been saved, they will be displayed.



Then click 'Close'.

Costs to be allocated

- New expenses
- New mileage own transportation
- New allowances
- Reports
- Personal expenses

Search 🔍

🕒 00:00-07:00
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Allowance **5.26 EUR**

Add new day(s)

Summary
Vergoedingen overzicht
Recalculate Allowance

**TOTAL allowance: 556.94 EUR**

### Status Travel Request

Transaction date	10/03/2020 0:00:00	Payment method:	Allowance
Posting date	09/04/2020 10:13:00	Status: Travel Request	Draft
Posting Amount:	556.94	Settlement preparation:	{0}
Posting Currency:	EUR	Payment to P/F administration:	{0}
Declaratie:	1002 22334		

### Check op het beleid

Info/Transaction data	Amount	Comment
⚠️ Out of policy	556.94 EUR	Transaction not within travel period <a href="#">(View Rule)</a>

Close
Save ↗️

+ Show Support Details

