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):

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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.

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				O A	dd a new Expense •

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':

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		7 MAR 2020		an amount trace				

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.

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- 3: then click 'Calculate Allowance'.

Then click 'Add new day(s)':

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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.

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Then click 'Save'.

<u>Cancel</u>	Save 🗸

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

Add new day(s) So click ('Intercontinental Flight'):

, and then complete the arrival details: 'Location' and 'Rate'

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Click Add new day(s)

again to indicate the duration and location of your stay.

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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'.

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

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Then click 'Close'.

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