

## Changing the daily allowance

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

The screenshot displays the 'Expenses' tab in a travel management system. The navigation menu on the left includes 'Expenses', 'Costs to be allocated', 'New expenses', 'New mileage own transportation', 'New allowances', 'Reports', and 'Personal expenses'. The main content area is divided into four sections:

- 1. Create new expenses**: Contains three buttons: 'Expenses', 'Mileage', and 'Daily allowances'.
- 2. Default created expenses**: Contains a table for 'Costs to be allocated' and a table for 'Draft Expense Reports'. A large black arrow points to the 'Draft Expense Reports' table, specifically to the row with ID 1002-22334 and amount 556.94 EUR.
- 3. Expenses send in for approval**: Shows 'No pending report'.
- 4. Settlements**: Contains 'Settlement preparation' and 'Declaratie' sections, each with a table of data.

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.

Travel request Expenses Approval Cash advance Dashboard My profile Logout

Expenses

Costs to be allocated

New expenses

New mileage own transportation.

New allowances

Reports

Personal expenses

Search

## Reports

Conform beleid

Uw declaratie is klaar om verzonden te worden!

From 05/03 2020 Until 10/03 2020 538757 NYC Reference: 1002-22334 | Company: TEM 3W Cytric

Approver(s) Sebastiaan Meijndert

Total Amount 556.94 EUR

Amount to be reimbursed 556.94 EUR

# Transactions 1

Opmerking van de declarant

Enter comment here

Transaction List

	Date (dd/mm/yyyy)	Country/City	Expense Category	Type	Quantity	Unit price	Paid amount	Approval	Control
<input type="checkbox"/>	10/03/2020	Amsterdam	Other - Daily allowance		8	-	556.94 EUR 556.94 EUR		Draft

Add a new Expense

Report Details

Summary 1002-22334

Credit rekening	Debit account	Ministry / Directive / Unit	Cost element/project code	Travel plan	Amount
123456	5635	BUZA 3W-DRM	BUZA 3W-DRM	538757-NYC	556.94 EUR
<b>Total amount</b>					<b>556.94 EUR</b>

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 first example shows how to change the location.

Suppose the location indicated is New York, but you actually stayed in Stamford. You must change the daily allowance accordingly.

In the daily allowance, click 'Edit mode':

## Enter expenses

Allowance Details

[Back to general details](#) Edit mode

Thursday <b>5 MAR 2020</b> 14:00-16:00	flight   Rate : Intercontinental Flight 🍷 ✂️ 🍷 🛏️ ⓘ ⓘ	Allowance <b>0.00 EUR</b>
Thursday <b>5 MAR 2020</b> 16:00-00:00	new york   Rate : New York 🍷 ✂️ 🍷 🛏️ ⓘ ⓘ	Allowance <b>77.88 EUR</b>

You can then make changes line by line.  
To change a destination, first click 'Clear':

Saturday  
**7 MAR 2020**  
00:00-22:00

[Show saved locations](#)

Title  Location  Rate

Clear

🍷 ✂️ 🍷 🛏️ ⓘ ⓘ

Comment

Allowance **115.05 EUR**

[Show saved locations](#)

Title Location Rate

Then under 'Location', enter the location where you stayed. In this case, Stamford.

The screenshot displays a travel expense management interface with three entries. The middle entry is the focus, showing a date of Saturday 7 MAR 2020 and a time of 00:00-22:00. The location dropdown menu is open, listing suggestions: Stamford UK, Stamford Bridge Fulham Road, London, UK, Stamford CT, USA, Stamford Bridge York, UK, and Stamford Hill London, UK. The allowance for this entry is 115.05 EUR. The top entry has an allowance of 177.00 EUR, and the bottom entry has an allowance of 115.05 EUR.

The system automatically calculates the correct amount.

Do the same for each day that needs to be changed, click 'Recalculate Allowance' below, and then click 'Save'.

The screenshot shows a web interface for managing travel expenses. On the left is a sidebar with navigation options: Expenses, Costs to be allocated, New expenses, New mileage own transportation, New allowances, Reports (highlighted), and Personal expenses. A search bar is at the bottom of the sidebar.

The main content area displays a list of travel days. The first entry is for 9 MAR 2020 with a time range of 22:00-00:00 and an allowance of 5.26 EUR. The second entry is for 10 MAR 2020 (Tuesday) in Amsterdam, with a time range of 00:00-07:00 and an allowance of 5.26 EUR. Below the list is a dashed box containing an 'Add new day(s)' button.

At the bottom of the list, there are buttons for 'Summary' and 'Vergoedingen overzicht'. A large arrow labeled '1' points to a 'Recalculate Allowance' button. Below this, the total allowance is shown as 396.01 EUR.

The 'Status Travel Request' section contains the following data:

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		

The 'Check op het beleid' section contains a table with one row:

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

At the bottom right, a large arrow labeled '2' points to a 'Close' button and a 'Save' button. A '+ Show Support Details' link is also visible at the bottom left of the main content area.

Once the changes have been saved, this will be indicated on the screen. Now click 'Close'.

9 MAR 2020  
22:00-00:00

Amsterdam | Rate: Amsterdam

Amsterdam | Rate: Amsterdam

Tuesday  
10 MAR 2020  
00:00-07:00

Expense has been saved successfully

Allowance 5.26 EUR

Allowance 5.26 EUR

Add new day(s)

Summary Vergoedingen overzicht Recalculate Allowance

TOTAL allowance 396.01 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:	396.01	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	396.01 EUR	Transaction not within travel period <a href="#">View Rule</a>

Close Save