Changing the daily allowance

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

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 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 **5 MAR 2020** 🕐 14:00-16:00	flight | Rate : Intercontinental Flight	Allowance **0.00 EUR**
Thursday **5 MAR 2020** 🕐 16:00-00:00	new york | Rate : New York	Allowance **77.88 EUR**

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

Show saved locations

Saturday
7 MAR 2020
🕐 00:0☐22:00

Title

Location
new york

Rate
New York

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 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'.

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

9 MAR 2020

Amsterdam | Rate: Amsterdam

🕐 22:00-00:00

Allowance **5.26 EUR**

Tuesday
10 MAR 2020

Amsterdam | Rate: Amsterdam

🕐 00:00-07:00

🗑

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 (View Rule)

Close | Save ➤