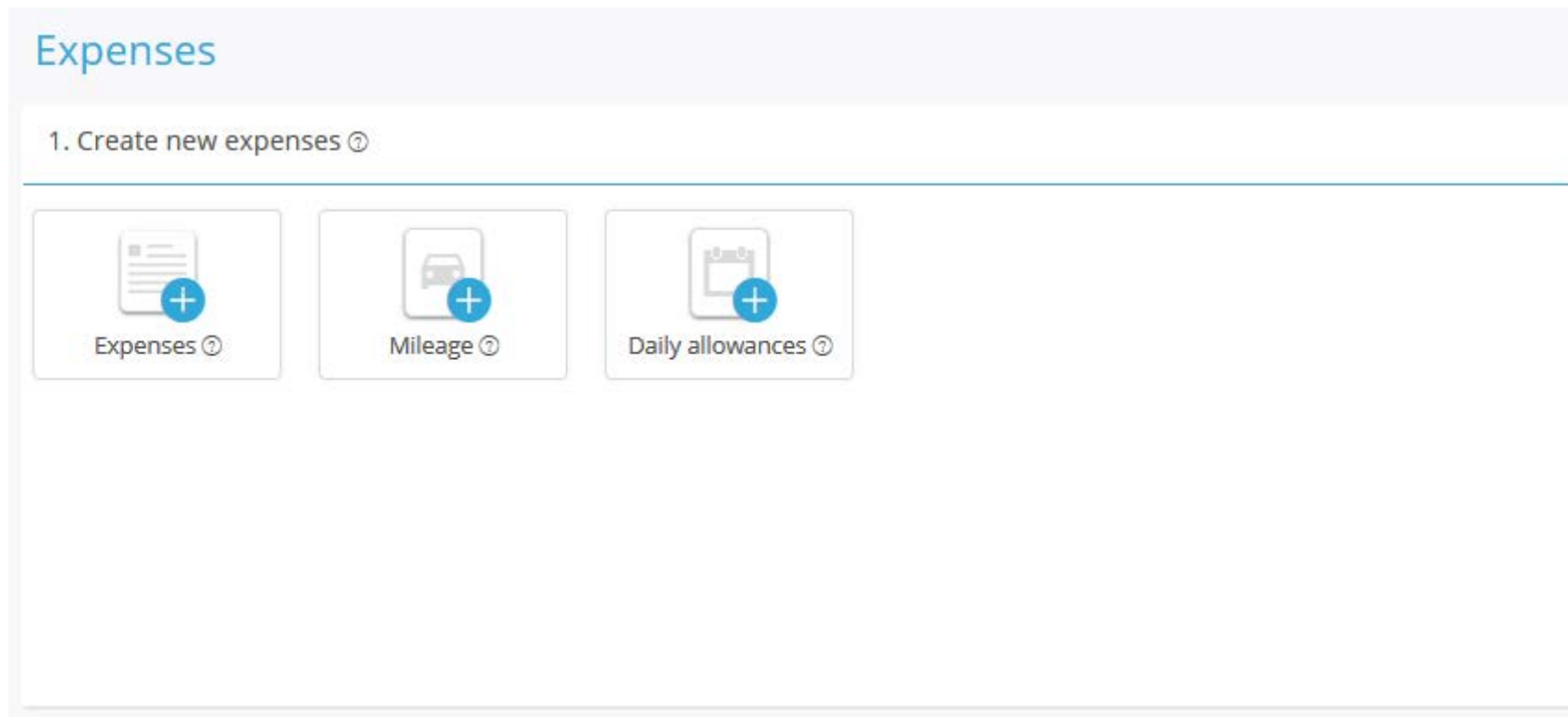


You will sometimes need to compile an entirely **new daily allowance**.

For a trip within Europe, you can do so as follows (allowances for intercontinental trips are explained in a separate work instruction).

Click the **Expenses** tab at the top left of the screen.

Then click the 'Daily allowances' button in the first column (1. 'Create new expenses').



1 + 2 Enter the 'From' and 'To' dates. In the case of multiple destinations, enter the date of departure to the next location in (2).

3 + 4 Enter the 'From' and 'To' times. Enter the times that you left the office/home and returned to the office/home. In the case of multiple destinations, enter the time of departure to the next location in (4).

If appropriate, uncheck all meals (blue = on = claim / grey = off = no claim).

5 Enter the town/city where you spent most of your time.

Then click 'Calculate Allowance'.

The screenshot shows a web form titled "Allowance Details" with a "Clear form" link in the top right. The form is divided into several sections:

- When:** Contains four input fields. The first two are for dates: "From (date)" with a placeholder "dd/mm/yyyy" and a calendar icon, and "To (date)" with a placeholder "dd/mm/yyyy". The next two are for times: "Hour" with a placeholder "00:00" and a clock icon. The numbers 1, 2, 3, and 4 are placed next to these fields respectively.
- Type:** Features five radio button options: "breakfast" (with a fork and knife icon), "lunch" (with a wine glass icon), "dinner" (with a wine glass icon), "not in use" (with a bed icon), and "no daily allowance" (with an information icon). The "no daily allowance" option is highlighted with a black box.
- Where:** Includes a "Show saved locations" link and a "Vergoedingen overzicht" button.
- Title:** A text input field.
- Location:** A text input field with the number 5 next to it.
- Rate:** A dropdown menu currently showing "Netherlands" with a flag icon.
- Extra information:** A "Comment" text area.
- Buttons:** A "Calculate Allowance" button is located at the bottom center, with a large white arrow pointing to it from the right. At the bottom right, there are "Cancel", "Clear", "Save" (with a checkmark), and a minus sign button.

A blue rectangular button with rounded corners and a white border, containing the text "Add new day(s)" in white. The button is centered within a light gray rectangular background.

In the case of multiple destinations, click 'Add new day(s)' at the bottom of the screen

1 + 2 Enter the time at which your stay at this location ended. The 'From' date is of course the date/time when you left the previous destination and is therefore already completed. You cannot change this.

3 Again, select the location of your stay (from the drop-down menu).

Click 'Save' to save it and add this day/these days.

Add extra days



When

From (date)

Friday **24** Apr

Hour

(20:00)

To (date)

26/04/2020

1



Hour

18:00

2



Type



Where [Show saved locations](#)

Vergoedingen overzicht

Title

Location

barcel

3

- Barcelona** Spain
- Barcelonnette** France
- Barcelona Airport (BCN)** El Prat de Llobregat, Spa...
- Barcelona-Sants** Plaça dels Països Catalans, Bar...
- Barceloneta Beach** Spain

Rate

Barcelona

Extra information

Comment



Cancel

Save ✓

Once you have completed and edited the entire trip, save the daily amount by clicking 'Save' at the bottom right.

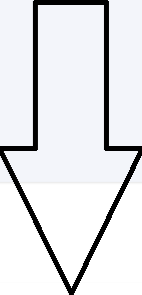
Costs to be allocated

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

Search

Day	Location	Rate	Allowance (EUR)
Thursday 24 APR 2020 00:00-20:00	Barcelona, Spain	Barcelona	60.14
Friday 24 APR 2020 20:00-00:00	Barcelona, Spain	Barcelona	5.82
Saturday 25 APR 2020 All day	Barcelona, Spain	Barcelona	97.00
Sunday 26 APR 2020 00:00-18:00	Barcelona, Spain	Barcelona	57.23
Add new day(s)			
Summary		Vergoedingen overzicht	
			Recalculate Allowance
			TOTAL allowance 390.91 EUR

Cancel Clear Save ✓



For more work instructions on expense claims, go to: <https://www.sso3w.nl/onze-diensten/travelpoint/tem-applicatie/werkinstructies-tem>.

You can also visit our webpage <https://www.sso3w.nl/onze-diensten/travelpoint> for all information about travelling for central government.