

## Submitting an expense claim after your trip

Start by creating a new travel request in the 'Travel request' tab.

Create +

Enter a short title and the departure date. Click

All travel requests

Card View Hide New

Create travel request

Short trip title

Request Name

Departure date

DD/MM/YYYY

Create +

All | Draft | Submitted | Approved | Rejected | Confirmed | Cancelled

After creating the request, change its status from 'Online booking' to 'Post-trip expense claim' (*Declaratie achteraf*). After all, you are not booking a trip. Complete the blue fields and click 'Save':

3W Werken voor Nederland Werkdag

Travel request Expenses Approval Cash advance Dashboard My profile Logout

Mar 2020 Mar 2020

Ingediend door Erik Doodkorte

**Unit travelling for and cost element**

Unit/embassy travelling for ② BUZA 3W-DRM X Q

Cost element/project code ② BUZA 3W-DRM(BUZA 3W-DRM) X Q

**Notifications for submission**

Geen meldingen

**Notifications for online booking**

Geen meldingen

**Trip Information**

To be completed by the traveler ②

② Reason Werkbezoek

② Description trip Berlin

② Extra cash advance needed because you are paying the hotel ☐

Automatically completed ②

② Type of traveller Ambtenaar

② Type of travel Duty trip

② Online booking, Request for offer or expense report 2. Declaratie achteraf

Summary costs for trip and stay ②

② Allowance estimation (EUR)

② Flight/train booking costs (EUR)

② Hotel booking costs (EUR)

② Car rental booking costs (EUR)

② Total estimated costs (EUR)

② Maximum cash advance

Delete Print Save Submit offer or submit for approval

Then scroll down a little, complete your itinerary details and click the checkbox to save them:

**3W** Werken voor Nederland  
Travel request | Expenses | Approval | Cash advance | Dashboard | My profile | Logout

MXF3S | TEM 3W Cytric | EUR | Erik Doodkorte (TEM) | User

### Trip Schema

Option is to skip the Trip Schema and go to online booking via 'Search & Book' under Trip Schema or below screen.

Enter the departure time from home and the arrival time at home

Return | Multidestination | One-way

Departure date: 10/03/2020  
Flight/Train number:   
Return date: 11/03/2020  
Flight/Train number:   
Location: Duitsland-Berlijn

From [City]: Amsterdam (Amsterdam-Schiphol) AMS, Netherlands  
Departure: 09:00, Arrival: Anytime  
To [City]: Berlin (Tegel), Germany  
Departure: Anytime, Arrival: 21:00

By: Air  
Class: Economy

Booking Dashboard  
Make yourself familiar with the travel policy and where to find all information on the travel policy and where to find it.

Online booking flight and stay via : **cytric** Search & book

**STATUS ONLINE BOOKING** : No booking  
Ticketing Date : Not applicable

Delete | Print | Save | Submit offer or submit for approval

Next, click 'Save' one last time and then click 'Submit'.



Following the overnight update, there will now be a folder under the **Expenses** tab in TEM in which you can submit your expense claim.

**You cannot submit the expense claim until the next day.**

Follow the instructions below the day after you have submitted your expense claim.

## Processing a post-trip expense claim

Go to the 'Expenses' tab.

The screenshot displays the TEM 3W Cytric web application. The top navigation bar includes the 3W logo, a user menu with 'User', and a search icon. The 'Expenses' tab is highlighted in the top navigation bar, indicated by a red arrow. Below the navigation bar, the 'Travel requests' section is visible. It includes a 'Create travel request' form with fields for 'Short trip title' (Request Name) and 'Departure date' (DD/MM/YYYY), and a 'Create +' button. Below the form, there are filters for 'All', 'Draft', 'Submitted', 'Approved', 'Rejected', 'Confirmed', and 'Cancelled'. A card view of a travel request is shown, titled 'trip Berlin' with ID 538746, marked as 'Approved'. The card features a photo of the Brandenburg Gate and a calendar snippet for Tuesday, March 10, and Wednesday, March 11, 2020. Below the photo, the travel details are listed: 'From: Amsterdam (Netherlands)', 'To: Berlin (Germany)', and 'Travel type: Standard travel request'.

**Travel requests**

For information, see [Travelpoint](#) or click on the ? in the right top corner of the screen.  
Look into your old travel requests in TEM 1.0? Follow this [instruction](#).  
First time on a trip? Have a look at the [steps](#) to be taken.  
Travel directive Corona-virus [Corona](#).

All travel requests

Card View Hide New

Create travel request

Short trip title Departure date

Request Name DD/MM/YYYY

Create +

All | Draft | Submitted | Approved | Rejected | Confirmed | Cancelled

**trip Berlin**  
538746  
Approved

Tue Wed  
10 11  
Mar 2020 Mar 2020

From Amsterdam (Netherlands)  
To Berlin (Germany)  
Travel type Standard travel request

Under category 2, your draft folder is ready for the expense claim:

**Expenses**

1. Create new expenses

Expenses Mileage Daily allowances

2. Default created expenses

Costs to be allocated

#	Amount	From	Until
1	50.00 EUR	09/01/2020	09/01/2020

3. Expenses send in for approval

No pending report

4. Settlements

Settlement preparation

No settlement

Date # Amount

0.00 EUR

Declaratie

No settlement

Date # Amount

Next settlement:

Date

08/04/2020

ID	Draft Expense Reports	#	Amount
1002-22304	538746 - trip Berlin	1	178.50 EUR

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To open the expense claim, click its name.

ID	Draft Expense Reports	#	Amount
1002-22304	538746 - trip Berlin	1	178.50 EUR

In this expense claim folder, you will find a transaction list containing the daily allowance details compiled from your itinerary.

**Reports**

✓ Conform beleid

Uw declaratie is klaar om verzonden te worden !

**538746 - trip Berlin**  
Reference: 1002-22304 | Company: TEM 3W Cytric

From <b>10/03</b> 2020	Until <b>11/03</b> 2020
------------------------------	-------------------------------

Approver(s)  
**Jos Drenkelford**

Total Amount  
**178.50 EUR**

Amount to be reimbursed  
**178.50 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	Berlin	Other - Daily allowance		2	-	178.50 EUR 178.50 EUR	✓	Draft	Draft

+ Add a new Expense

Report Details

Summary 1002-22304

Click the 'Other - Daily allowance' line to open it and edit it if necessary.

If the icons are blue, it means that you paid for the items yourself. If they are grey, it means that an item was provided by the host free of charge or included in another invoice.

If a hotel booking included breakfast, the breakfast icon must be grey.

See the example below:

3W

Werk voor Nederland

Werkwijze

MXF3S

TEM 3W Cytric

EUR

UK

Erik Doodkorte (TEM

User

?

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

Enter expenses

←

→

×

Allowance Details

←

Back to general details

Edit mode

Tuesday

10 MAR 2020

09:00-00:00

blue means paid yourself = declaration

Rate: Berlin

gray means offered = no declaration

Allowance

78.23 EUR

Wednesday

11 MAR 2020

00:00-21:00

Rate: Berlin

gray means hotel incl. breakfast = no declaration

Allowance

100.28 EUR

Add new day(s)

Summary

Vergoedingen overzicht

Recalculate Allowance

TOTAL allowance

178.50 EUR

Status Travel Request

Transaction date

11/03/2020 0:00:00

Payment method:

Allowance

Posting date

07/04/2020 10:35:00

Status Travel Request:

Draft

AVT20/BZ130422B9

8



After changing the daily allowance, click 'Recalculate Allowance'.

To save the recalculation, click the blue 'Save' button. After a few seconds, you can click

Close

3W version voor mobiele apparaten

MXF3S TEM 3W Cytric EUR Erik Doodkorte (TEM) User

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

Wednesday  
**11 MAR 2020**  
00:00-21:00

Rate: Berlin

Allowance **100.28 EUR**

Add new day(s)

Summary Vergoedingen overzicht

Recalculate Allowance

TOTAL allowance **178.50 EUR**

**Status Travel Request**

Transaction date	11/03/2020 0:00:00	Payment method:	Allowance
Posting date	07/04/2020 10:35:00	Status Travel Request:	Draft
Posting Amount :	178.50	Settlement preparation :	( 0 )
Posting Currency :	EUR	Payment to P/F administration :	( 0 )
Declaratie:	1002-22304		

**Check op het beleid**

Info/Transaction data	Amount	Comment
✔ Out of policy	0.00 EUR	

Close Save

+ Show Support Details

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For stays of more than one day, it is MANDATORY to specify a hotel, regardless of whether it was booked via TEM or not. Click the 'New expenses' tab:

**3W** Werken voor Nederland WereldWijd

Travel request **Expenses** Approval Cash advance Dashb

Expenses

Costs to be allocated

**New expenses**

New mileage own transportation.

New allowances

Reports

Personal expenses

Search 🔍

✓ Conform beleid

Uw declaratie is klaar om

From	Until
10/03	11/03
2020	2020

App  
Jos Dr

Opmerking van de decli

Enter comment here

Transaction List

In the case of a hotel expense claim, select the check out date under <Date>:

3W Winklen voor Nederland Wereldwijd

MXP3S TEM 3W Cytric

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

### New expenses

Date ① 11/03/2020

② Expense Category Click to open

② Quantity 1

Upload new receipt

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March 2020						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
24	25	26	27	28	29	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Then, under 'Expense Category', click <Click to open> . A drop-down menu will appear listing all the categories. For instance, select the 'Hotel incl taxes (cost for department)' category. Here 'department' means 'ministry':

3W

Werken voor Nederland Wereldwijde

MXP3S

TEM 3W Cytric

EUR

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

New expenses

Date

11/03/2020

Expense Category

Hotel - Hotel incl taxes (cost for department)

Deze categorie kosten alleen gebruiken indien de kosten voor logies door uzelf, de reisagent of door een post (Ambassade / consulaat) zijn voldaan. \* Bij veld 'Bruto bedrag' moet het totaal van de betaalde logieskosten (incl. tax) worden ingevuld. Ook als de hotelkosten zijn voldaan door de reisagent of de ambassade. Wanneer de hotelkosten voldaan zijn door de reisagent of ambassade dan kunt u de eventueel betaalde toeristenbelasting via de onkostencategorie 'Hotel - Toeristenbelasting' opvoeren. !!!!! LET OP !!!!! zelf betaalde ontbijtkosten kunnen niet via deze onkostencategorie worden gedeclareerd. Opbouw voor ontbijtkosten ontvangt u bij de daggeldvergoeding door bij de betreffende datum een 'vinkje' te zetten.

Hotel name

City/Town

Country/City

Netherlands

Gross total amount

Quantity

Upload new receipt

Complete all the blue fields.

**3W** Travel and Expense Management

Travel request Expenses Approval Cash advance Dashboard My profile Logout

MXP3S TEM 3W Cytric EUR Erik Doodkorte (TEM) User

Expenses

- Costs to be allocated
- New expenses
  - New mileage own transportation
  - New allowances
- Reports
- Personal expenses

Search

### New expenses

Date: 11/03/2020 Expense Category: Hotel - Hotel incl taxes (cost for department)

Deze categorie kosten alleen gebruiken indien de kosten voor logies door uzelf, de reisagent of door een post (Ambassade / consulaat) zijn voldaan. \* Bij veld 'Bruto bedrag' moet het totaal van de betaalde logieskosten (incl. tax) worden ingevuld. Ook als de hotelkosten zijn voldaan door de reisagent of de ambassade. Wanneer de hotelkosten voldaan zijn door de reisagent of ambassade dan kunt u de eventueel betaalde toeristenbelasting via de onkostencategorie 'Hotel - Toeristenbelasting' opvoeren. !!!! LET OP !!!! zelf betaalde ontbijtkosten kunnen niet via deze onkostencategorie worden gedeclareerd. Opbouw voor ontbijtkosten ontvangt u bij de daggeldvergoeding door bij de betreffende datum een 'vinkje' te zetten.

Hotel name: Novotel Berlin City/Town: Berlin

Country/City: Berlin

Gross total amount: 114.00 EUR Quantity: 1

Comment:

**Expense Details**

From: 10/03/2020 Until: 11/03/2020

**Additional info**

Breakfast: Inclusief

Hotel paid by: Reiziger

Approval manager on costs:

Exchange rate: 1 EUR = 1 EUR Paid amount: 114.00 EUR

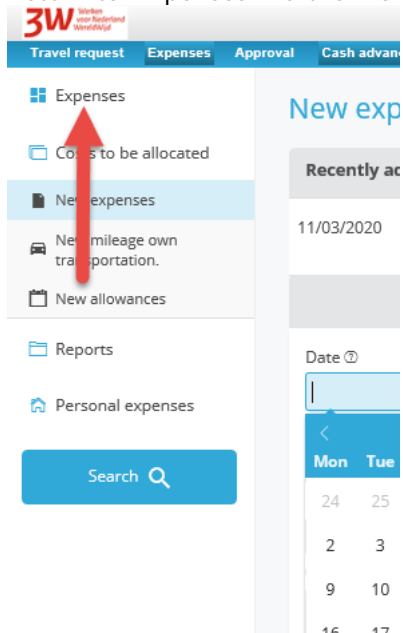
Upload new receipt

Cancel Clear Save

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Please note: under 'Country/City', select the city from the drop-down menu. If the city is not listed in the drop-down menu, select the country.  
To save this expense claim, click the blue 'Save' button:

Return to 'Expenses' via the menu on the left.



Open the 'Expenses' folder again under category 2.

3W the way you manage expenses

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

## Expenses

### 1. Create new expenses

Expenses + Mileage + Daily allowances +

### 2. Default created expenses

Costs to be allocated

#	Amount	From	Until
1	50.00 EUR	09/01/2020	09/01/2020

**Draft Expense Reports**

ID	#	Amount
1002-22304	2	292.50 EUR

538746 - trip Berlin

### 3. Expenses send in for approval

No pending report

### 4. Settlements

Settlement preparation

No settlement ☒

Date # Amount

0.00 EUR

Declaratie

No settlement ☒

Date # Amount

Next settlement:

Date

08/04/2020

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Check whether all the expenses have been entered, and then submit the expense claim via the blue 'Send in for approval/payment' button.

Uw declaratie is klaar om verzonden te worden !

**538746 - trip Berlin**  
Reference: 1002-22304 | Company: TEM 3W Cytric

From	Until
10/03	11/03
2020	2020

Approver(s)  
Jos Drenkelford

Total Amount  
279.90 EUR

Amount to be reimbursed  
165.90 EUR

# Transactions  
2

Opmerking van de declarant  
Enter comment here

[Transaction List](#)

<input type="checkbox"/>	Date (dd/mm/yyyy)	Country/City	Expense Category	Type	Quantity	Unit price	Paid amount	Approval	Control	
<input type="checkbox"/>	11/03/2020	Berlin	Other - Daily allowance		2	-	165.90 EUR 165.90 EUR	✓	Draft	Draft
<input type="checkbox"/>	11/03/2020	Berlin	Hotel - Hotel incl taxes (cost for department)		1	114.00 EUR	114.00 EUR 114.00 EUR	✓	Draft	Draft

[Add a new Expense](#)

[Report Details](#)

**Summary 1002-22304**

Credit rekening	Debit account	Ministry / Directive / Unit	Cost element/project code	Travel plan	Amount
	5635	BUZA 3W-DRM	BUZA 3W-DRM	538746-trip Berlin	114.00 EUR
30052129	5635	BUZA 3W-DRM	BUZA 3W-DRM	538746-trip Berlin	165.90 EUR
<b>Total amount</b>					<b>279.90 EUR</b>

[+ Show Support Details](#)

[Close](#) [Retrieve expense report for changes](#) [Edit](#) [Print](#) [Send in for approval/payment](#) [Save draft](#)

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The expense claim will be paid within 14 days of approval.