

B 1 How to Register a Travel Expense

Access level: All users, except external employees.

Learn: How to register travel expenses and belonging costs.

In TimeLog Project it is possible to register travel expenses and link them to a customer and a project. Travel expense accounting is used for internal accounting of employee's expenses and for invoicing of customers' travel expenses on projects. It is possible to connect meals and accommodation to the travel expense accounting if this is turned on in the system administration (F10).

When Registering a New Travel Expense:

Figure 1: Main Menu -> Travel Expenses

- Select which *Customer*: ❶ and *Project*: the travel expense should be connected to.
- Enter information about the travel expense: *Departure from*, *Departure date*, *Destination* and *Travel Type* ❷.
- Enter the *Purpose*: ❸. The purpose will be linked to the customers invoice. Click on *Save* ❹ in order to create the travel expense.
- When a customer and a project have been chosen, it is possible to see other travel expenses on the project on the bottom of the page.

Figure 2: Main Menu -> Travel Expenses

- Enter the trip milometer in the fields *Trip 1* and *Trip 2*. Trip 1 is the trip milometer's number before driving and the Trip 2 field is the number after driving. TimeLog Project will automatically calculate the mileage, shown in the *Diff.* field. Select correct *Rate* and which *Car* the trip was made in ❺. Click on the link *[New]* ❻ in order to register the entry.
- Click on the link *Specified* ❼ in order to enter expenses connected to the travel.

Figure 3: Main Menu-> Travel Expenses

- Enter the *Date* for the expense, *Invoice No.*, *Expense Type* and *Amount* and *Payment* ❸. *Comments* are automatically transferred to the customer's invoice.
- Click on *[New]* in order to add the entry to the travel expense account ❹.

Tip: If the trip concerns your own company then select your own company in the customer field and register the expense as an internal project.

Figure 1: Main Menu -> Travel Expenses

Destination	Initials	Start Date	End Date	Cost EUR
Århus	ASC	16/10/2007	16/10/2007	1,102.15 [Edit Print Delete]
Århus	ASC	18/10/2007	18/10/2007	994.95 [Edit Print Delete]
Total				2,097.10

Figure 2: Main Menu -> Travel Expenses

Expense Categories	Cost EUR
Mileage	Distance: 0 0.00 [Edit]
Specified	0.00 [Edit]
Accommodation, Specified	0.00 [Edit]
Total	0.00

Dept. from	Start Date	Arr. at	End Date	Trip 1	Trip 2	Diff.	Rate	Car
IT-consultants	19/11/2007	London	19/11/2007	32156	33654	1498	Select	[Select] [New]

Figure 3: Main Menu -> Travel Expenses