

Travel Expenses



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Always find the latest version of this document and all the related ones in the **Business Processes** section of the *NH Digital Knowledge Workplace* www.nhorganization.com

OBJECTIVE AND SCOPE

This document describes the process of management, settlement, approval, and payment of travel expenses made by NH team members because of authorized business travels.

This document applies to all team members of hotels and central services of NH Hotel Group, to the approvers of these team members as well as to the Finance & Administration department in charge of the posting and payment of the travel expenses.

SUMMARY

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1 GENERAL CRITERIA

- Team members with a nominative SAP User must report their travel expenses using TRIP transaction in SAP. The rest of team members will report them using the excel template. [Travel Expenses Report](#) In both cases, all considerations contained in this document and in the [Travel Policy](#) / [Política de Viajes](#) are applicable.
- If necessary, new team members that have to report their travel expenses in SAP must open an incident at the IT NH service desk JIRA for the creation of the user and the accesses in SAP with the following reference "New user travel expenses".
- All expenses reported must correspond to business travels previously approved according to the [Travel Policy](#) / [Política de Viajes](#) .
- Travel expenses exceed **two months** old will not be accepted.
- If the selected currency is not updated in SAP, the system shows an error. The team member must send an e-mail to treasury@nh-hotels.com requesting the updating of the system, indicating the ISO code of the currency (3 characters), the name of the currency and the country. It is recommendable perform these requests previously.
- Team members with a corporate credit card must register two different reports within a month, **one for their expenses paid by through their corporate credit card and one for the other expenses.**
- The corporate credit cards can only be used to pay professional expenses, it is forbidden to do a cash withdrawal on the corporate credit card. Expenses paid with corporate credit card must be justified with the corresponding ticket or invoice.
- The concepts tickets flight and ticket train, car rental and hotels should be requested to the Travel Responsible with the advance time according the [Travel Policy](#) / [Política de Viajes](#) for previous approval and emission. Therefore, these concepts only will be direct payment by the team member exceptionality.
- It is mandatory to create one expense line for each individual ticket. It is not allowed to compile more than one similar ticket in a single expense line. Date and amount of each ticket must match exactly with the physical receipt.
- Manual corrected amounts will be only accepted if it is less than the total amount of the ticket.
- Credit card payment slips (corporate or personal) will not be accepted without the sale invoice or receipt.
- A mandatory comment must appear in each expense line to prove it (**Additional Information**)
- For each line on the expense report a ticket/invoice needs to be attached otherwise the expense report will not be approved/paid. In the case a paper receipt is lost uncheck the flag **Paper Receipt Exist** (in SAP TRIP transaction). It is responsibility of the head of the team member the approval of these expenses without ticket/invoice.
- All tickets/invoices need to be scanned and attached in one ".pdf" to the travel expense report for approval and posting. Additionally, the original receipts will be sent together with a printed copy of the report to F&A department for validation and filing. Postal addresses will be informed by the F&A department of each BU.
- Only approved expenses reports will be paid. The approval hierarchy is based on the Human Resources organization chart.
- The approval of all and each travel expense report (they are correct and reasonable according to the [Travel Policy](#) / [Política de Viajes](#)) will be responsibility of a single approver, the head of the team member. SSC-Administration T&E will validate that all expenses are correct and correspond to the receipts.

- Only the approved travel expense reports will be posted by SSC-Administration T&E. Before executing the transfer to finance module SSC Administration T&E will validate if the report is correct and the expenses match with the attached receipts (amount, date, concept). In case of discrepancy, they send an e-mail informing the team member to amend the expense report. The modified travel expense reports must be validated again by the approver.
- The F&A Director, as well as Internal Audit reserve the right to analyze the reasonableness and the chance of any expense, even after the expense has been authorized, registered or paid, may request the explanations deems relevant to who authorized or settled such expenses and its reimbursement when the expense is not appropriate.
- The payment of the approved travel expense reports will be made by bank transfer according to the payments calendar of each BU. Due to legal reasons, in Italy the amounts to be reimbursed will be included in the monthly team member's payroll.
- The team member can verify the status of his/her report in the system or asking by e-mail to SSC-Administration T&E (TE_NH@digitalsharedservices.com). In case of pending approval the team member should ask to the his/her approver.
- If an team member wants to modify any data (bank account, address), he/she has to contact Personnel Administration of Human Resources department to change SAP HR module. These changes will transfer automatically to the supplier-team member data in FI module. If arise any mistake, Human Resources will contact the F&A department for the creation or modifying the supplier directly in SAP FI.

2 ADVANCE PAYMENT REQUESTS FOR TRAVEL EXPENSES

Financial and Administration department will decide if advance payments for travel reasons are allowed or not in each BU and the request and payment process (bank transfer, credit card), In any case, these advances payments for travel reasons will always be paid in local currency. The own team member is in charge of getting the needed currency for travels abroad.

Advance payments will be discounted by Treasury department at the time of the next travel report payment. In case, the advance amount will be higher than the expense report, the team member may choose to return exceed or to compensate in next reports.

If after two months from the date of the advance reception without full refund, the requestor should compensate the pending difference through cash return or the compensation in the next payroll.

Do not attend new advance request for travels without have been settled the previous.

3 CREATE A TRAVEL EXPENSE REPORT (SAP)

Travel expense reports will be registered in SAP trough the transaction **"TRIP- Travel Manager"**:



We choose the option **“Create Travel Expense Report”** to record a new report.

If we select the option **“With Ref.”** the system proposes to copy the last travel expense report created (we have to change the dates). We could copy any travel expense report submitted previously, besides the last one.

Trip	Begins On	Ends On	Location	Ctr
0010000190	01.02.2014	28.02.2014	MADRID 16-21 Y 25-26	ES
0010000001	02.12.2013	19.12.2013	MADRID	ES

Travel expenses transaction is divided in two parts. First, we can see the report general data.

Event in Itinerary	Date	Time	Loc	Tri...	Regi...	Reason	Trip Type: Statutory
Additional Destination	01.01.2014	00:01	BARCELONA	ES		PROYECTO SAP	B Business Trip
Additional Destination	07.01.2014	00:02	MADRID	ES		FORMACIÓN	B Business Trip
Additional Destination	23.01.2014	00:03	BARCELONA			TAREAS CORTE SIST	B Business Trip
End of Trip	31.01.2014	00:00		ES			B Business Trip

1 Trip dates

- **Start of Trip.**
- **End of Trip.**

2 First Destin. First travel destination (Don't fill out Region field). In case of monthly reports with several trips, we could fill in the information of each one in **Additional Destinations 4.**

If it is a report of travel expenses paid in cash by team members who have a corporate credit card, this information has to be indicate in this field. See section [3.3 Expense reports paid by corporate credit card.](#)

First Destin. **CASH-AMSTERDAM**

3 Reason for Trip.

5 Comments: We can include any relevant comment.

The second part of the screen corresponds to expense details to be reported. We should complete one by one, indicating the following information:

Travel expenses exceed two months old will not be accepted.

It is mandatory to create one expense line for each individual ticket. It is not allowed to compile more than one similar ticket in a single expense line. Date and amount of each ticket must match exactly with the physical receipt.

Any manual corrected amount will not be accepted even if it is less than total amount of the ticket.

A mandatory comment has to appear in each expense line to prove it (**Additional Information**)

1 Exp. Receipt: Select the type of expense corresponding in the drop down list.

CAR RENTAL *
HOTEL *
INVITATION
KM-MILEAGE
MEALS
OTHERS, MISCELLANEOUS
PARKING
PUBLIC TRANSPORT (BUS, SUBWAY)
TAXI
TOLL
TRAVEL TICKET (AIRPLAIN, TRAIN) *

*The concepts tickets flight and ticket train, car rental and hotels should be request to the Travel Responsible with the advance time according the [Travel Policy](#) for previous approval and emission. Therefore, these concepts only will be direct payment by the team member

2 Amount: Expense amount should be the same amount of the receipt.

3 The flag **Paper Receipt Exist** will be checked by default. In case of mileage or when exceptionally we have been lost any paper receipt and we do not have it, should unchecked.

4 In this field we select the **currency** on each expense. Remember each team member should complete a single report per month and currency. See section [3.2 Expense reports in foreign currency](#).

5 On: Date of the expense must be the same of the receipt. **By default the system will complete this field with the start date of the travel for the first receipt or with the last expense completed, so it is very important to change and indicate always the correct dates.**

6 A mandatory short description of the expense has to be filled out in the sheet **Additional Information**.

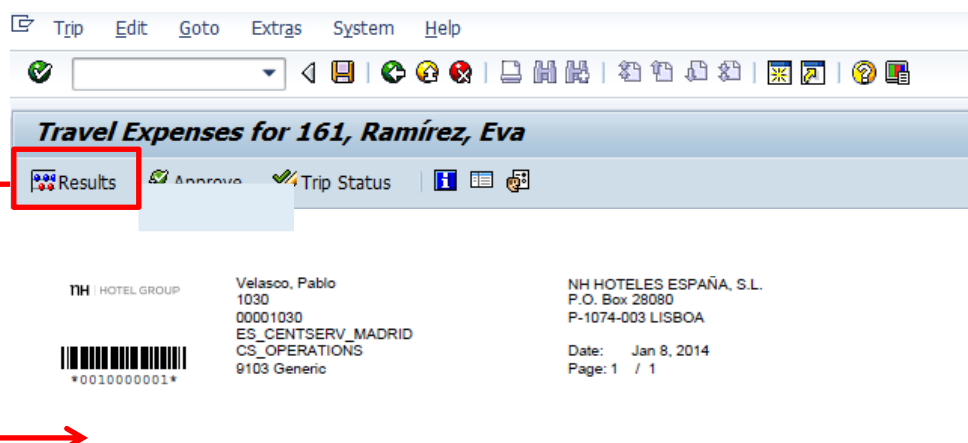
By clicking the button **New Receipt** the cursor directly goes to Exp. Receipt to start introducing a new expense line.

By clicking the button (Check Receipt), the system will show if the expense has been entered correctly. Bottom left will appear if the expense has been correct.

With button (Copy Receipt) an expense line can be copied in the button **Copy and Set Next Date** will copy an expense line and change the date to the day after.

The option will delete the selected expense.

After entering all expenses, the expense report can be displayed by clicking the option **"Results"**.



Expense Report/Travel Expense Statement (Simulation)


For Velasco, Pablo For Trip 10000001 From Dec 1, 2013 To Dec 2, 2013

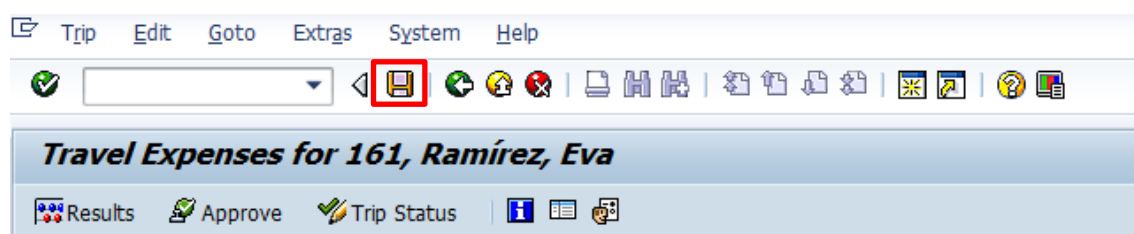
Settlement Results and Cost Assignment			
Amount Type			Amount (EUR)
Sum of Receipts to be Reimbursed			5.00
Reimbursement Amount			5.00
5.00 EUR of 5.00 EUR assigned to:			
Company Code:	ES10	NH HOTELES ESPAÑA, S.L.	
Business Area:	9103	ES10 CS SPAIN MADRID	
Cost Center:	ES109103GE	9103 Generic	

Receipts			
Date	No.	Expense Type	Amount (EUR)
12/1/13	001	CAR RENTAL	5.00
		Sum of Receipts	5.00

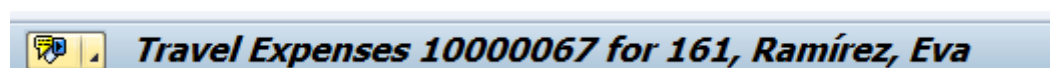
Reimbursement Amount: 5.00 EUR

Additional Receipt Information			
No.	Receipt	Type	Content
001	CAR RENTAL	From	01.12.2013
		To	02.12.2013

If the travel expense report is correct, click on the button  and save . The travel expense report will remain pending of approval.



Once the travel expense report is submitted, the number of the travel expense report is displayed on the top of the screen.

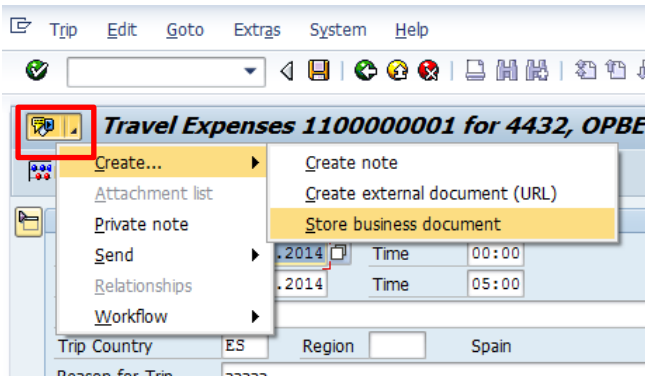


as well as a message of the correct creation below.

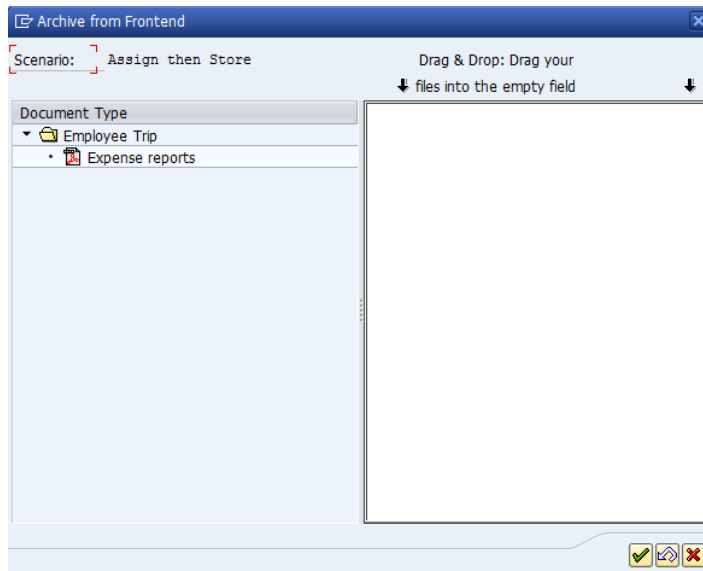
✓ Your trip was saved in status 'Trip Completed' 'To Be Settled'

The expense report needs to be printed and send to F&A Department.

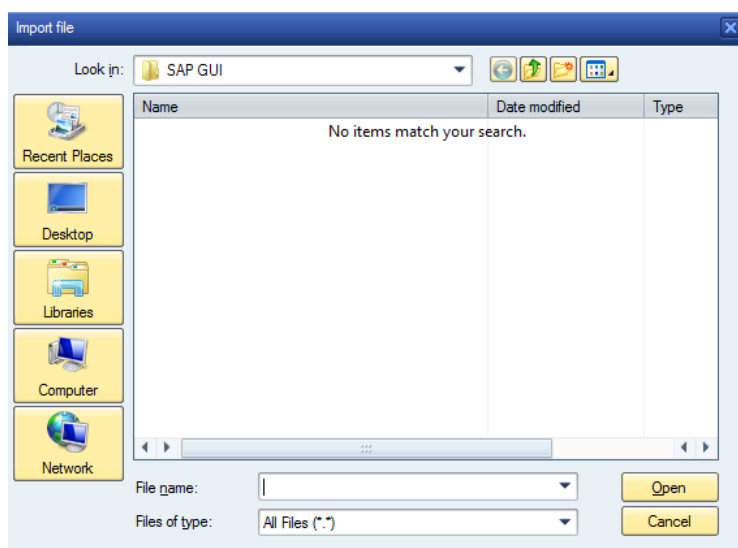
For each line on the expense report a ticket/invoice needs to be attached otherwise the expense report will not be approved/paid



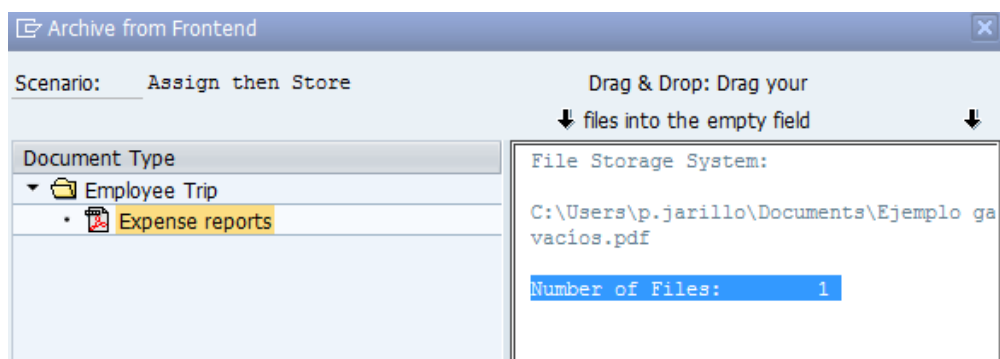
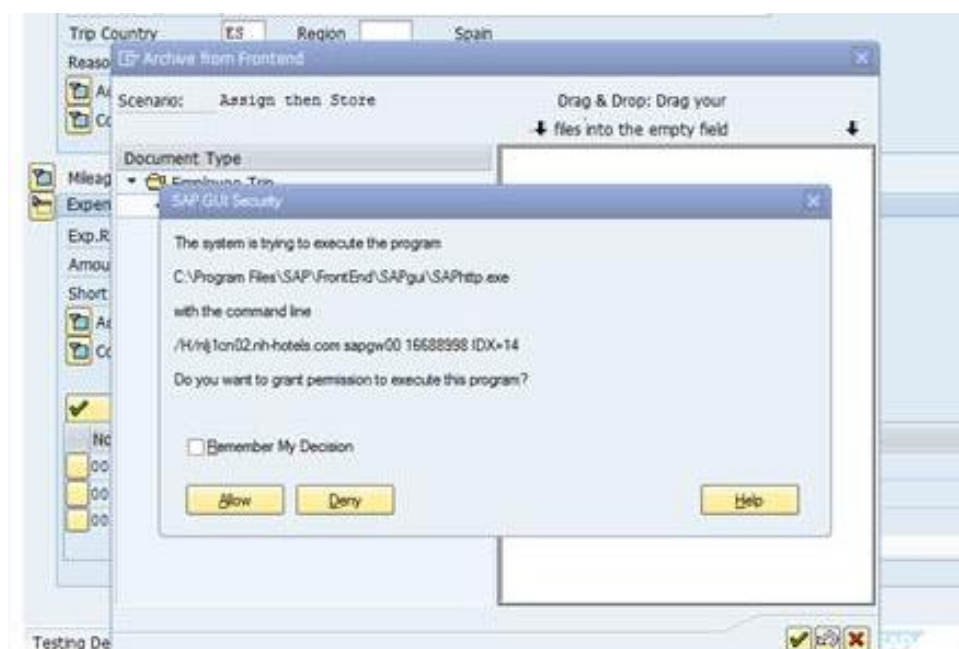
In order to attach the scanned tickets/invoices select the option “**Store Business document**” in the menu “**Create**” and the system will open a new screen to select the document to attach to the expense report.




Click on “**Expense reports**” and choose the PDF with the scanned.



Select **Allow** in the pop up screens (SAP is asking for permission to read the document)



To end click enter or click on . 

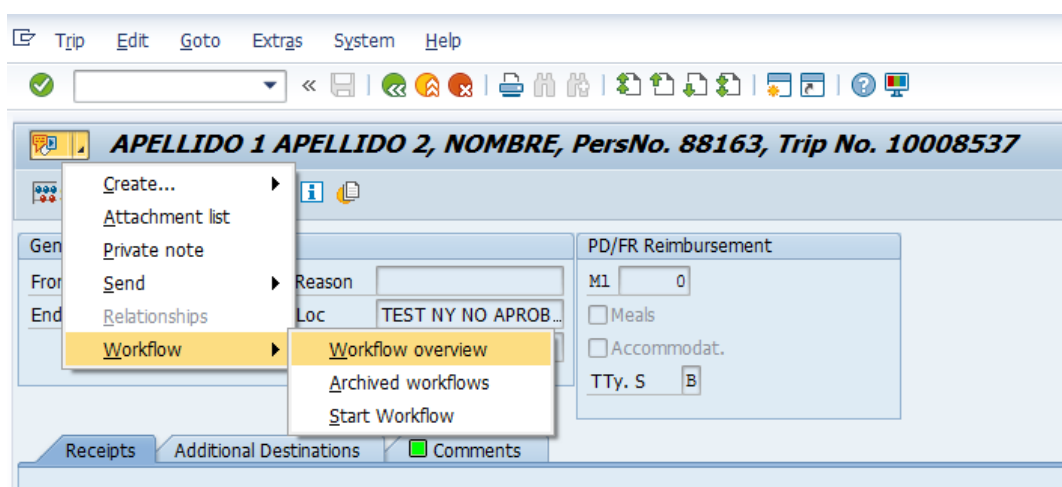
For each line on the expense report a ticket/invoice needs to be attached otherwise the expense report will not be approved/paid. Credit card payments (corporate or personal) will not be accepted without the sale invoice or receipt.

All scanned expenses receipts must be attached to SAP in one “.pdf” file for approval and posting.

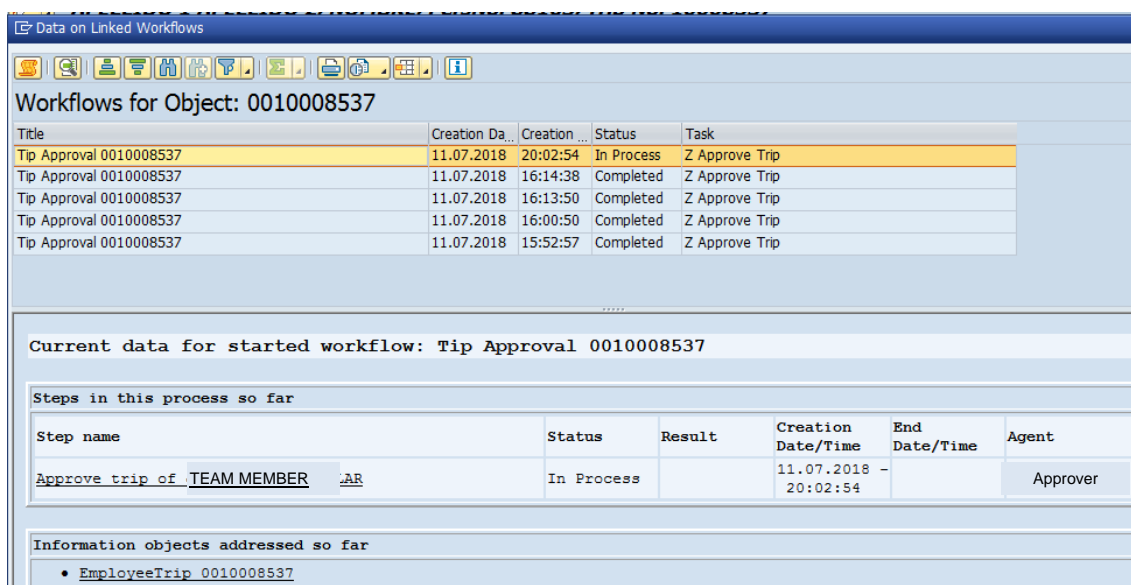
Furthermore, the original expenses receipts will send together with a printed copy of the report to F&A department for validation and filing. Postal addresses will be informed by the F&A department of each BU.

Furthermore, once the travel expense report is submitted, you can check its approver.

Select the option “**Workflow overview**” in the menu “**Workflow**”



And choose the first/newer line to see the assigned approver of the travel expense report, the head of the team member.



3.1 Detail of some kind of travel expenses

In case of **CAR RENTAL** indicate start and end date of the rental as well as the route description.

Expense Receipts			
Exp.Receipt	003	CAR RENTAL	<input checked="" type="checkbox"/> Paper Receipt Exists
Amount	100,00	EUR European Euro	on 07.03.2014
From	03.03.2014	To	07.03.2014
Short Info			
Additional Information			
Description	SANTIAGO-CORUÑA-SANTIAGO		

In the exceptional case of **HOTEL** accomodation indicate the arrival and departure date as well as the number of people staying.

Expense Receipts			
Exp.Receipt	001	HOTEL	<input checked="" type="checkbox"/> Paper Receipt Exists
Amount	110	EUR European Euro	on 01.06.2014
From	01.06.2014	To	30.06.2014
Short Info		Number	1
Additional Information			
Description	BED & BREAKFAST		

In case of an **INVITATION** (with third parties; clients or suppliers) detail the reason and the number of diners (including the names, the posts and the companies in each case) at the lunch or dinner. This information can also be provided on the scanned copy of the invoice or ticket.

The maximun amonut defined in the [Travel Policy](#) / [Política de Viajes](#) or lower ones due to legal limitations must be always be respected.

Expense Receipts			
Exp.Receipt	001	INVITATION	<input checked="" type="checkbox"/> Paper Receipt Exists
Amount	14,00	EUR European Euro	on 01.06.2014
Short Info			
Additional Information			
Description	SALES MEETING THOMAS COOK		

***GERMANY AND AUSTRIA

It is mandatory to fill out the [Hospitality Template Germany & Austria](#) selecting the corresponding option

- Corporate hospitality (NH team members only)
- Business hospitality (with business associates)

A printed copy of template must be attached with other supporting tickets.

In case of **KM-MILEAGE**, it is mandatory to create one line for each travel carried out indicating the date, reason, route, number of KM and the total reimbursement amount of each displacement.

The reimbursable amount by KM will always be in accordance with the legal requirements of each country (please, see all details in the [Travel Policy](#) / [Política de Viajes](#)).

Expense Receipts				
Exp.Receipt	006	KM-MILEAGE	<input type="checkbox"/> Paper Receipt Exists	
Amount	19,00	EUR European Euro	on	29.03.2014
Short Info				
Additional Information				
Description	MADRID-TOLEDO-MADRID 100 KM X 0,19€			

Since does not exist a document to justify this kind of expense it is very important to detail in this way, as the absence of it will be a reason to reject for payment. We must, also, unmark the flag **Paper Receipt Exist**.

The concept **OTHERS** for any expense different from the all categories defined for example to report expenses and commissions for currency exchange. See section [3.2 Expense reports in foreign currency](#).

Expense Receipts				
Exp.Receipt	001	OTHERS, MISCELLANEOUS	<input checked="" type="checkbox"/> Paper Receipt Exists	
Amount	6,75	EUR European Euro	on	01.06.2014
Short Info				
Additional Information				
Description	EXPENSES FOR EXCHANGE CURRENCY USD-EUR			

For **MEALS (internal lunches/dinners only with NH team members)**, indicate the number of people (including the names and the posts in each case) and explain the reason. This information can also be provided on the scanned copy of the invoice or ticket.

The maximum amount defined in the [Travel Policy](#) / [Política de Viajes](#) or lower ones due to legal limitations must always be respected.

Expense Receipts

Exp.Receipt 001 MEALS ☒ Paper Receipt Exists

Amount 11,50 EUR European Euro on 01.06.2014 Number 1

Short Info

Additional Information

Description WORKING LUNCH

***GERMANY AND AUSTRIA

It is mandatory to fill out the [Hospitality Template Germany & Austria](#) selecting the corresponding option

- Corporate hospitality (NH team members only)
- Business hospitality (with business associates)

A printed copy of template must be attached with other supporting tickets.

In case of **PARKING**, the system will propose by default the travel dates (start and end of the month). In case the dates are modified the system gives the option to calculate the number of days on which the car has been parked automatically.

Validation of Number

The number determined from the date difference does not match the number entered.

Do you want to generate the number from the date difference again?

Determine Number Leave Number As Is


Expense Receipts					
Exp.Receipt	001	PARKING	<input checked="" type="checkbox"/> Paper Receipt Exists		
Amount	110,00	EUR European Euro	on	01.06.2014	
From	02.06.2014	To	03.06.2014	Number	1
Short Info					
Additional Information					
Description: AIRPORT PARKING TRIP TO MADRID					

In those cities where the **PUBLIC TRANSPORT** ticket (**BUS/SUBWAY**) does not include the price and no proof of payment can be obtained, the paid amount will be manually note down on the ticket.

Expenses corresponding to the use of car sharing (e.g. Car2Go) **and/or transportation network company cars** (e.g. Uber) have to be registered using the **TAXI** concept ox expense, adding the name of the company.

For the exceptional case of purchase of **TRAVEL TICKET (AIRPLANE, TRAIN)** when the dates of the travel are not in the travel expense report period, the system will provide a warning message; to continue press enter.

Expense Receipts					
Exp.Receipt	013	TRAVEL TICKET (AIRPLANE, TRAIN)	<input checked="" type="checkbox"/> Paper Receipt Exists		
Amount	294,00	EUR European Euro	on	27.03.2014	
From	27.03.2014	To	02.04.2014		
Short Info					
Additional Information					
Description: SANTIAGO-BILBAO-SANTIAGO					

 Date 02.04.2014 is not within travel time

The flight dates have to be filled out and the description must include if it is a one-way or return ticket.

Expenses related to the selection of seats, have to be also registered using the concept **TRAVEL TICKET (AIRPLANE, TRAIN)**

3.2 Expense reports in foreign currency

More than one currency can be included in the same report, modifying the exchange rate proposed by SAP if needed use the same exchange rate that you changed the currency.

When we detail each expense, we select it from the available drop down list **a**. The system proposes an exchange rate by default **b**. Adjust to the exchange rate applied in the purchase to reach the real amount paid in local currency **c**.

The screenshot shows the 'Expense Receipts' form. The 'Exp.Receipt' field is set to '002' and the description is 'TAXI'. The 'Amount' is '18,70'. The currency is set to 'USD United States Dollar' (labeled 'a'). The exchange rate is '/1,38130' (labeled 'b'). The 'Payment Amount' is '13,54' EUR (labeled 'c'). The date is '01.03.2014' and 'Paper Receipt Exists' is checked. There is an 'Additional Information' button at the bottom.

If the selected currency is not updated in SAP, the system shows an error. The team member must send an e-mail to treasury@nh-hotels.com requesting the update of the system indicating the ISO code of the currency (3 characters), the currency name and the country. It is recommendable perform these requests previously.

The screenshot shows the 'Expense Receipts' form with 'Exp.Receipt' set to '001' and description 'TAXI'. The currency is 'IRR Iranian Rial'. Below the form, a red box highlights an error message: 'Conversion from IRR to EUR is not possible'.

In case of purchasing foreign currency, the exchange rate applied in the purchase has to be the exchange rate for the reported expenses. In case not all foreign are spent and this surplus is exchanged for local currency the exchange difference must be put on the expense report using the concept **OTHERS in local currency**.

The screenshot shows the 'Expense Receipts' form with 'Exp.Receipt' set to '001' and description 'OTHERS, MISCELLANEOUS'. The 'Amount' is '6,75' and the currency is 'EUR European Euro'. The date is '01.06.2014' and 'Paper Receipt Exists' is checked. In the 'Additional Information' section, the 'Description' field contains 'EXPENSES FOR EXCHANGE CURRENCY USD-EUR'.

The difference should reflect the difference between the total amount disbursed in local currency (bought foreign currency less sold foreign currency) and the total amount of the reported tickets converted in local currency. To know this amount travel expense report can be displayed through the option **"Results"**.

We support this last expense and exchange rate applied with the receipts of the currency purchase and the sale of the excess foreign currency.

For example. We have bought 260 USD with an exchange rate EUR 1.300505 and we have paid EUR 199,92 .

Date 12/03/14 09:34
 Cashier Point Cashier 051 Till 3
 Branch 207 Tran 3
 1 2 3 4 5 6
 S NO USD 260 1.300505 199.92e

Coste uso medios bancarios EUR 0.00 e
 RECEIVED / RECIBIDO 199.92 e
 Notes / 1. B: Buy / Compra S: Sell / Venta

When we register each line of travel expense, we have to modify manually the exchange rate proposed by SAP:

Expense Receipts

Exp.Receipt 013 TAXI ☒ Paper Receipt Exists

Amount 12,00 USD United States Dollar on 20.03.2014

Exchange Rate /1,75970 ☐ Payment Amount 6,82 EUR

Short Info

And reflect the real exchange rate applied in the currency purchase, considering that SAP only allows 5 decimal places.

Expense Receipts

Exp.Receipt 013 TAXI ☒ Paper Receipt Exists

Amount 12,00 USD United States Dollar on 20.03.2014

Exchange Rate /1,30051 ☐ Payment Amount 6,82 EUR

Short Info

☐ Additional Information

After register all the expenses lines, we have record expenses for a total of USD 232,41 and we should validate the equivalent amount in local currency (Euro) of our travel expense report EUR 175,80 .

Receipts						
Date	No.	Expense Type	Receipt Amount	Crcy	Exch. Rate	Amount EUR
3/20/14	001	MEALS	6.80	USD	/1,30051	5.23
3/20/14	002	MEALS	9.80	USD	/1,30051	7.54
3/20/14	003	MEALS	31.00	USD	/1,30051	23.84
3/20/14	004	MEALS	4.85	USD	/1,30051	3.73
3/20/14	005	MEALS	2.87	USD	/1,30051	2.21
3/20/14	006	MEALS	38.00	USD	/1,30051	29.22
3/20/14	007	TAXI	23.00	USD	/1,30051	17.69
3/20/14	008	TAXI	18.00	USD	/1,30051	13.84
3/20/14	009	TAXI	90.00	USD	/1,30051	69.20
3/20/14	010	MEALS	4.29	USD	/1,30051	3.30
Sum of Receipts						175.80
Reimbursement Amount:					175.80 EUR	

We sell the USD 32 left for EUR 18,10.

Date 04/04/14 09:45
 Cashier Point Cashier 048 Till 3
 Branch 207 Tran 3
 1 2 3 4 5 6
 B NO USD 32 1.768375 18.10€

Coste uso medios bancarios EUR 0.00 €
 PAYOUT / TOTAL 18.10 €
 Notes /
 Notas: 1. B: Buy / Compra S: Sell / Venta
 2. NO: Notes / Billetes TC: Travel Check SU: Sundry
 CC: Credit Card / Tarjeta Credito TR: Tax Refund
 3. Currency / Divisa
 4. Foreign Amt / Cantidad
 5. Rate / Cotización

With all this information, we should calculate the amount to include as OTHERS for the exchange differences.

Equivalent value of bought foreign currency	EUR 199,92	+
Equivalent value of back and sold foreign currency	EUR 18,10-	
TOTAL AMOUNT SPENT	EUR 181,82	+
Total amount of the tickets in local currency	EUR 175,80	-
OTHERS (EXCHANGE CURRENCY EXPENSES)	EUR 6,02	

Expense Receipts

Exp.Receipt	001	OTHERS, MISCELLANEOUS	<input checked="" type="checkbox"/> Paper Receipt Exists
Amount	6,02	EUR European Euro	on 01.06.2014
Short Info			
Additional Information			
Description	EXPENSES FOR EXCHANGE CURRENCY USD-EUR		

3.3 Expense reports paid by corporate credit card

Team members with a corporate credit card must register two different reports within a period, one for their expenses paid by through their corporate credit card and one for the expenses paid in cash.

The corporate credit cards can only be used to pay professional expenses, it is forbidden to do a cash withdrawal on the corporate credit card.. Expenses paid with corporate credit card must be justified with a ticket or invoice

On a monthly basis, after the date of accounting of the credit card (it may not correspond exactly to the month calendar) and with the copy of the credit card statement we **report all travel expenses in local currency** even when we have tickets in different currencies. Administration-SSC T&E sends us the credit card statement. It will be mandatory to attach at the expense receipts and the credit card statement with the equivalent value in local currency.

To avoid delays in the reimbursement of expenses paid in cash by team members with corporate credit card, this detail has to be indicated in the section **First Destin** of the general data of the report.

First Destin.

CASH-AMSTERDAM

4 DISPLAY AND MODIFY TRAVEL EXPENSE REPORTS (SAP)

To have an overview of expense reports made or to modify an expense report enter into **“TRIP – Travel Manager”**.

1

2

Start of Trip	First Destination	Reason for Trip	Reimbursement	Subsequent Activities
02.12.2013	MADRID	PROYECTO-SAP SANTA ENGRACIA/LA FINCA	270,25 EUR	Change Travel Expense Report

1 In **“Change Travel Report”** changes can be made to expense reports, the workflow that was sent once the expense report was submitted will be deleted automatically and the approver will receive a new workflow due to the change of the expense report by the user.

Only in case that SSC-Administration T&E department reports mistakes in expense report, approved expense reports have to be amended.




2 Through the option **List of All Trips**, the user display two folders in which there are pending posting (**Open Trips**) and those which have been transferred to finance module **NOT PAID OR PAID (Paid Trips)**, therefore, cannot be amended. For both types, the start date trip, destination, reason and amount of each report are displayed.

2


1

Travel	Reason	T	Status	Amount	Trip Num...	Return
161 Ramirez, Eva						
Open Trips						
01.12.2013 BARCELONA	PROYECTO SAP				10000067	31.12.2013
Travel Expenses	PROYECTO SAP	⚠	Trip Completed/To ...	120,00 EUR	10000067	31.12.2013
10.11.2013 BARCELONA	CONFERENCIA				10000063	13.11.2013
Travel Expenses	CONFERENCIA	⚠	Trip Completed/To ...	170,00 EUR	10000063	13.11.2013
01.10.2013					10000066	01.10.2013
Travel Expenses		⚠	Trip Completed/To ...	100,00 EUR	10000066	01.10.2013
Paid Trips						
10.10.2013 MALAGA	ANTICIPO VIAJE M...				10000030	13.10.2013
22.09.2013 PAMPLONA	REUNION				10000019	23.09.2013
16.09.2013 SEVILLA	REUNION				10000013	21.09.2013
10.09.2013 SEVILLA	CONFERENCIA				10000064	12.09.2013

Expense reports pending to transfer to finance (**Open Trips**) are displayed for these expense reports the following options are available

- With the button  **Change** changes can be made in the expense report.
- With the button  **Display** the selected document will be displayed with the detail of the expenses.
- The button  **Delete** is used to delete the selected expense report.

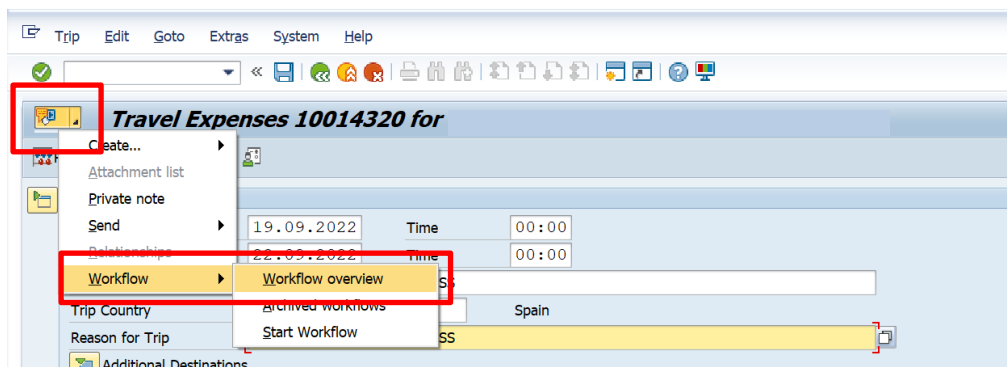
The status of the expense report is displayed:

- released for approval,
-  trip approved (to be settle, settled-, to transfer to FI and transferred to FI- posted)

4.1 How to check the approver of my travel expense report (SAP)?

After submitting the travel expense report or accessing from the Open Trips option, you can check who is in charge of the approval.

Go to **Services for Option > Workflow > Workflow overview**, select the first (newest line) and click on **Agent**.



Workflows for Object: 0010014320

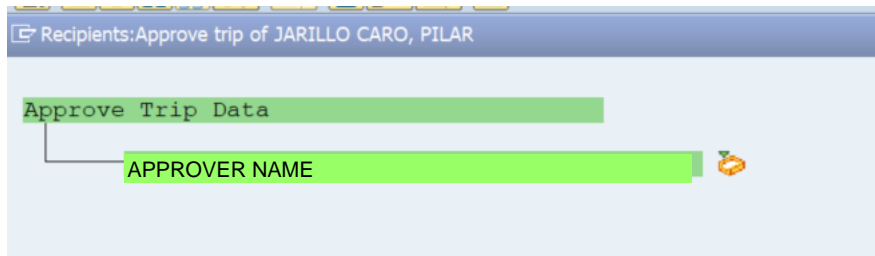
Title	Creation Date	Creation Ti...	Status	Task
Tip Approval 0010014320	20.09.2022	19:31:14	In Process	Z Approve Trip
Tip Approval 0010014320	17.09.2022	06:50:47	Completed	Z Approve Trip
Tip Approval 0010014320	17.09.2022	06:50:44	Completed	Z Approve Trip

Current data for started workflow: Tip Approval 0010014320

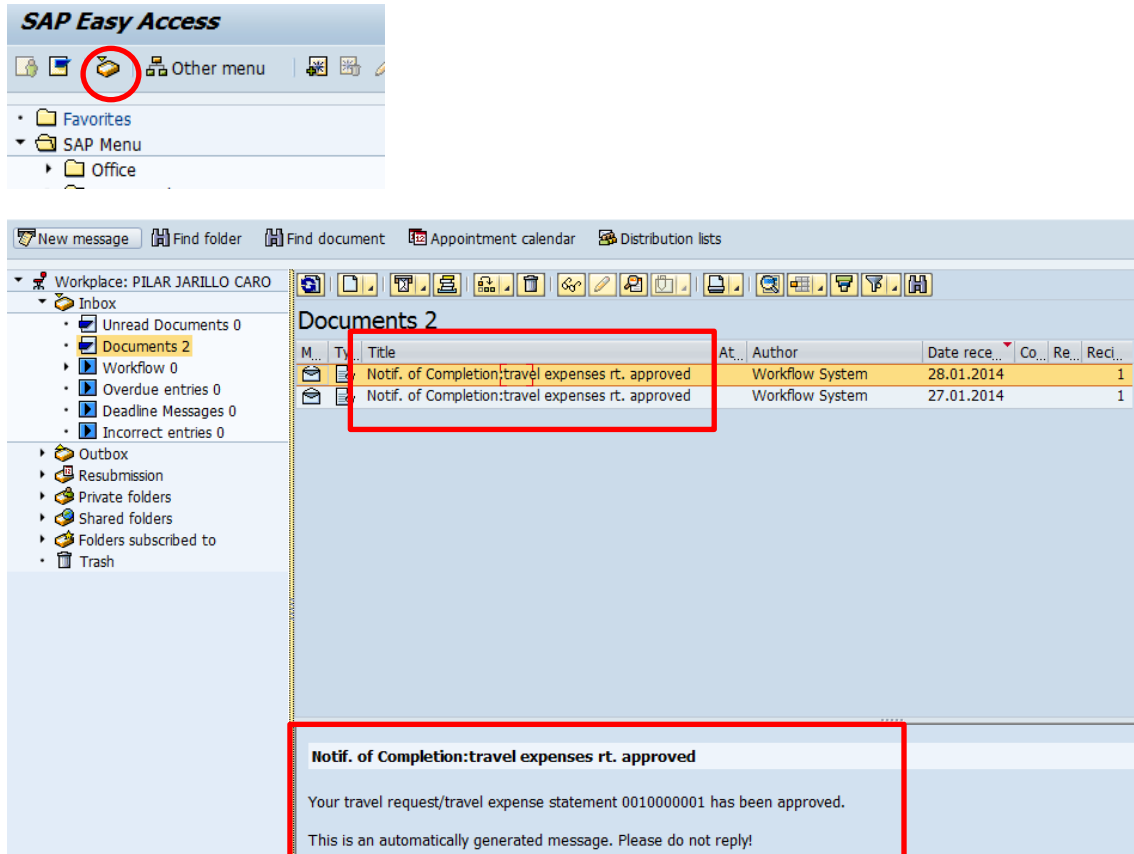
Steps in this process so far					
Step name	Status	Result	Creation Date/Time	End Date/Time	Agent
Approve trip of JARILLO CARO, PILAR	Ready		20.09.2022 - 19:31:14		Information...

Information objects addressed so far

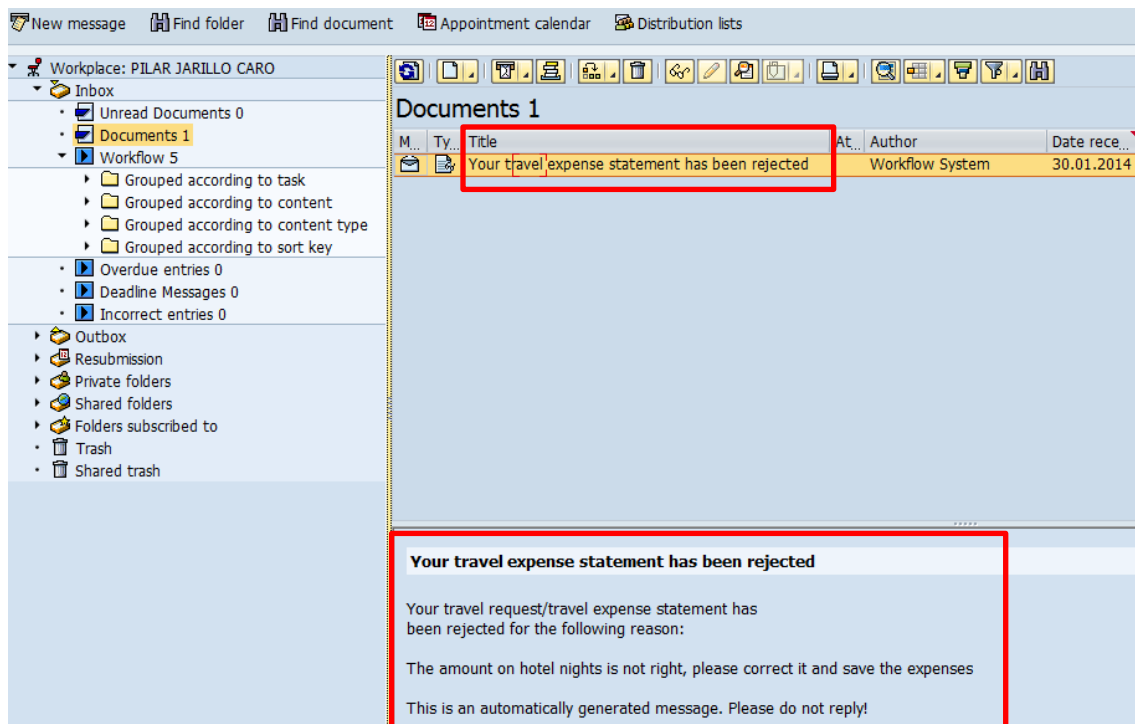
- EmployeeTrip 0010014320



Once the approver has checked the expense report, a notification will appear in the team member **SAP Business Workplace** to inform if it is approved or rejected.



This notification never will be answered.



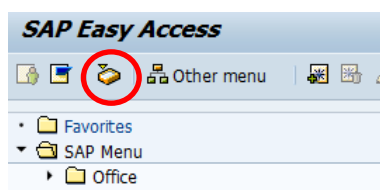
In case of rejection, this notification informs about the reason for the rejection of the expense report in order to amend and save it again. The correct report will be resent automatically for approval.

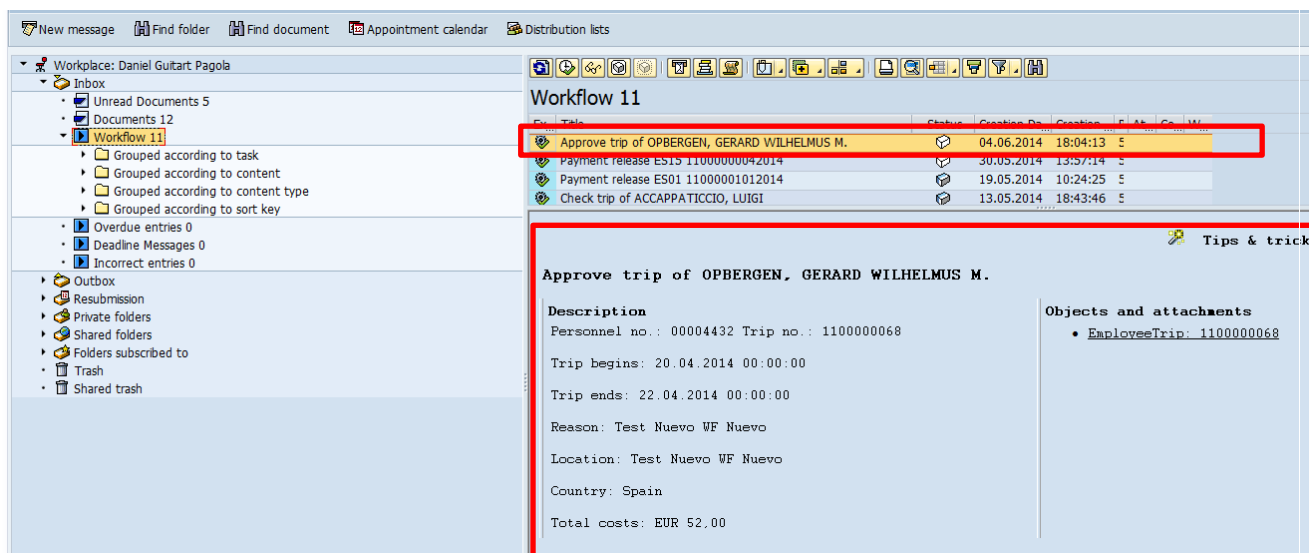
This notification never will be answered, in case of additional information, we have to contact with our responsible.

5 APPROVAL OF THE TRAVEL EXPENSE REPORTS (SAP)

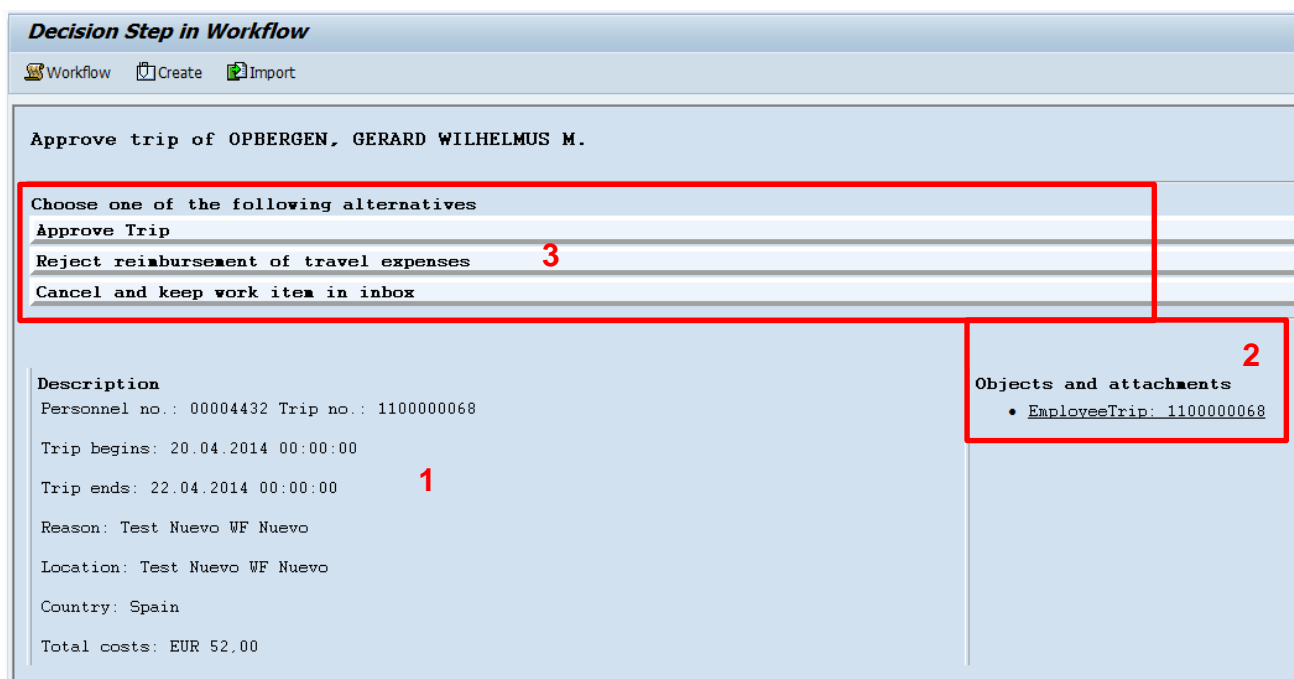
After entering an expense report the approval workflow will start automatically by sending a message to **SAP Business Workplace** to the head of the team member for the approval.

The approval of all and each travel expense report (they are correct and reasonable) will be responsibility of a single approver, the head of the team member





By clicking on the line in the workflow the system will go to the approval screen. At the left bottom click on the document number to display the detail of the selected document.



1 The system shows a general description of the travel expense report (team member number, report number, dates, reason, destination, total amount) and **2** a link in which to the detail of the report submitted by the team member.

Ramírez, Eva, PersNo. 161, Trip No. 10000063

Simulate History

General Trip Data

From: 10.11.2013 00:00 Reason: CONFERENCIA
 End: 13.11.2013 00:00 Loc: BARCELONA
 Country: ES Region:

PD/FR Reimbursement

M1: 0
☐ Meals
☐ Accommodat.
 TTy: S B

Receipts Additional Destinations Comments

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Rec...	Info	N
001	◇ CARR		CAR RENTAL	✓	50,00	EUR	1,00000	EUR	10.11.2013		CAR	
002	◇ HOTE		HOTEL	✓	75,00	EUR	1,00000	EUR	10.11.2013		HOTEL	
003	◇ MEAL		MEALS	✓	15,00	EUR	1,00000	EUR	10.11.2013		COMIDA	
004	◇ MEAL		MEALS	✓	15,00	EUR	1,00000	EUR	10.11.2013		COMIDA	
005	◇ MEAL		MEALS	✓	15,00	EUR	1,00000	EUR	11.11.2013		COMIDA	
006					0,00	EUR		EUR	11.11.2013			
007					0,00	EUR		EUR	11.11.2013			

Receipt Delete Infos Wizard

From the report access (**Attachment list**) to the attached file with the scanned receipts of each expense in order to validate with the registered data.

Trip Edit Goto Extras System

Travel Expenses 110000

Create...
Attachment list
 Private note
 Send
 Relationships
 Workflow

Trip Country: ES Region:

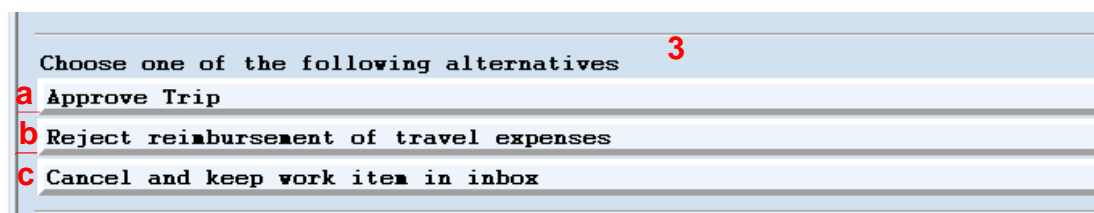
Service: Attachment list

AttachmentFor1100000001

Icon	Title	Creator Name	Created On
📎	Expense reports		27.01.2014

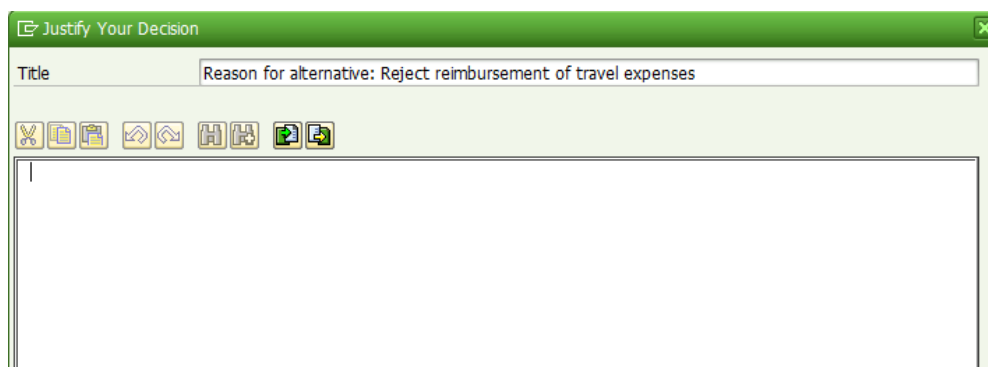


3 Once review the report, can select one of the following options:



If the report is correct, the approver click on the option **a “Approve Trip”**. In this moment, a notification arises in the team member **SAP Business Workplace**, with the information about his/her travel expense report approval.

If there is any mistake, the approver click in the option **c “Reject reimbursement of travel expenses”** and will be mandatory indicate the reason of the rejection or the data to be amended.



In case of a rejection, a notification arises to the team member **SAP Business Workplace**, with the information about the rejection of his /her travel report and the reasons for amend and resend for approval.

c Clicking on the option **“Cancel and keep work item in inbox”**, the approval is kept for a later moment.

6 POSTING AND PAYMENT OF THE TRAVEL EXPENSE REPORTS (SAP)

Only the approved travel expense reports will be posted by SSC-Administration T&E. Before execute the transfer to finance module, they validate if the report is correct and the expenses match with the attached receipts (amount, date, concept).

In case of discrepancy, they send an e-mail informing to team member to amend it. The answer for those requests will be done modifying or completing the corresponding travel expense report and answering via e-mail to the original request. The modified travel expense reports must be validated again for the head of the team member.

The correct expenses reports will be registered in the travel expense account 62940000 in only one posting line with the total amount (taxes included).

The correct and approved reports will be transferred to posting on a regular basis and will be paid through bank transfer according to the payment calendar of each BU. Due to legal reasons, in Italy the amounts to be reimbursed will be included in the monthly team member's payroll.

7 MANUAL TRAVEL EXPENSES (OUT OF SAP)

This section applies to team members without a nominative SAP user. All general considerations related to reasonableness, approval and the subsequent control of the travel expenses have to be considered.

The team member fills out the [Travel Expenses Report](#) (excel file based) where it will be detailed line by line all expenses details. Supporting documentation (tickets), for each line item will be scanned all together in one pdf document. Team member will send both the tickets PDF file and the T&E report (excel file) by email to SSC-Administration T&E (TE_NH@digitalsharingservices.com).

Is highly recommended that the team member informs to team member's responsible, before sending the template to the SSC to avoid further rejections.

Furthermore, the original expenses receipts will send together with a printed copy of the report to F&A department for validation and filing. Postal addresses will be informed by the F&A department of each BU.

If the team member is not created as a supplier in SAP, SSC-Administration T&E will request the creation to the BU Human Resources Department.

Once the team member-supplier has been created, SSC-Administration T&E verifies if the report is correct, and the expenses match with the attached receipts (amount, date, concept). If there any discrepancy, they will notify by e-mail to the team member. The team member will manage these incidences and notifies the solution to SSC-Administration T&E.

The correct expenses reports will be posted as an invoice in the travel expense account 62940000 detailing by concept (taxi, meal, etc.) + period of the travel with the total amount (taxes included).

These manual expenses reports will be posted as an invoice without purchase order, so it will be automatically blocked for payment. The system will launch a workflow for the payment approval of this type of invoices. that will vary depending on the nature and amount of it and that is determined by the hierarchy of Human Resources, defined in the system. See related document [SAP WF FI invoices approval](#) for more details.

Once the travel expenses invoices are approved (released for payment in the system), they will be paid through bank transfer according to the payment calendar of each BU. Due to legal reasons, in Italy the amounts to be reimbursed will be included in the monthly team member's payroll.

8 RELATED DOCUMENTS

[Travel Policy / Política de Viajes](#)

[Travel Expenses Report](#)

[Hospitality Template Germany & Austria](#)

[SAP WF FI invoices approval](#)

9 TEMPLATES AND FILE PERIODS

Template or document	Responsible	File period
Scanned supporting tickets of travel expenses and a printed copy of the monthly report (SAP)	F&A Department	According to legal requirements
<u>Travel Expenses Report</u> and the supporting tickets of each expense (manual, no SAP)		
*** <u>Hospitality Template Germany & Austria</u> (printed copy as other supporting ticket)		