Travel Processes in SAP
Traveller Handbook

Version 1.3 12/2023

Introduction

The university decided to continually digitise standard administrative processes in 2016. The company has been working on revising and digitising its travel processes with the aim of speeding up workflows, creating more transparency and increasing access to its own data since 2017.

Digital workflows have been used for processes in ordering and time management so far. Now the time has come to expand this to business trips and travel expense settlements.

Content

1. General information on business trips

Responsibility and contact

Department P/O, div. P/O.1

Contact address: reisekosten@uni-bielefeld.de

legal framework

General information on business trips is provided in the information sheet on the website of the Human Resources Department.

https://www.uni-bielefeld.de/verwaltung/dezernat-p-o/dokumente/reisekosten/

Authorisation procedure

A two-stage authorisation procedure generally applies to travel transactions in SAP:

- 1. Approval level:
  Specialist approval at the level of the institutes / chairs / working groups

- 2. Approval level:
  Financial review at the level of the faculties / departments

- The legal examination of the information will be performed in the central travel processing department in the same manner as it has always been.

Commitments

- A (funds) commitment will be created on the specified account assignment objects if estimated costs of the trip are recorded within a business trip request.

- The commitment will be cancelled when the travel expense settlement is posted.

2. Login to SAP

Link: https://sap-p01.uni-bielefeld.de:8203/nwbc/

Login window (system P01 and client 100 are preset)

SAP NetWeaver

System:	P01
Mandant:*	100
Benutzer:*	
Kennwort:*	
Sprache:	Deutsch

☐ Barrierefreiheit

Anmelden

Kennwort ändern   Kennwort vergessen?

Figure 1 SAP login screen

Please enter your SAP username and the corresponding password.

- Contact the BITS ServiceDesk (phone no. 6000) if you have any questions about the password.
- See the section "Browser settings" if you experience any issues with your browser.

3. Navigation in the home screen

Figure 2 Travel workflows start screen, "All my trips" tab

1	Overview of all trips
2	Overview of all created travel requests and their processing status
3	Overview of all travel expense settlements already created and their processing status
4	Overview of travel expense settlements that have been created but have not yet posted

Search help

Figure 3 Search help in the search window

Suche: Grund

Trefferliste: 19 Treffer für Grund gefunden

Grund
Fortbildung
Konferenz
Meeting
Schulung

Figure 4 Example of a hit list from the search help

- There is a detailed search help for all fields that have a search help icon on the right .

- You can often search for parts of a word or a string of numbers by entering an asterisk (*) instead of the unknown parts.

Marking of individual processes

- Some commands (buttons) are only available once a specific process or line has been selected.
- Click the "scroll icon" to select all processes/lines.

- Individual processes can be marked at the beginning of the line (in the grey box).
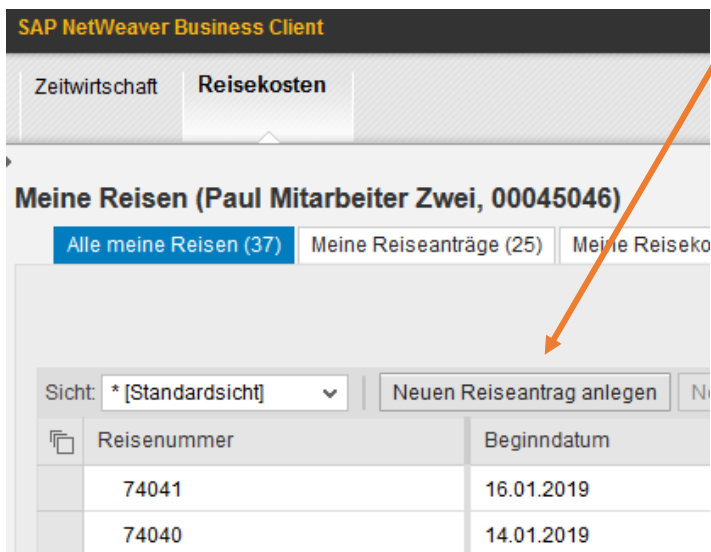
Sicht: [Standardsicht]

	Reisenummer
	74113
	74104

Figure 5 Excerpt from the overview of all trips

4. Create business trip request

Create a business trip request via the "Create new travel request" button.

Figure 6 Excerpt from the overview of all trips, highlighting the "Create new travel request" button

The application opens in a new window.

a) Upper side panel

Figure 7 Travel request form, upper part of the form

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1 The **start and end dates** of the trip and the business transaction are specified here. The specified times will be automatically transferred to the travel expense settlement, the times can still be adjusted there.

2 The recording of the **destination** is divided into two bits of information. "Country/Region" – A selection table of the countries and regions that can be invoiced differently in accordance with state travel expense legislation is stored here. Different maximum amounts apply to overnight stays and daily allowances for different regions in the case of particular countries (e.g., USA New York, USA Los Angeles, USA Miami...).

If the trip continues seamlessly from the destination to another destination, this can be entered as a single trip with an intermediate destination under "Other destinations" (e.g., to Berlin on 01/03 – 03/03 and from Berlin to Hamburg on 04/03 – 05/03).

3 A free-text field is provided for specifying the **reason for travelling**. The last reasons for travelling entered by the respective traveller can be selected again using the button at the end of the line.

The reason for and the times of the trip must be documented, e.g., in the form of an invitation or a conference programme, etc. This can be uploaded/attached as a pdf via the "**Annexes**" button and is thus part of the travel request. (The application must be saved before uploading) If no invitation, etc., is available, a corresponding **note** must be included via the "Annexes" button.

4 It is possible to enter an estimated value for known or expected costs that may arise during the trip in the "**Estimated costs**" section. On the one hand, this entry will lead to creation of a commitment of funds on the account assignment element to be specified. In addition, estimated costs are used to determine whether and to what extent an advance payment can be triggered. The most frequently occurring cost types are displayed in the detailed overview (accessible via the "Enter estimated costs" button).

The details can be temporarily saved as a draft or finally saved by clicking "Accept".

An **advance payment** can generally be requested as part of the travel request. This is possible if the sum of the estimated costs exceeds €200. An advance will be calculated at 80% of the stated cost estimate.

A general comment field is provided underneath the fields for entering estimated costs. Additional information can be sent to the approver.

‹ Voriger Schritt	Annehmen		Entwurf sichern

Geschätzte Kosten

Berechnen		
Reisemittel	Geschätzte Kosten	Wä...
Bahn	0,00	EUR
Flugzeug	0,00	EUR
Mietwagen	0,00	EUR
Unterkunft	0,00	EUR
Tagungsgebühr	0,00	EUR
Zuschuss von dritter Seite	0,00	EUR
Sonstiges	0,00	EUR
Summe	**0,00**	**EUR**

‹ Voriger Schritt	Annehmen		Entwurf sichern

Figure 8 Detailed information on estimated coordinates

5 No **cost allocation** or account assignment will be stored in the business trip request at the time of creation. The "Cost allocation" button will take you to a separate window where you can enter the cost unit and/or WBS element. A percentage distribution of costs to several account assignment elements is possible.

The details can be temporarily saved as a draft or finally saved by clicking "Accept".

The account assignment details are then used to contact the approver responsible for this account assignment(s) in order to approve the travel request in terms of the budget. The budget release takes place in the order of the release steps after the technical release by the line manager.

b) Lower side panel

Zu genehmigende Transportmittel

Bei der Wahl des Beförderungsmittels sind neben wirtschaftlichen Gesichtspunkten insbesondere Aspekte des Klimaschutzes zu berücksichtigen. Bei Nutzung der Bahn aus umweltpolitischen Gründen werden die notwendigen Kosten erstattet, auch wenn dadurch höhere Kosten entstehen (z.B. zusätzliche Übernachtungskosten).

Bahn: ☐
Flugzeug: ☐
sonst. öff. Verkehrsmittel: ☐
Dienstwagen/Mietwagen: ☐
Privatfahrzeug: ☐
Fahrrad, Zweirädriges KFZ: ☐

Begründung Flugzeug: [ ]
Begründung Dienstwagen/ Mietwagen: [ ]

Fahrtstrecke

Ich bin Mitfahrer: ☐
Ich nehme Mitfahrer mit: ☐   Anzahl Mitfahrer: 0   Bitte geben Sie die Namen der Mitfahrer im Kommentarfeld an.

Zusatzdaten

Verzicht auf Kostenerstattung Tagegeld: ☐
Verzicht auf Kostenerstattung Übernachtung: ☐
Verzicht auf Kostenerstattung Komplett: ☐

Ist insbesondere durch Nutzung digitaler Kommunikationsmöglichkeiten eine kostengünstigere Erledigung des Dienstgeschäftes möglich? ○ Ja ● Nein

Bitte informieren Sie im Falle einer Auslandsreise das Dekanat Ihrer Fakultät bzw. die Leitung Ihrer Einrichtung.

‹ Voriger Schritt | Prüfen › | | Entwurf sichern

Figure 9 Travel request form, lower part of the form

6 Please state the **means of transport** you will be using to travel. This information is binding. Reasons for the choice of the means of transport "Airplane" or "Company car/rental car" must be given in the respective comment fields for domestic trips.

7 If you are travelling in another person's car (e.g., with colleagues), stating "I am a passenger" is sufficient.

If using your own private car and taking colleagues along, please tick "I am going to take a passenger". Please indicate the number of people travelling with you and the names of your fellow travellers in the general comments field.

8 Additional details: If you wish to waive the reimbursement of costs in part or in full, you can select this accordingly under the additional data. A waiver at this point cannot be cancelled later in the travel expense settlement. Vice versa, the waiver of reimbursement can also be stated later in the travel expense settlement.

A travel expense settlement should still be drawn up if expenses are not reimbursed. If the travellers have incurred any costs that will not be reimbursed, these will be shown as income-related expenses in the statement of account and can be claimed from the tax office.

Finally, an indication of whether a digital and, therefore, more cost-effective alternative is possible for the business transaction must be provided. If the trip is to be performed anyway, this must be explained in the comments field.

The "**Check**" button is used to check the data entered for completeness (for mandatory fields) and the process is forwarded to the final page.

c) Final page

Figure 10 Travel request form, final page

⑨ The "Save and submit for approval" button can be used to send the business trip request to the line manager and the person responsible for the budget for approval. Final processing takes place in the travel expenses department in the P/O department.

⑩ Employees who are employed in several areas and have several line managers can select which line manager is responsible for the respective business trip request from the approvers stored in SAP under "*Approver".

11 The data from the digital business trip request will be transferred to a form. This will replace the previous paper business trip request, which is currently sent to travellers by internal mail after approval.

The "Show application form" button can be used to display the draft form at this point. Once the business trip request has been approved technically and in terms of budget, and
reviewed in the travel expenses department, the final version of the form it can be retrieved at any time.

Travellers also receive an email as soon as a travel request has been approved or rejected.

d) Rejected business trip requests

If a business trip request has been rejected because, for example, details need to be revised, this can be done by clicking on "Change" in the respective travel request to be marked. The travel request will then be transferred to the workflow again for approval.

A finally rejected travel request remains in the traveller's overview until they have deleted this request directly. The respective travel request must be selected for this. It can be deleted using the "Delete" button.

e) Deletion of travel requests

Travellers can delete a travel request directly as long as the travel request has not yet been approved or as soon as the request has been rejected. Deletion is performed in the overview of travel processes ("My travel requests" tab) by selecting the respective trip and deleting it using the "Delete" button.

A travel request that has already been approved can only be deleted from the travel expenses area in Dept. P/O if, for example, the trip is not taken.

f) Processing status and view of the travel request form

eine Reisen (Paul Mitarbeiter Zwei, 00045046)

| Alle meine Reisen (Aktualisierungsvorgang läuft) | Meine Reiseanträge (29) | Meine Reisekostenabrechnungen (16) | Ausstehende Reisekostenabrechnungen (15) |

Sicht: [Standardsicht] ▼ | Anzeigen/Drucken | Ändern | Kopieren | Löschen | Neuen Reiseantrag anlegen

Reisenummer	Beginndatum	Endedatum	Zielort	Grund	Bearbeitungsstatus	Genehmigungsstatus
74041	16.01.2019	16.01.2019	Osnabrück	Fortbildung	Freigegeben zur Genehmigung	Antrag erfasst
74040	14.01.2019	15.01.2019	Berlin	Fortbildung	Freigegeben zur Genehmigung	Antrag erfasst
74039	03.01.2019	04.01.2019	Dortmund	Tagung	Freigegeben zur Genehmigung	Antrag erfasst
74038	24.12.2018	25.12.2018	Paderborn	Test Workflow	Freigegeben zur Genehmigung	Antrag erfasst
74004	03.12.2018	21.12.2018	Dschibuti	Projektbesprechung	Freigegeben zur Genehmigung	Antrag erfasst
74001	19.11.2018	23.11.2018	Manchester	Test Sitzung	Genehmigt	Antrag genehmigt
73997	29.10.2018	02.11.2018	Köln	Konferenz	Freigegeben zur Genehmigung	Antrag erfasst
73973	13.11.2018	16.11.2018	München	Fortbildung	Freigegeben zur Genehmigung	Antrag erfasst
73970	05.11.2018	07.11.2018	Hannover	Fortbildung	Freigegeben zur Genehmigung	Antrag genehmigt
73966	08.11.2018	09.11.2018	Berlin	Tagung	Freigegeben zur Genehmigung	Antrag erfasst

Figure 11 Travel workflows start screen, "My travel requests" tab

Back on the initial screen, the "Processing status" and "Approval status" columns can be used to track whether a business trip request is still in the approval process or has already been approved.

The following categories apply to the processing status:

- Draft – the travel request has been saved but not yet sent for approval
- Released for approval – the travel process is still in one of the approval steps
- Approved – the travel request has been approved in all authorisation steps
- Approved and settled – the travel transaction has been settled
- Transferred to financial accounting – the travel transaction has been transferred to financial accounting for transfer

The travel request form, which replaces the approved travel request previously sent by internal mail, can be viewed for trips with the approval status "Application approved". The respective trip must be selected and the form can be called up via the "Display/Print" button for this.

Changes to an already approved travel request are possible up to the day before the start date of the trip. A change triggers a new authorisation process.

5. Travel expense settlement

Meine Reisen (Johanna Mitarbeiter Eins, 00045045)

| Alle meine Reisen (19) | Meine Reiseanträge (19) | Meine Reisekostenabrechnungen (6) | Ausstehende Reisekostenabrechnungen (6) |

Sicht: [Standardsicht] ⌄ | Neuen Reiseantrag anlegen | Neue Reisekostenabrechnung anlegen

Reisenummer	Beginndatum	Endedatum	Zielort	Grund	Empfohlene Aktionen
74211	20.01.2020	21.01.2020	Hannover	Tagung	Ändern des Reiseantrags
74206	07.01.2020	08.01.2020	Manchester	Tagung	Ändern des Reiseantrags
74205	13.01.2020	14.01.2020	Hannover	Tagung	Ändern der genehmigten Reisekostenabrechnung
74203	10.12.2019	10.12.2019	Düsseldorf	Test CR 17	Ändern des Reiseantrags
74191	04.11.2019	04.11.2019	Hamburg	Schulung	Ändern des Reiseantrags
74181	16.10.2019	16.10.2019	Hannover	Tagung	Ändern des Reiseantrags
74166	02.08.2019	02.08.2019	Dortmund	Austausch	Vervollständigen der Reisekostenabrechnung
74165	01.08.2019	01.08.2019	Hamburg	Tagung	Ändern des Reiseantrags
74164	31.07.2019	31.07.2019	Münster	Fortbildung	Ändern des Reiseantrags
74163	30.07.2019	30.07.2019	Dortmund	Tagung	Ändern des Reiseantrags

Figure 12 Travel workflows start screen, "All my trips" tab

A travel expense settlement should be created as soon as possible after the end of the trip, as soon as all documents are available.
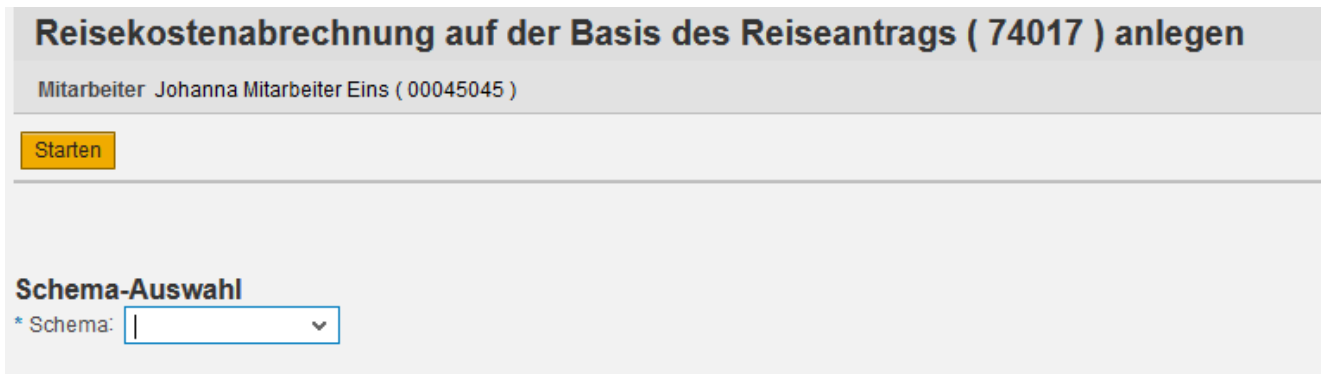
1 The "All my trips" tab in the "Recommended actions" column shows the completed trips for which a settlement can be created on the start screen. Alternatively, the respective trip can be selected via the overview of created travel requests ("My travel requests" tab) and the annex can be made from there via the "Travel expense settlement" column.

The data from the associated travel request are transferred for settlement of a trip so that only the actual travel times and the actual costs incurred need to be recorded if necessary.

A travel expense settlement cannot be created without first creating a travel request. Employees with a general business travel authorisation should also create a travel request, even if no approval is required. This will ensure that travel expenses incurred in advance of a trip and paid directly by the university can be allocated to the specific trip. This includes flight and train tickets, which can be booked via the travel agency or the train portal at the expense of the university, as well as conference fees, for example, which often have to be paid in advance.
In addition, the annex to the application documents the existence of a business trip within the meaning of accident insurance.

Settlement – selection of the settlement scheme

Reisekostenabrechnung auf der Basis des Reiseantrags (74017) anlegen

Mitarbeiter Johanna Mitarbeiter Eins (00045045)

Starten

Schema-Auswahl
* Schema: |

Figure 13 Start screen of the travel expense settlement, selection of the trip template

You must select whether the calculation template is to be used for domestic or international travel for the settlement here. The country of destination is decisive for the choice. The difference between the two schemes lies in the statutory daily rates.

a) General details from the business trip request

| Mitarbeiter | Johanna Mitarbeiter Eins (00045045) | **Schema** | Inlandsreise |

‹ Voriger Schritt | Belege erfassen › | | Entwurf sichern

Reisekalender

Allgemeine Daten

(1)

* Beginndatum:	13.01.2020	07:00	Abfahrt von Dienststätte
Endedatum:	14.01.2020	17:30	Ankunft an Dienststätte

Ziel

Wenn das Reiseziel nicht in einer Großstadt (ab 100.000 Einwohnern) liegt, wählen Sie bitte "Deutschland!" als Land/Region statt der Vorbelegung "Deutschland Großstadt"

(2)

| Land / Region: | Deutschland Großstadt |
| Ziel: | Hannover |

| Weitere Ziele: | Keine Ziele eingegeben | Weitere Reiseziele erfassen |

Zusatzinformationen

| Reiseart, gesetzlich: | Dienstreise |
| Grund: | Tagung |

Anlagen (1) Einladung/Programm o.ä. als Datei anfügen.

| Kommentar: | |

Figure 14 Travel expense settlement form, fields Travel time, Destination, Reason for travelling

(1) General data such as the travel dates (days and times) are taken from the relevant application. If the actual travel dates differ from those requested (e.g., due to a longer business transaction or train delays), they can be revised at this point.

(2) Details of the destination and reason for travelling are taken from the relevant application and cannot be revised in the settlement.

Figure 15 Travel expense settlement form, fields third-party travel allowance, daily allowance, distance travelled

The "No reimbursement of travel expenses" option can also be used to waive reimbursement in the travel expense settlement if this has not yet been done in the travel request. The costs incurred are then recognised as income-related expenses.

3 If a travel allowance has been approved for the trip from a third party (e.g., from the organiser or the grantor of a project), this must be marked here and entered in the documents on the following page with the corresponding amount.

4 Granting of a daily allowance is always preset. Meals provided (e.g., breakfast in the hotel or catering in the hotel or at symposia) are to be recorded in the form of deductions from the daily allowance.

If no hotel is used for a trip lasting several days (e.g., overnight stay with relatives/acquaintances), an accommodation allowance can be applied for in these cases. An amount of €20 per night will be granted.

5 The number of kilometres travelled with your own vehicle must be entered under "Distance travelled". The amount of the kilometre allowance is calculated in €, depending on the selection of a valid reason. You can enter information on the number of people travelling with you or additional luggage under "Enter route details".

The "Record documents" button is used to check the data entered for completeness (for mandatory fields) and the process is forwarded to the final page.

b) Recording of costs incurred

Figure 16 Travel expense settlement form, costs per expense type

The second page of the travel expense settlement is used to record the costs incurred by the traveller directly. If, for example, a train ticket or a hotel room was booked for the account of the university, this should not be entered here; the allocation of these costs is performed by the travel cost unit.

1   The most common types of costs and expenses are already pre-assigned here. Click the respective line to open a detailed window in which you can enter a specific value for the selected expense type ("Receipt amount" field).

➔ Detail window for the documents

Belege dieser Reisekostenabrechnung

	Nr.	Status	Spesenart	Belegbetrag	Belegwährung	Belegdatum	Betrag	Hauswähru
	001	🟢	001 Hotel	0,00	Euro	13.01.2020	0,00	Euro
	002	🟢	002 Flug	0,00	Euro	13.01.2020	0,00	Euro
	003	🟢	003 Bahn ⌄	0,00	Euro ⌄	13.01.2020	0,00	Euro

Von Datum: 13.01.2020 Bis Datum: 14.01.2020

Beschreibung:

| Annehmen | Annehmen und neuer Eintrag | Kostenzuordnung ändern | Einzelnachweis erfassen | Prüfen |

| | 004 | 🟢 | 004 Nahverkehr | 0,00 | Euro | 13.01.2020 | 0,00 | Euro |

Figure 17 Travel expense settlement, details and documents for expense types

The costs for the respective document are generally stated in euros. Please state the amount in the foreign currency if you have documents in foreign currency when travelling abroad. Proof of conversions already made must be provided (e.g., credit card statement). In all other cases, the conversion into euros is performed by the travel expenses centre for the settlement.

(2) If a different expense type is required than the ones preset here, a new line can be inserted via the "New entry" button and the respective expense type can be searched for via the expense type selection table.

Please contact the travel expense assistant if you have any questions about the correct expense type.

Belege dieser Reisekostenabrechnung

| Neuer Eintrag | Kopieren | Löschen | Belege verbinden | Beleg |

(2)	Status	Spesenart	Belegbetrag
001	🟢	001 Hotel	0,00
002	🟢	002 Flug	0,00
003	🟢	003 Bahn	0,00
004	🟢	004 Nahverkehr	0,00
005	🟢	005 Taxi	0,00
006	🟢	006 Tagungsgbühr	0,00
007	🔴	007 RK-Zuschuss Dritter	0,00
008	🟢	008 Sonstiges	0,00

Figure 18 Travel expense settlement, creation of new expense types

c) Uploading of documents

All costs incurred by the traveller must be documented. Train tickets purchased via the company portal on the university's account must also be enclosed. An upload function is provided for this purpose in order to attach scanned documents (e.g., the train ticket or the hotel bill) as a pdf file to the respective settlement and thus generate a fully digital settlement including all relevant documents. It does not matter whether all documents are uploaded as one pdf or a separate pdf for each cost/expense type.

③ The upload is performed by clicking on one of the fields "(0)" in the "Archived documents" column. A window for finding the respective document in the traveller's folder structure can be opened via "Browse". The document found is added to the travel expense settlement via "Upload picture".

Figure 20 Travel expense settlement, upload of documents for expense types or costs

Figure 19 Travel expense settlement, detail window for document upload

The "Check" button is used to check the data entered for completeness (for mandatory fields) and the process is forwarded to the final page.

Figure 21 Travel expense settlement, final page for saving and submitting the process

1. The "Save and submit for approval" button can be used to send the travel expense settlement to the travel expense centre for processing and approval.

2. The data from the digital travel expense settlement is transferred to a digital form. The "Show travel expense form" button can be used to display the draft form at this point. Once the travel expense settlement has been processed and approved in the travel expense processing department, the final version of the form is available for download at any time.

Processing status and view of the travel expense settlement form

Reisenummer	Beginndatum	Endedatum	Zielort	Grund	Erstattung	Währung	Genehmigungsstatus
74032	17.12.2018	17.12.2018			6,00	EUR	Antrag erfasst
74027	01.12.2018	02.12.2018	Köln	Tagung	0,00	EUR	Reise erfolgt
74009	25.09.2018	26.09.2018	Heidelberg	Test Hotelkosten	249,40	EUR	Reise erfolgt
73993	01.11.2018	02.11.2018	München	Konferenz	0,00	EUR	Antrag erfasst
73978	23.09.2018	23.09.2018	Bielefeld	Test Besprechung	6,00	EUR	Reise genehmigt
73977	20.09.2018	22.09.2018	Aachen	Test Workshop_Kostenaufteilung	48,00	EUR	Reise genehmigt
73976	15.09.2018	17.09.2018	München	Test Workshop	48,00	EUR	Reise erfolgt
73972	25.10.2018	26.10.2018	Hamburg	Meeting	2.061,50	EUR	Antrag genehmigt
73949	17.10.2018	17.10.2018	Bielefeld	Test Besprechung	0,00	EUR	Reise erfolgt
73948	13.10.2018	15.10.2018	Rom	Test Workshop_Kostenaufteilung	111,00	EUR	Reise erfolgt

Figure 22 Travel workflows start screen, "My travel expense settlements" tab

Back on the initial screen, you can track whether a travel expense settlement has already been processed and booked in the "My expense reports" tab in the "Approval status" column.

Changes to the travel expense settlement

Forgotten documents for a travel expense settlement that has already been posted must be submitted outside the workflow, by email to the travel expense centre.

If the travel expense settlement is to be posted via a different account assignment than originally requested and approved, a separate transfer posting must be triggered via the previous process. An approval process via the travel expense workflows is not provided for this.

6. Assistance function

The travel workflows in SAP include an assistance function that enables particular people, i.e., assistants, to enter travel requests and settlements for other travellers. These may be people in secretariats or dean's offices, for example.

If a person is to take on the role of an assistant, they must be assigned separate SAP authorisations. The decision as to whether and who should take over the assistance function is made by the traveller and must be entered in their SAP access. For example, Prof Schmitt may define that secretary Müller can act as an assistant for Prof Schmitt's travel arrangements.

a) Traveller's perspective

Procedure for recording an assistant by the traveller:

Figure 23 "Personal data", recording an assistant

1   SAP function "Travel expenses" -> The menu on the left-hand side of the screen under "Personal data" contains the menu item "My travel assistants".

2   **3**   The "Assigned authorisations" tab can be used to create the persons who can/should perform the assistant function in the lower area.

The "Authorised person" selection table contains the persons who have the assistance function. The assistance period can be restricted under "Valid until".

The stored assistance authorisation is saved by clicking "Save".

b) Assistant's perspective

Persons designated as assistants have an additional SAP function -> "Travel assistance at the workplace" based on the additional authorisations.
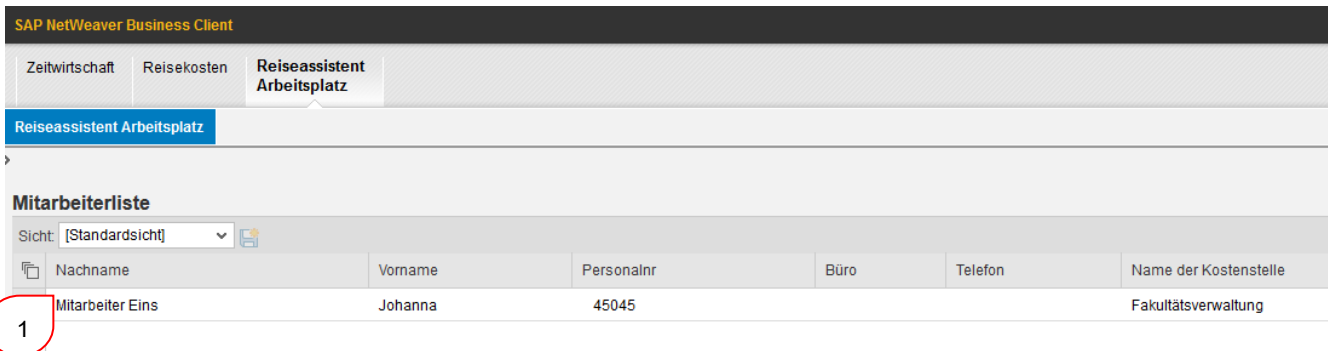

Figure 25 "Travel assistance" home screen

① This overview lists the persons/travellers who have registered this assistance for themselves.

The assistant can display all of the traveller's travel requests and settlements, and can create new
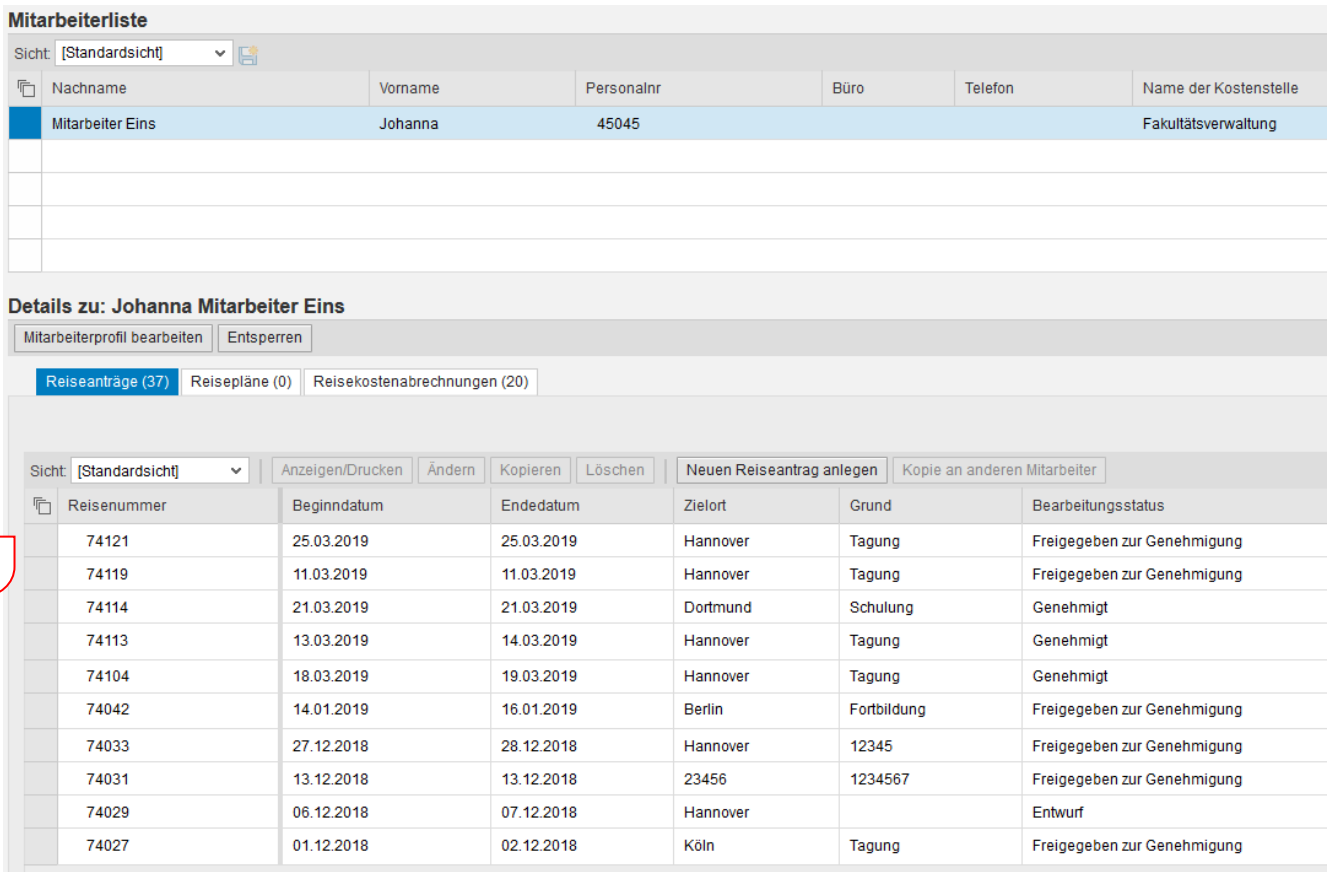

Figure 24 Travel assistance – overview of assigned persons

② processes, similar to the functions available to the travellers directly, by clicking on one of the listed persons.

c) Information to the travellers

Once an assistant creates a travel request or a settlement for a travelling person and submits it for approval or processing, the traveller will be informed of the process by info mail and advised to check the data entered if possible.

The active consent of the traveller to the accuracy of the data collected is not required.

The travel requests and settlements entered by an assistant go through the same approval and processing steps as the processes initiated by travellers directly.

7. Browser settings

- The following web browsers are currently supported:

  - Microsoft Internet Explorer

  - Mozilla Firefox

  - Apple Safari

- **If any problems arise:** Always test alternative supported browsers!

- Other browsers such as Chrome, Opera, Konquerer, etc. are currently not supported by SAP. JavaScript errors frequently occur here.

- **Detailed technical settings:**

- JavaScript must be activated/enabled in the browser

- The pop-up blocker must permit pop-ups for the SAP website