



Universität Hamburg  
DER FORSCHUNG | DER LEHRE | DER BILDUNG

## Approving Business Trip Requests

**SAP Fiori**  
**Travel Management**



Photo:  
University of Hamburg /  
Esfandiari

# Contact



## Questions about the travel management software:

Category and Support Management Team (733)

Svitlana Ejne: +49 40 42838-7173

Schabnam Yilmaz: +49 40 42838-8299

[travelmanagement@uni-hamburg.de](mailto:travelmanagement@uni-hamburg.de)

## Questions about business trips and expenses:

Travel Management Team (731)

[reisen.uhh@uni-hamburg.de](mailto:reisen.uhh@uni-hamburg.de)

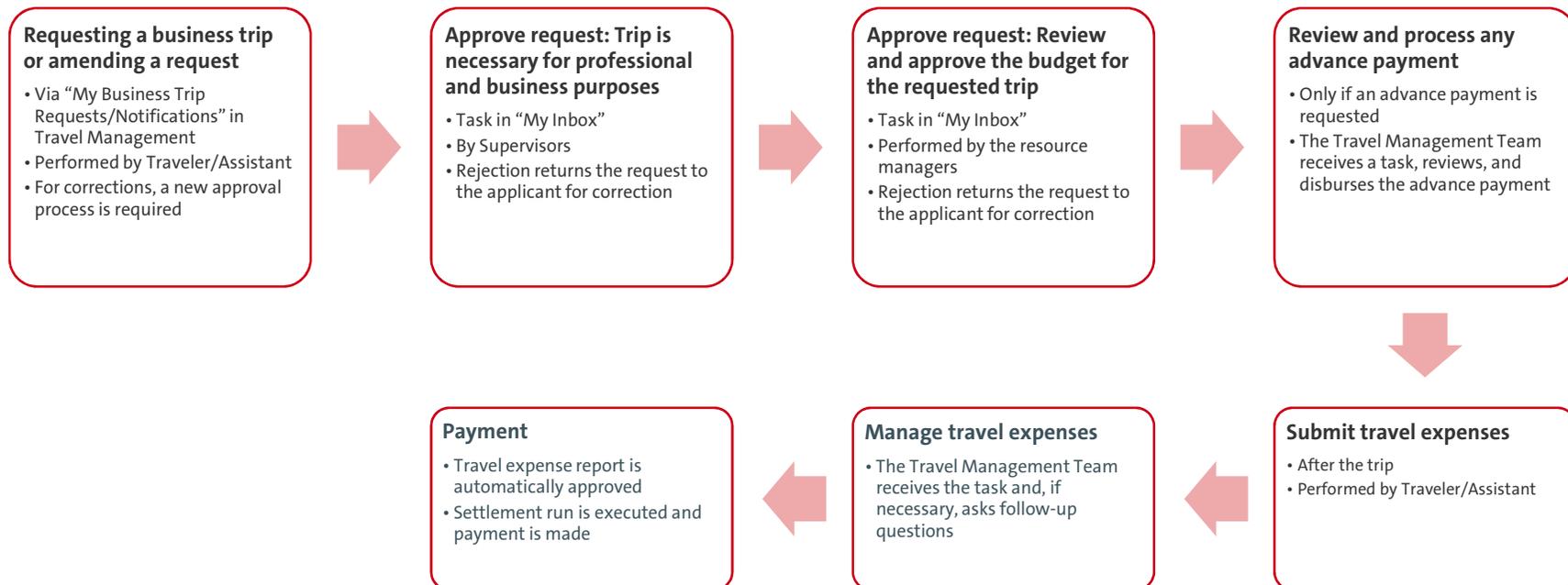
# Instructions for Approving Business Trips

- 1 [Business trips: requests and notifications](#) Page 4
- 2 [The “Travel Approval” entry screen](#) Page 6
- 3 [Approval process for supervisors](#) Page 12
- 4 [Travel budget approval](#) Page 17
- 5 [Account assignment changes](#) Page 22

Business trip process /  
notification



# Business trips: requests and notifications



A grayscale photograph of a person in a business suit sitting at a desk. The person is holding a smartphone in their left hand and has their right hand hovering over it, as if about to tap the screen. On the desk, there is a laptop to the right and some papers or documents in the foreground. The background is slightly blurred, showing a plain wall.

“Travel Approval”—the  
entry screen

Photo: University of Hamburg / Hansen

# Approving a business trip—navigating to Travel Management

Do 05.09.2024 13:57  
K hhherphochschulen@kasse.hamburg.de  
TM: Neue Aufgabe in der Inbox/ New task in inbox  
An [redacted]  
Bitte betrachten Sie diese Angelegenheit als Vertraulich.

Sehr geehrte(r) Anwender(in),  
für Sie liegt eine neue Aufgabe zur Reise 00410000 in der Inbox.  
Bitte bearbeiten Sie diese unter folgendem Link:

[zur Inbox](#)

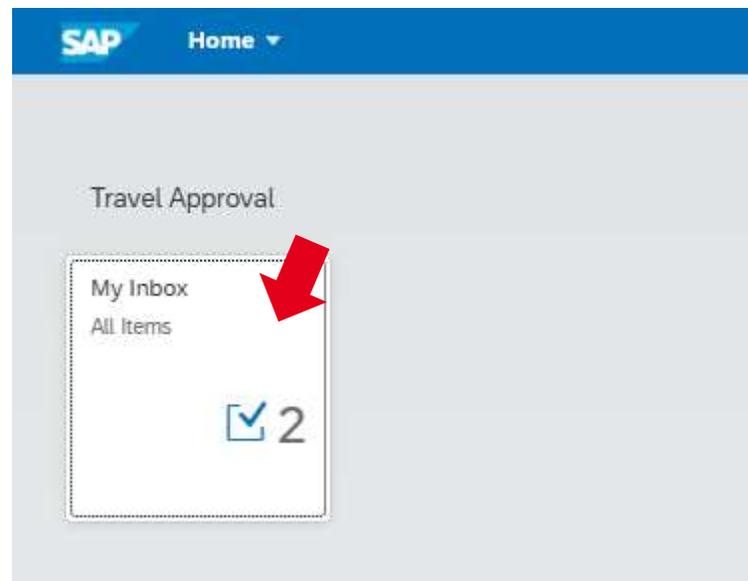
Dies ist eine systemgenerierte Mitteilung

Dear User,

You have a new travel task 00410000 in your inbox.

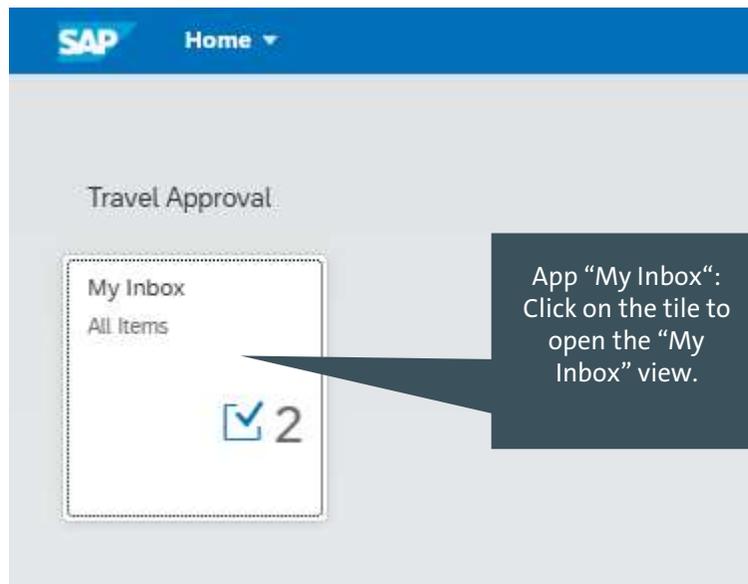
Use the following link to edit the task:

This is a system-generated message



Click “Inbox” in the notification email  
or  
Use your browser by logging in with your uni username (B-Kennung)

# View explained: Homepage



# View explained: My Inbox

The screenshot shows the SAP My Inbox interface. On the left, a list of tasks is displayed, including 'Approve travel request 0041000274' and 'Reiseantrag 0041000135 genehmigen'. The main area shows a detailed view of the selected task, 'Approve travel request 0041000274', with details such as 'Approval business trip 0041000274 of Ronny Reise (40000402)', 'Begin business trip: 01.02.2025', 'End business trip: 02.02.2025', and 'Reason business trip: Test'. Callouts provide explanations for various UI elements: 'List of available tasks e.g., approve business trip request' points to the task list; 'Multiple selection can be activated here to forward several requests simultaneously.' points to the selection icons; 'Detail view selection information, comments, attachments, relevant items.' points to the icons for information, comments, and attachments; and 'Detailed task view' points to the main task details area.

# View explained: My Inbox—e.g., attachment details

The screenshot displays the SAP My Inbox interface. On the left, a task list shows 'Approve travel request 0041000274' with a search bar and refresh icon. The main area shows a task titled 'Reiseantrag 0041000135 genehmigen' (Workflow travel request) with a 'Workflow-System' label and a creation date of 'Aug 30, 2024, 1:17 PM'. Below the task title are icons for information, calendar, attachments (0), and links (2). The 'Attachments (0/0)' section is currently empty, displaying a 'No attachments' message and a '+ ' button. A callout box points to the attachment icon with the text: 'Click the '+ ' button to add an attachment.' Another callout box points to the expanded attachments list, stating: 'After an attachment is uploaded, it appears in the list of process documents.' The expanded list shows one attachment: 'Testexcel.xlsx' (17.02.2025, 13:10:15 · Gig Genehmigung · 767,8 KB). At the bottom right, there are buttons for 'Show Log', 'Release', 'Forward', 'Suspend', and 'Open Task'.

Documents attached during the approval process can be viewed here. Business trip requests and receipts are available in a later view.

# View explained: My Inbox

The screenshot displays the SAP My Inbox interface. The main task is "Approve travel request 0041000274" with a status of "Ready" and a priority of "Medium". Below it, another task is "Reiseantrag 0041000135 genehmigen" (Approval business trip 0041000274 of Ronny Reise (40000402)).

Callout boxes provide definitions for actions:

- Show Log**: Display the workflow log
- Claim**: Keep the task in your own pool (when working in a shared pool)
- Forward**: Forward the task to another person (the task is then removed from your pool)
- Suspend**: Postpone the task. It will reappear in your inbox on a specified date
- Open Task**: Open the task for approval

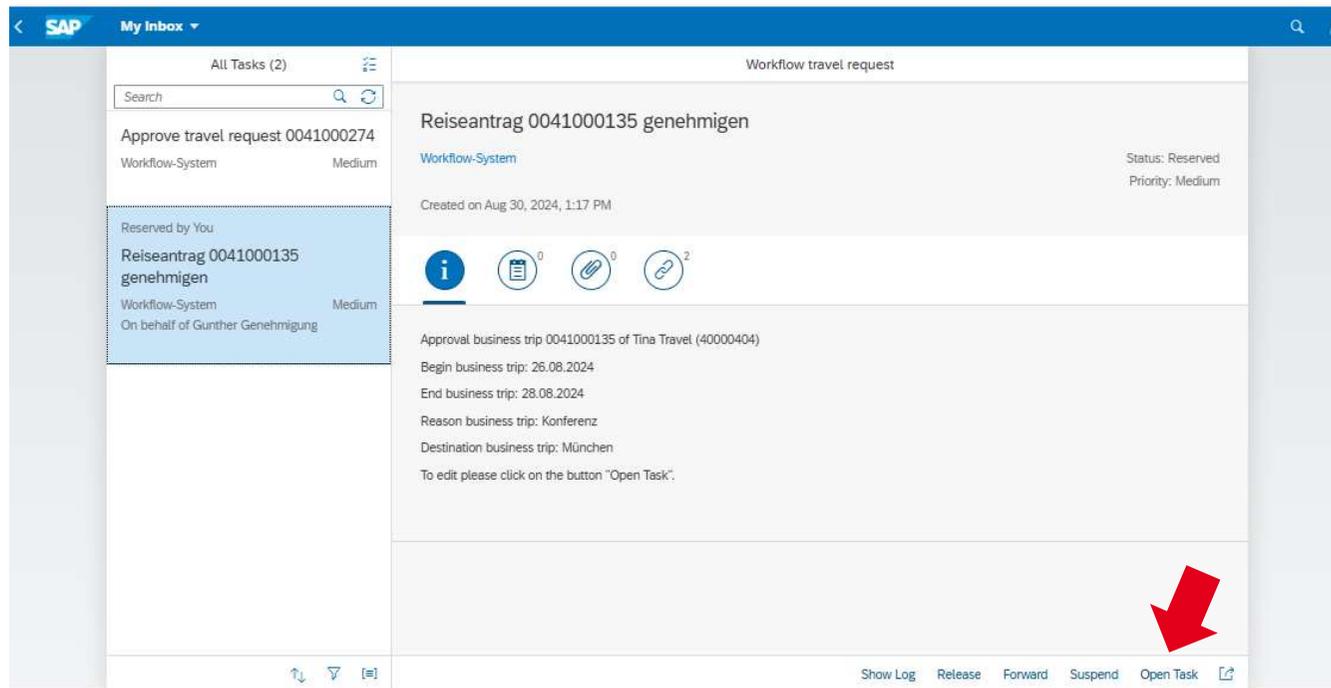
At the bottom of the task card, the following actions are visible: Show Log, Claim, Forward, Suspend, Open Task, and a link icon.



Approval process  
for supervisors

Photo: University of Hamburg / Denstorf

# Approving a business trip—Open Task



1. Select the business trip request from the task list on the left.
2. Click “Open task.”
3. The “Approve travel request” screen opens in a new window

# View explained: Approve travel request

Approve travel request 0041000135

Trip header data

Workitem: 000007605769  
 Personnel Number: 40000404  
 Trip number: 0041000135

**Display as PDF**

Account Assignment

Company Code	CO Area description	CO Area	Cost Center	Cost Center description	WBS Element	WBS Element description	percentage
3420	Universität	3420	900000				100,00

**Display any requested advance**

Advances

The total advance is 0,00 EUR.  
 Advances cannot be deleted. To reduce the advance amount, please create an advance with a negative amount.

Amount	Currency
The table does not contain any data	

**Display the requested, estimated total costs**

Estimated costs

The total amount of estimated costs is 600,00 EUR.

Category	Total Cost	Currency
costs of travel/flight	100,00	EUR
participant/conference fee	200,00	EUR
overnight/accommodation	300,00	EUR
daily allowance	0,00	
other expenses	0,00	

The business trip is necessary for professional and business reasons and will be approved

Previous comments

Attachments

Attachment list

- teilnahmegebühren\_berlin.pdf

Cancel by closing the window

# Approving a business trip—Approval

Approve travel request 0041000135

**Trip header data**

Werkitem: 000007605769  
 Personnel Number: 40000404  
 Trip number: 0041000135

**Account Assignment**

Company Code	CO Area description	CO Area	Cost Center	Cost Center description	WBS Element	WBS Element description	percentage
3420	Universität	3420	600000				100,00

**Advances**

The total advance is 0,00 EUR.  
 Advances cannot be deleted. To reduce the advance amount, please create an advance with a negative amount.

Amount	Currency
ⓘ The table does not contain any data	

**Estimated costs**

The total amount of estimated costs is 600,00 EUR.

Category	Total Cost	Currency
costs of travel/flight	100,00	EUR
participant/conference fee	200,00	EUR
overnight accommodation	300,00	EUR
daily allowance	0,00	
other expenses	0,00	

The business trip is necessary for professional and business reasons and will be approved

**Previous comments**

**Attachments**

Attachment list

- teilnahmegebühren\_berlin.pdf

1. Review the information and click on “The business trip is necessary for professional and business reasons and will be approved.”
2. The “Confirm decision” screen opens, where you can enter a comment on the approval. Click “Confirm.”

**Confirm decision**

You can leave a note for your decision here.

Comment:

3. A confirmation is displayed and you can close the window.

# Approving a business trip—Rejection

Approve travel request 0041000135

**Trip header data**

Workitem: 000007605769  
Personnel Number: 40000404  
Trip number: 0041000135  
[Print form](#)

**Account Assignment**

Company Code	CO Area description	CO Area	Cost Center	Cost Center description	WBS Element	WBS Element description	percentage
3420	Universität	3420	600000				100,00

**Advances**

The total advance is 0,00 EUR.  
Advances cannot be deleted. To reduce the advance amount, please create an advance with a negative amount.

Amount	Currency
ⓘ The table does not contain any data	

**Estimated costs**

The total amount of estimated costs is 600,00 EUR.

Category	Total Cost	Currency
costs of travel/flight	100,00	EUR
participant/conference fee	200,00	EUR
overnight accommodation	300,00	EUR
daily allowance	0,00	
other expenses	0,00	

The business trip is necessary for professional and business reasons and will be approved. [Reject travel request](#)

**Previous comments**

**Attachments**

Attachment list

- teilnahmegebühren\_berlin.pdf

1. Review the information and click “Reject travel request.”
2. The “Confirm decision” screen opens, where you can enter a comment on the rejection. Click “Confirm.”

**Confirm decision**

You can leave a note for your decision here.

\* Comment:

[Confirm decision](#) [Cancel](#)

3. A confirmation is displayed and you can close the window. The applicant receives a notification.



## Travel budget approval

Photo: University of Hamburg / Denstorf

# Approving a travel budget—Open Task

The screenshot displays the SAP My Inbox interface. On the left, a task list titled 'All Tasks (10)' shows several 'Check funding for trip' tasks with IDs like 0041000265, 0041000239, 0041000261, 0041000259, and 0041000203. The task with ID 0041000239 is selected. The main area shows the details for this task, titled 'Workflow travel request'. It includes the task title 'Check funding for trip 0041000239', status 'Ready', and priority 'Medium'. Below this, there are icons for information, list, edit, and delete. The task description includes: 'Approval business trip 0041000239 of Tim Travel (40000403)', 'Begin business trip: 01.01.2025', 'End business trip: 04.01.2025', 'Reason business trip: Meeting', and 'Destination business trip: London'. At the bottom right of the task details, a red arrow points to the 'Open Task' button.

1. Select the business trip from the task list on the left.
2. Click “Open task.”
3. The “Check funding” screen opens in a new window.

# View explained: check funding

Check funding for trip 0041000239

**Trip header data**

Workitem: 00007617679  
 Personnel Number: 4000403  
 Trip number: 0041000239

**Account Assignment**

Company Code	CO Area	CO Area description	Cost Center	Cost Center description	WBS Element	WBS Element description	percentage
3420	3420	Universität	600000				100,00

**Advances**

The total advance is 800,00 EUR.

Advances cannot be deleted. To reduce the advance amount, please create an advance with a negative amount.

Amount	Currency
800,00	EUR

**Estimated costs**

The total amount of estimated costs is 1.000,00 EUR.

Category	Total Cost	Currency
costs of travel/flight	1.000,00	EUR
participant/conference fee	0,00	
overnight accommodation	0,00	
daily allowance	0,00	
other expenses	0,00	

**Previous comments**

**Attachments**

Attachment list

Display as PDF

Displays the cost center / WBS element proposed by the applicant or the allocation across multiple funding sources

Display any requested advance

Cancel by closing the window

Display the requested, estimated total costs

Display travel documents associated with the requested trip

# Approving a travel budget—Approval

Check funding for trip 0041000239

**Trip header data**

Workitem: 000007617679  
 Personnel Number: 40000403  
 Trip number: 0041000239

**Account Assignment**

Company Code	CO Area	CO Area description	Cost Center	Cost Center description	WBS Element	WBS Element description	percentage
3420	3420	Universität	600000				100,00

**Advances**

The total advance is 800,00 EUR.  
 Advances cannot be deleted. To reduce the advance amount, please create an advance with a negative amount.

Amount	Currency
800,00	EUR

**Estimated costs**

The total amount of estimated costs is 1.000,00 EUR.

Category	Total Cost	Currency
costs of travel/flight	1.000,00	EUR
participation expense fee	0,00	
overnight accommodation	0,00	
other	0,00	

**Previous comments**

**Attachments**

Attachment list

1. Review the information and click on “Approve funds.”
2. The “Confirm decision” screen opens, where you can enter a comment on the approval. Click “Confirm.”

**Confirm decision**

You can leave a note for your decision here.

Comment:

3. A confirmation is displayed and you can close the window.

# Approving a travel budget — Rejection

Check funding for trip 0041000239

**Trip header data**

Workitem: 000007617679  
 Personnel Number: 40000403  
 Trip number: 0041000239

**Account Assignment**

Company Code	CO Area	CO Area description	Cost Center	Cost Center description	WBS Element	WBS Element description	percentage
3420	3420	Universität	600000				100,00

**Advances**

The total advance is 800,00 EUR.  
 Advances cannot be deleted. To reduce the advance amount, please create an advance with a negative amount.

Amount	Currency
800,00	EUR

**Estimated costs**

The total amount of estimated costs is 1.000,00 EUR.

Category	Total Cost	Currency
costs of travel/flight	1.000,00	EUR
participant/conference fee	0,00	
overnight accommodation	0,00	
daily allowance	0,00	
other expenses	0,00	

**Previous comments**

**Attachments**

Attachment list

1. Review the information and click on “Reject request.”
2. The “Confirm decision” screen opens, where you can enter a comment on the approval. Click “Confirm.”

**Confirm decision**

You can leave a note for your decision here.

\* Comment:

3. A confirmation is displayed and you can close the window. The applicant receives a notification.

# Approving a travel budget—Account assignment changes

Check funding for trip 0041000135

**Trip header data**

Workitem: 000007620026  
Personnel Number: 40000404  
Trip number: 0041000135  
[Print form](#)

**Account Assignment**

Company Code	CO Area	CO Area description
<input type="radio"/> 3420	3420	Universität

[Create](#) [Edit](#) [Delete](#) [Save](#)

1. Select the account assignment to be changed using the option field, then click “Edit.” The “Edit” button becomes available after selecting an option.
2. Alternatively, a new funding source can be added by clicking the “Create” button.
3. The “Account Assignment” screen opens.

# View explained: Account Assignment

Account Assignment

Switch between accounts to view details

Company Code	CO Area	CO Area description	Cost Center	Cost Center description	WBS Element	WBS Element description	percentage
<input type="radio"/> 3420	3420	Universität	600000				50,00
<input checked="" type="radio"/> 3420	3420	Universität	100010				50,00

Input fields for cost center or WBS element

Company Code: 3420  
 CO Area: 3420  
 Cost Center: 100010  
 WBS Element:   
 Percent Cost Assign: 50,00  
 Apply  Cancel

UNI Hamburg  
 Universität

Opens search function

Select: Cost Center

Controlling Area:   
 Valid From: DD.MM.YYYY   
 Cost Center:   
 Valid To: DD.MM.YYYY   
 Name:   
 Long Text:   
 Go

Items (3)

CO ...	Cost Center	Valid From	Valid To	Name	Long Text
<input type="radio"/> 3420	600000	01.01.2008	23.02.2014	Fakultät 6 Dekanat	Fakultät 6 Dekanat
<input type="radio"/> 3420	600000	24.02.2014	31.07.2022	Fakultät 6 Dekanat	Fakultät 6 Dekanat
<input type="radio"/> 3420	600000	01.08.2022	31.12.9999	Fakultät 6 Dekanat	Fakultät 6 Dekanat

Input field for the percentage allocation of funding across cost centers or WBS elements

Confirm the input and return to the "Check funding" screen

# Approving a travel budget—Account assignment changes

Check funding for trip 0041000135

**Trip header data**

Workitem: 000007620026  
 Personnel Number: 40000404  
 Trip number: 0041000135  
[Print form](#)

**Account Assignment**

Company Code	CO Area description	Cost Center	Cost Center description	WBS Element	WBS Element description	percentage
<input type="radio"/> 3420	3420 Universität	600000				50,00
<input checked="" type="radio"/> 3420	3420 Universität	100010				50,00

[Create](#) [Edit](#) [Delete](#) [Save](#)

**Advances**

The total advance is 0,00 EUR.

Advances cannot be deleted. To reduce the advance amount, please create an advance with a negative amount.

Amount	Currency
The table does not contain any data	

**Estimated costs**

The total amount of estimated costs is 600,00 EUR.

Category	Total Cost	Currency
costs of travel/flight	100,00	EUR
participant/conference fee	200,00	EUR
overnight accommodation	300,00	EUR
daily allowance	0,00	
other expenses	0,00	

[Approve funds](#) [Reject request](#)

Previous comments

- After changing the account assignment in the “Account Assignment” screen and clicking “Apply,” confirm the changes by clicking “Save” in the “Check funding” window.
- The budget approval process can now be completed as described above.