



Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Requesting and Settling Business Trips

SAP Fiori Travel Management



Photo: University of Hamburg / Esfandiari

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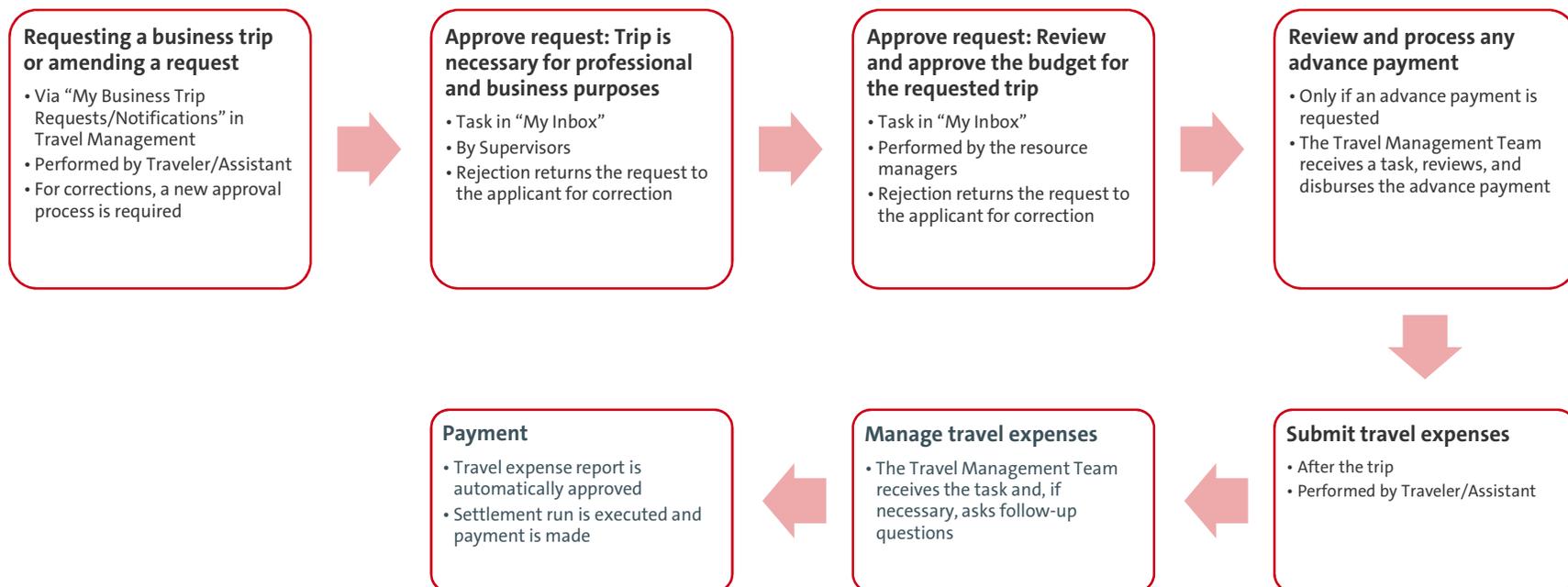
Requesting and settling business trips

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Business trip process /
notification



Business trips: requests and notifications

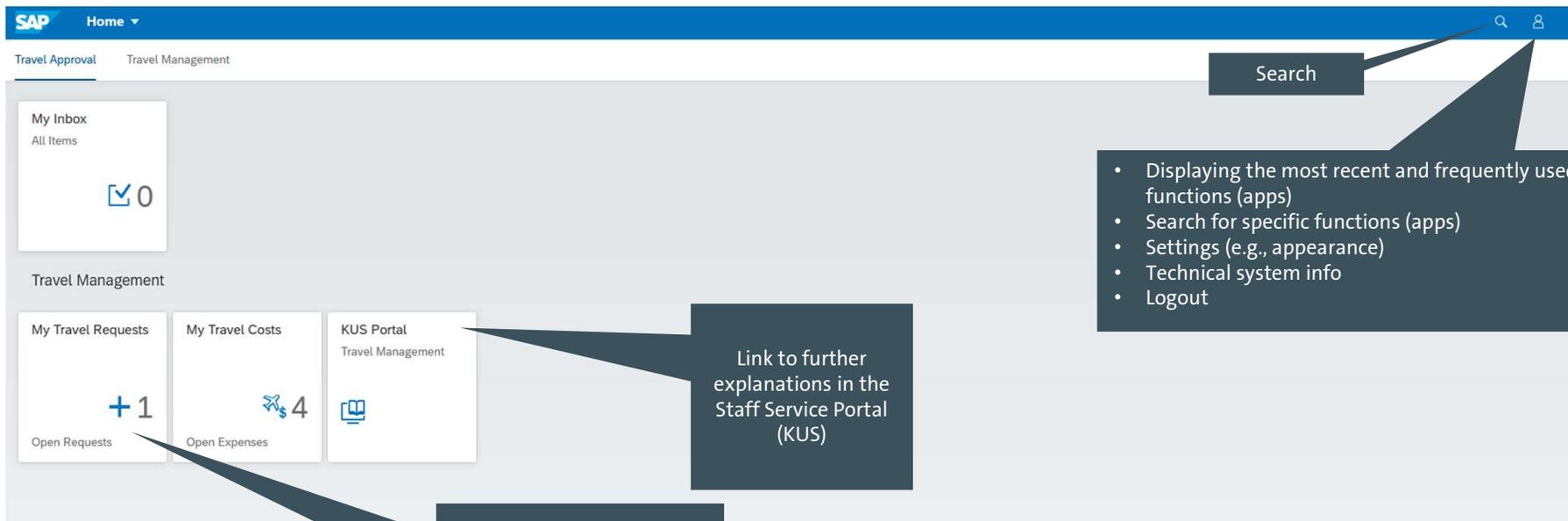


A grayscale photograph of a person in a business suit sitting at a desk. The person is holding a smartphone in their hands, looking at the screen. On the desk, there is a laptop and some papers. The background is blurred. A blue rectangular box is overlaid on the left side of the image, containing white text.

Requesting and settling
business trips—entry
screen, navigation and
general instructions

Photo: University of Hamburg / Hansen

View explained: Homepage



- Displaying the most recent and frequently used functions (apps)
- Search for specific functions (apps)
- Settings (e.g., appearance)
- Technical system info
- Logout

Link to further explanations in the Staff Service Portal (KUS)

Travel management App tiles: Click on the tile to open the corresponding view.

View explained: general navigation

The screenshot shows the SAP 'My travel requests' interface. Three callout boxes provide instructions:

- “Back” button to the previous view:** Points to the left-pointing arrow in the top blue navigation bar.
- Click in this area to open a navigation overview for direct access:** Points to the 'All My Apps' button in the top left navigation area.
- Release—currently without function:** Points to the right-pointing arrow in the top blue navigation bar.

The interface includes a search bar, filter fields for Employee Name (Tina Travel), Trip status, and Start of business trip (From 17.08.2024). Below the filters is a table of travel requests.

Trip Number	Reason business trip	Destination business trip	Country / Region	Trip status	Start of business trip	End of business trip	Total Cost	Authorizing office
Trip status: Approved								
0041000217	Test Englische Seite	Halle	Germany	Approved	03.12.2024, 00:00:00	04.12.2024, 00:00:00	0,00 EUR	>
Trip status: Open								
0041000218	Meeting	Berlin	Germany	Open	11.11.2024, 00:00:00	13.11.2024, 00:00:00	500,00 EUR	>

View explained: general navigation

General elements have the same functions across the different views:



Copy = Create new by copying ("Copy" becomes available only after an option is selected)
"+" / Create = Create new
Export as PDF = Display as PDF (becomes available only after selecting an existing request)
Sort = Sort lists by columns
Group = Define groups for a consolidated view
Settings = Column properties



Export as PDF = Open as PDF
"Release" has no function
Full-screen view = View expands to full screen
"x" / Close = Close view

View explained: filter and search

The screenshot shows the SAP 'My travel requests' interface. At the top, there is a search bar with the text 'Tina Travel' and a dropdown menu for 'Trip status' set to 'From (17.08.2024)'. A 'Go' button is visible next to the search bar. Below the search bar, there is a table of travel requests with columns for Trip Number, Reason business trip, Destination, Status, Start of business trip, End of business trip, Total Cost, and Authorizing office. The table contains six rows of data. Callouts point to various features: 'Free text search of business trip requests' points to the search bar; 'Filter trips by status' points to the Trip status dropdown; 'Filter trips by date' points to the Start of business trip field; 'Execute filter' points to the Go button; 'Search for travel requests from specific employees' points to the search bar; and 'Filters remain even after logout' points to the Go button.

Free text search of business trip requests

Filter trips by status

Filter trips by date

Execute filter

Search for travel requests from specific employees

Filters remain even after logout

Trip Number	Reason business trip	Dest	Status	Start of business trip	End of business trip	Total Cost	Authorizing office
0041000283	Test FuPo	Berlin	Completed/To Be Settled	03.02.2025, 05:00:00	05.02.2025, 21:00:00	600,00	
0041000287	#2 Retest	Toronto	Trip Approved/To Be Settled	28.12.2024, 05:00:00	31.12.2024, 13:00:00	1.000,00	
0041000222	Meeting	Berlin	Pending	18.12.2024, 00:00:00	20.12.2024, 00:00:00	500,00	EUR
0041000221	Meeting	Berlin	Trip Completed/To Be Settled	16.12.2024, 00:00:00	18.12.2024, 22:00:00	500,00	EUR
0041000231	Tagung	Berlin	Trip Approved/To Be Settled	12.12.2024, 20:00:00	13.12.2024, 22:00:00	700,00	EUR
0041000220	Meeting	Berlin	Trip Completed/Open	10.12.2024, 00:00:00	12.12.2024, 00:00:00	500,00	EUR

General information

Ideally, fill out the forms consistently from top to bottom and save in between. This instruction accompanies you through the process. Doing this helps you avoid error messages and the need to search for input fields.





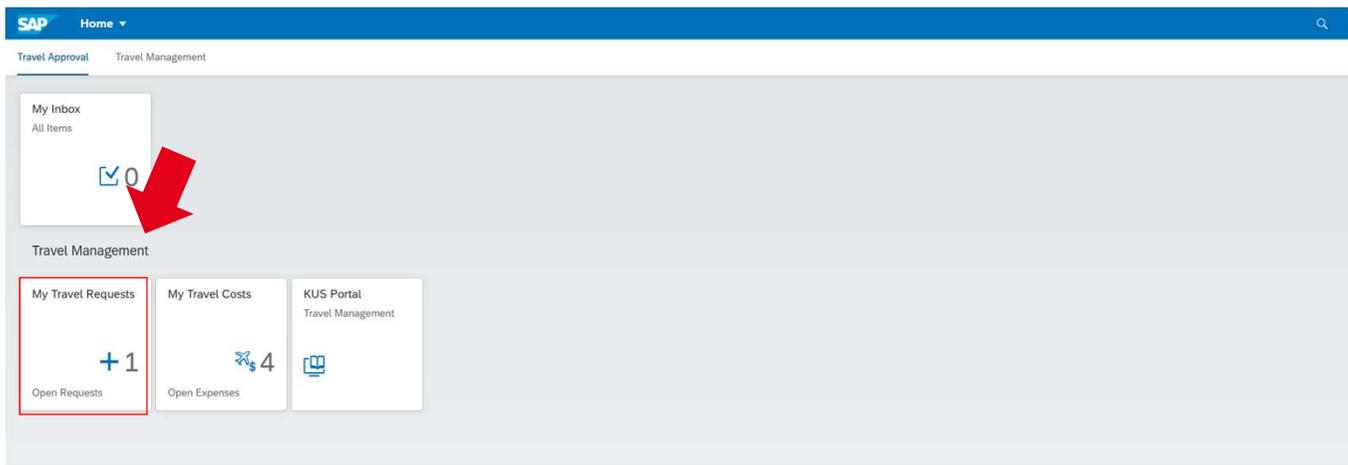
Requesting a business
trip

Photo: University of Hamburg / Denstorf

Overview: Requesting a business trip

- [Creating a new request](#) Page 14
- [Selecting an IBAN](#) Page 22
- [Inserting a private stay](#) Page 24
- [Inserting an additional trip segment](#) Page 25
- [Changing cost allocation to funding source](#) Page 27
- [Adding cost allocation to funding source](#) Page 28
- [Entering or deleting an advance payment](#) Page 30
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Requesting a business trip—my travel requests/notifications



1. Click on the tile “My Travel Requests.”
2. The “Travel Requests” view opens.

View explained: My Travel Requests

Release—currently without function

Myself, Tina Travel (40000404)

*Employee Name: Tina Travel | Trip status: | Start of business trip: From (17.08.2024)

Search [] Adapt Filters (2) Go

Trip Number	Reason business trip	Destination business trip	Country / Region	Trip status	Start of business trip	End of business trip	Total Cost	Authorizing Office
0041000283	Test FuPo	Berlin	Germany	Trip Completed/To Be Settled	03.02.2025, 05:00:00	05.02.2025, 21:00:00	600,00 EUR	>
0041000287	#2 Retest	Toronto	Canada	Trip Approved/To Be Settled	28.12.2024, 05:00:00	31.12.2024, 13:00:00	1.000,00 EUR	>
0041000222	Meeting	Berlin	Germany	Pending	18.12.2024, 00:00:00	20.12.2024, 00:00:00	500,00 EUR	>
0041000221	Meeting	Berlin	Germany	Trip Completed/To Be Settled	16.12.2024, 00:00:00	18.12.2024, 22:00:00	500,00 EUR	>
0041000331	Tagung	Berlin	Germany	Trip Approved/To Be Settled	12.12.2024, 20:00:00	13.12.2024, 22:00:00	700,00 EUR	>
0041000330	Meeting	Berlin	Germany	Trip Completed/To Be Settled	10.12.2024, 00:00:00	11.12.2024, 00:00:00	500,00 EUR	>

List of user-created travel requests

Status of each request:
 Green / Approved = Request approved
 Yellow / Pending = Request is in the approval process
 Gray = Business trip is in the settlement stage

Copy = Create new by copying (“Copy” becomes available only after an option is selected)
 “+”/Create = Create a new request
 Export as PDF = Display the request as a PDF (becomes available only after an existing request is selected)
 Sort = Sort the request list by columns
 Group = Define groups for a consolidated view
 Settings = Column properties

Requesting a business trip—creating a new request

1. A new travel request can be created in two ways:

a: By copying an existing request:

- Select a request by clicking on it in the list of requests
- Click on “Copy.”
- A dialog box opens for entering the travel start date and the reason for travel.

or

b: Click on “+.”

2. The input view for a new trip request opens next to the request list.
3. All required fields (*) must be filled in.

Trip Number	Reason business trip	Destination business trip	Country / Region	Trip status	Start of business trip	End of business trip	Total Cost	Authorizing office
0041000283	Test FuPo	Berlin	Germany	Trip Completed/To Be Settled	03.02.2025, 05:00:00	05.02.2025, 21:00:00	600,00 EUR	>
0041000287	#2 Retest	Toronto	Canada	Trip Approved/To Be Settled	28.12.2024, 05:00:00	31.12.2024, 13:00:00	1.000,00 EUR	>
0041000222	Meeting	Berlin	Germany	Pending	18.12.2024, 00:00:00	20.12.2024, 00:00:00	500,00 EUR	>
0041000221	Meeting	Berlin	Germany	Trip Completed/To Be Settled	16.12.2024, 00:00:00	18.12.2024, 22:00:00	500,00 EUR	>
0041000231	Tagung	Berlin	Germany	Trip Approved/To Be Settled	12.12.2024, 20:00:00	13.12.2024, 22:00:00	700,00 EUR	>
0041000220	Meeting	Berlin	Germany	Trip Completed/Open	10.12.2024, 00:00:00	12.12.2024, 00:00:00	500,00 EUR	>

View explained: Travel Request form

The screenshot shows the SAP 'My travel requests' interface. At the top, there's a navigation bar with the SAP logo and 'My travel requests'. Below it, the user's name 'Myself, Tina Travel (40000404)' is visible. The main area is divided into a list of existing travel requests on the left and a detailed form on the right. The list shows three requests with columns for Trip Number, Reason business trip, and Destination business trip. The detailed form is titled '000000000' and includes sections for General Data, Destination, Additional Information, and Additional data. Callouts point to various elements: 'List of existing travel requests' points to the list; 'Summary of travel data' points to the top summary area; 'Navigation between form sections' points to the tabs; 'Fields marked with an asterisk (*) must be completed.' points to required fields; and 'Save & Submit = Request goes into the approval process' points to the bottom buttons.

Export as PDF = Open the request as a PDF

“Release” function
 Full-screen view = The request expands to full screen
 Close = The request is closed

View explained: Notifications and Messages

The screenshot displays the SAP 'My travel requests' interface. On the left, a search bar and filter options are visible. The main area shows a form for a travel request with the following details:

- Employee Name: Tina Travel (40000404)
- Destination business trip: Berlin
- Trip status: New
- Total Estimated Cost: 0,00

The form is divided into sections: General Data, Destination, and Additional Information. The General Data section contains the following fields:

- *Start of business trip: (Empty, highlighted with a red border)
- Departure: (Dropdown menu set to 'Departure from First Workplace')
- *Point of departure (full address): (Empty)

The Destination section contains:

- *Country / Region: Germany
- *Destination business trip: (Empty, highlighted with a red border)

The Additional Information section contains:

- *Trip Type, Co.-Specific: Business trip
- *Reason business trip: (Empty, highlighted with a red border)

At the bottom of the form, there is a 'Save & Submit' button. A notification box is open, displaying the following error messages:

- Required entry field "Start of business trip" is empty.
- Required entry field "End of business trip" is empty.
- Required entry field "Destination business trip" is empty.
- Required entry field "Reason business trip" is empty.

Two callout boxes provide instructions:

- Display of notices and error messages in the lower area of the application
- Click on the button to display notices and messages

View explained: "Details" section 1

0000000000 Delete ↵ ↶ ↷ ✕

Destination business trip	Trip status	Total Estimated Cost
Country / Region Germany	New	0,00
Start of business trip		
End of business trip		

• Ensure you are aware of current entry requirements for your destination. German citizens can find more information here: <https://auswaertiges-amt.de/de>. We also recommend that you register on the Federal Foreign Office's Crisis Prevention List (<https://krisenvorsorgeliste.diplo.de/signin>).

Details | Itinerary | Cost Assignment | Estimated Costs | Advances | Attachments

General Data

*Start of business trip:

Departure:

*Point of departure (full address):

*End of business trip:

Arrival:

*Point of arrival (full address):

Additional data

Authorizing office:

Destination

*Country / Region:

*Destination business trip:

Type of funding of travel expenses

entirely funded by Universität Hamburg:

Additional Information

Trip Type, Statutory:
Business Trip

*Trip Type, Co.-Specific:

*Reason business trip:

Additional comments:

Save & Submit | Save | Cancel

Destination =
City/place of
business trip

Where does the trip begin?:
1. Workplace = Regular
workplace
Apartment = Home
Different location

Trip types:
Currently, only business trips can be
requested via travel management.
Business trip = Travel for business purposes
outside the HVV metropolitan area

What is the reason for the
trip?
e.g., "Frankfurt Book Fair
2024"

View explained: “Details” section 2

0000000000 Delete

Details Itinerary Cost Assignment Estimated Costs Advances Attachments

*Point of arrival (full address):

Additional data	Type of funding of travel expenses
Authorizing office: <input type="text"/>	entirely funded by Universität Hamburg: <input type="checkbox"/>
Daily return to place of residence/ 1st place of work: <input type="checkbox"/>	partly funded by Universität Hamburg: <input type="checkbox"/>
Business trip with private stay: <input type="checkbox"/>	forbearance of funding by Universität Hamburg: <input type="checkbox"/>
*IBAN: <input type="text"/>	travel expenses covered by: <input type="checkbox"/>
Changes to IBAN / new IBAN required: <input type="checkbox"/>	claim amount in EUR: <input type="text"/>
BahnCard available?: <input type="checkbox"/>	
Proof attached?: <input type="checkbox"/>	

Itinerary

Create private stay Delete +

Save & Submit Save Cancel

Authorizing office = Supervisor

IBAN = Traveler's bank account

Changes to IBAN / new IBAN required = Select if no IBAN for this traveler is stored in the system or the stored IBAN must be changed

View explained: “Details” section 3

0000000000

Delete [copy] [print] [refresh] [close]

Details Itinerary Cost Assignment Estimated Costs Advances Attachments

*Point of arrival (full address):

Additional data

Authorizing office:

Daily return to place of residence/ 1st place of work:

Business trip with private stay:

*IBAN:

Changes to IBAN / new IBAN required:

BahnCard available?:

Proof attached?: ⓘ

Type of funding of travel expenses

entirely funded by Universität Hamburg:

partly funded by Universität Hamburg:

forbearance of funding by Universität Hamburg:

travel expenses covered by following third party:

claim amount in EUR:

Itinerary

Create private stay Delete + ⚙

Save & Submit Save Cancel

Type of funding = which portion of the costs should be covered by the University of Hamburg (only one can be selected)

Fill in the requested amount only if travel expenses are covered by a third party (specify this third party in the field “Travel expenses covered by following third party”)

Proof attached? = Documentation for the reason for the trip, e.g., conference program

View explained: “Itinerary” section

Event in Itinerary	Destination	Country / Region	Trip Begins On	Trip Begins At
No items found.				

Overview of the trip itinerary

Create private stay = Add a private travel period
Delete = Delete trip segment (“Delete” only becomes available once an option is selected)
“+”/Add = Insert a new trip segment
Settings = Settings for column view

Requesting a business trip— inserting a private stay in “Itinerary”

0000000000
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Details Itinerary Cost Assignment Estimated Costs Advances Attachments

Changes to IBAN / new IBAN required: claim amount in EUR:

BahnCard available?:

Proof attached?: 

Itinerary

[Create private stay](#) [Delete](#) [+](#) [⚙️](#)

Event in Itinerary	Destination	Country / Region	Trip Begins On	Trip Begins At
<input checked="" type="radio"/> Additional Destination	Frankfurt	Germany	15.02.2025	08:00:00 >

1. Click “Create private stay.” The dialog box “Create Trip Break” opens:

Create Trip Break

*Start: 

*End: 

Recurrence:

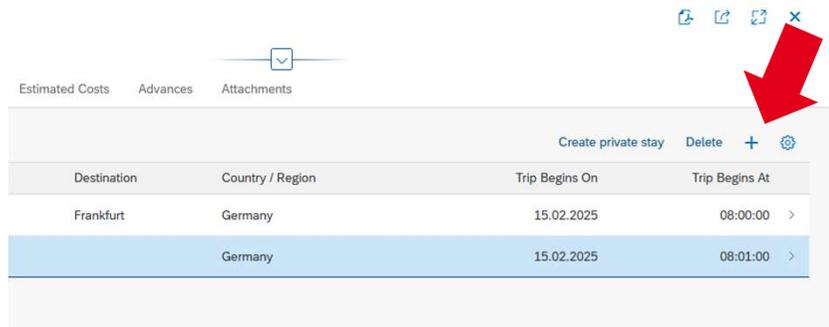
Number:

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

2. Enter the period of the private stay within the business trip.
3. Click “Confirm.” The dialog box closes and the private stay is saved in the trip itinerary as “Break.”

Requesting a business trip—inserting an additional trip segment

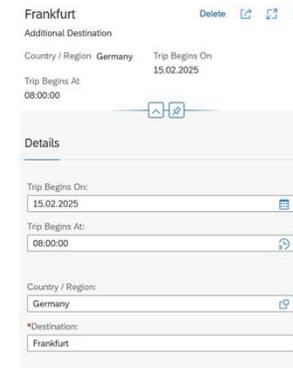
1. Additional trip segments are only necessary for longer trips with multiple destinations. Click on “+”/Add. The drop-down menu “Additional Destination” opens on the right.



Estimated Costs Advances Attachments

Create private stay Delete + ⚙️

Destination	Country / Region	Trip Begins On	Trip Begins At
Frankfurt	Germany	15.02.2025	08:00:00 >
	Germany	15.02.2025	08:01:00 >



Frankfurt Delete ⏪ ⏩ ✕

Additional Destination

Country / Region: Germany Trip Begins On: 15.02.2025

Trip Begins At: 08:00:00

Details

Trip Begins On: 15.02.2025

Trip Begins At: 08:00:00

Country / Region: Germany

*Destination: Frankfurt

2. Enter the date of the trip from the previous destination toward this new destination.
3. Save the new destination by clicking “Save & Submit.”

View explained: “Cost Assignment” section

List of cost centers or WBS elements through which the trip is financed.
A dummy cost center is preset as a suggestion; this must be changed.

Delete = Delete cost center or WBS element (“delete” becomes available only after selecting an option)
“+”/Add = Insert a new trip segment
Settings = Settings for column view

Cost Assignment	Percentage
<input checked="" type="radio"/> Cost Center 600000 (600000), Funds Center 60000000 (60000000), Fund DUMMY (DUMMY), Company Code 3420 (Universität Hamburg)	100,00 % >

Specify the cost distribution across multiple cost centers or WBS elements (if applicable).

Requesting a business trip—changing cost allocation to funding source

1. You can change the percentage shares of funding directly in the field.
2. To make further changes to an entry, click the arrow at the end of the row. A drop-down menu with the details opens on the right.

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Details Itinerary Cost Assignment Estimated Costs Advances Attachments

Additional Destination Germany 15.02.2025 08:01:00 >

Cost Assignment

Cost Assignment	Percentage
<input type="radio"/> Cost Center 600000 (600000), Funds Center 60000000 (60000000), Fund DUMMY (DUMMY), Company Code 3420 (Universität Hamburg)	50,00 % >
<input checked="" type="radio"/> Cost Center 400000 (400000), Funds Center 40000000 (40000000), Fund DUMMY (DUMMY), Company Code 3420 (Universität Hamburg)	50,00 % >

Draft saved Save & Submit Save Cancel

002
Company Code 3420 (Universität Hamburg)

Company Code Universität Hamburg Percentage 50,00 %
Business Area

Details

Accounting Object
Cost Center

Percentage:
50,00 %

Company Code:
3420

Cost Center:

3. Save the adjusted cost allocation by clicking the “Apply” button.

Requesting a business trip—adding cost allocation to funding source

1. First, change the percentage shares of funding directly in the field. Now, you can add a new cost allocation/account assignment.
2. Click on “+”/Add. A drop-down menu for entering new details opens on the right.

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4. Meeting TU Halle

Details Itinerary Cost Assignment Estimated Costs Advances Attachments

Additional Destination Germany 15.02.2025 08:01:00

Cost Assignment

Cost Assignment	Percentage
Cost Center 600000 (600000), Funds Center 60000000 (60000000), Fund DUMMY (DUMMY), Company Code 3420 (Universität Hamburg)	50,00 %
Cost Center 400000 (400000), Funds Center 40000000 (40000000), Fund DUMMY (DUMMY), Company Code 3420 (Universität Hamburg)	50,00 %

Draft saved **Save & Submit** Save Cancel

002
Company Code 3420 (Universität Hamburg)

Company Code Universität Hamburg Percentage 50,00 %
Business Area

Details

Accounting Object
Cost Center

Percentage: 50,00 %

Company Code: 3420

Cost Center:

3. Choose a cost center and WBS through the selection in the account assignment object.
4. To select the account assignment, open the search bar at the end of the field or enter it directly.
5. Save the new cost allocation by clicking the “Save & Submit” button.

View explained: “Estimated Costs” section

Enter the estimated costs including VAT for the upcoming business trip in the corresponding field (rounded sums are sufficient).

Settings = Settings for column view

Estimated Costs



Category	To Be Approved	Estimated Costs
costs of travel/flight	<input type="text"/>	0,00 EUR
participant/conference fee	<input type="text"/>	0,00 EUR
overnight accommodation	<input type="text"/>	0,00 EUR
daily allowance	<input type="text"/>	0,00 EUR
other expenses	<input type="text"/>	0,00 EUR
Total		0,00 EUR

Requesting a business trip—entering or deleting an advance payment

Amount	Exchange Rate	Amount in Settlement Currency	Cash	Payment Date
250,00	EUR			

1. Click on “+”/Add. A new row is created:
2. Enter the desired advance payment as a sum. The advance payment must not exceed 80% of the total trip costs.
3. “Delete” only becomes available once an option is selected. Advance payments can no longer be deleted once you click “Save & Submit.” A dialog box appears, asking you to confirm the deletion:
4. To delete an advance payment after the request has been submitted, you must add a new field a

0,00	EUR			
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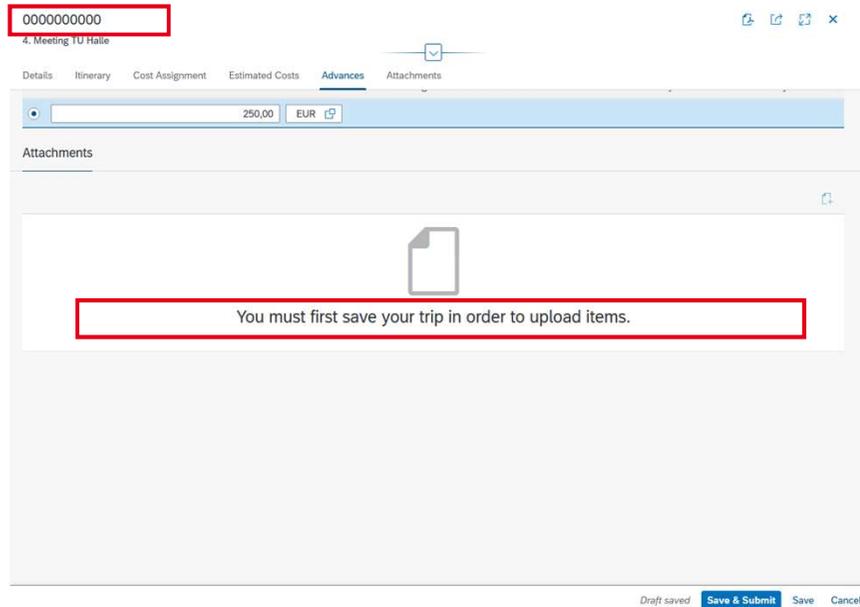
Delete

Advance will be deleted. Do you want to continue?

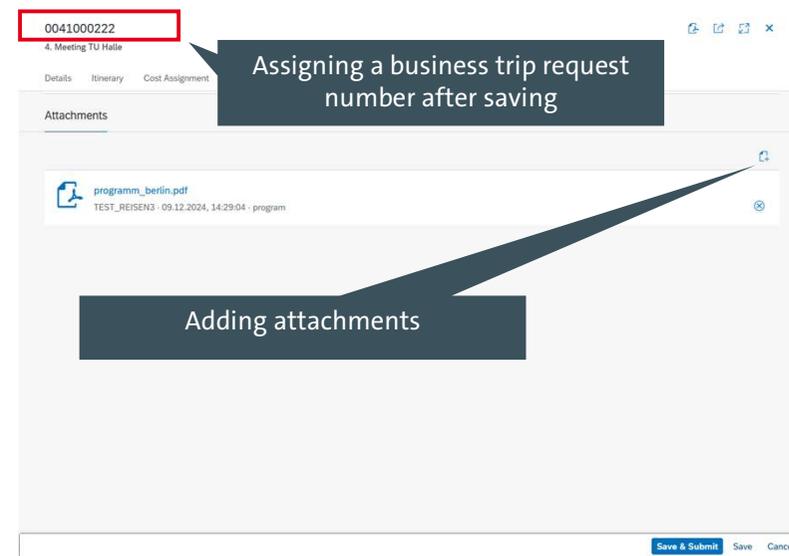
OK Cancel

View explained: “Attachments” section

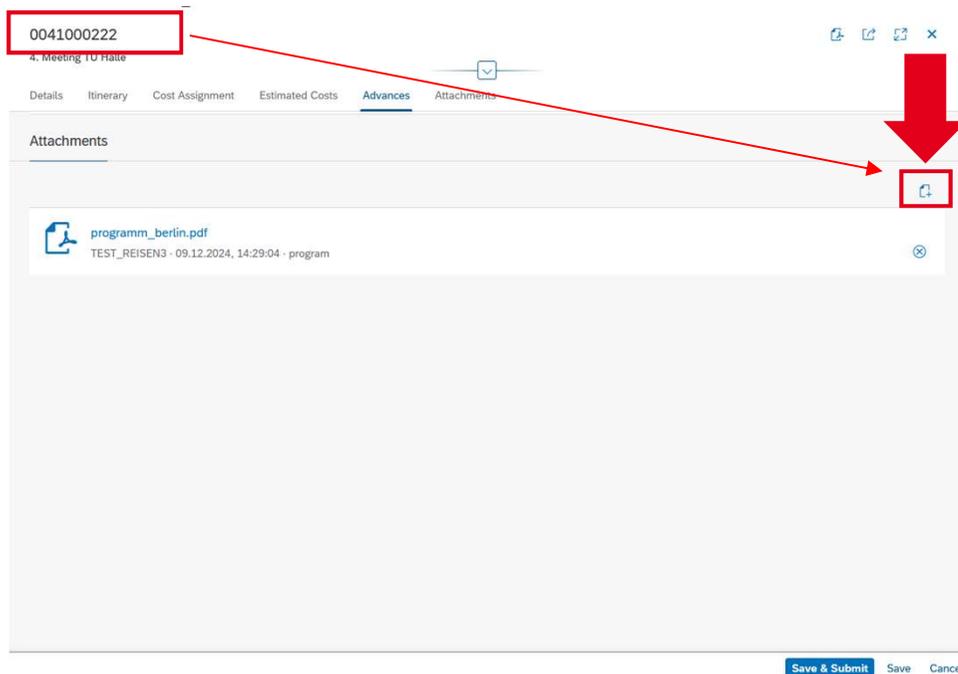
Before saving



After saving



Requesting a business trip—adding and deleting



1. Documentation for the entered expense items can be uploaded individually by clicking “Upload Business Document.” For guest expense reports, you must upload the cost assumption declaration.
2. The dialog box “Upload Business Document” opens.

Upload Business Document

*Document Type:

*File Path:

Description:

3. In the field “Document Type,” clicking the arrow at the end opens a drop-down menu to select the correct document type.
4. Click “Browse” to select the location of the digital document.

Requesting a business trip—saving and submitting

0041000222
4. Meeting TU Halle

Details Itinerary Cost Assignment **Estimated Costs** Advances Attachments

participant/conference fee	300,00	EUR
overnight accommodation	0,00	EUR
daily allowance	0,00	EUR
other expenses	0,00	EUR
Total	500,00	EUR

Advances

Amount	Exchange Rate	Amount in Settlement Currency	Cash	Payment Date
400,00 EUR	1,00000	400,00 EUR	No	09.12.2024

Attachments

programm_berlin.pdf
TEST_REISEN3 · 09.12.2024, 14:29:04 · program

Save & Submit Save Cancel

Once all required fields (*) are filled in, click “Save & Submit” to send the business trip request/notification for approval.

Requesting a business trip—editing a travel request

The screenshot shows the SAP 'My travel requests' interface. At the top, there's a search bar and filters for 'Employee Name' (Tina Travel) and 'Trip status' (Pending). Below is a table of 19 travel requests. The first row, with Trip Number 0041000222, is highlighted with a red box around its 'Trip status' column, which shows 'Pending'. A red arrow points to this status. Below the table, the 'Edit' button is highlighted with another red arrow. The detailed view below shows the trip details for 0041000222, including destination (Berlin), status (Pending), and cost (500,00 EUR).

Trip Number	Reason business trip	Destination business trip	Country / Region	Trip status	Start of business trip	End of business trip	Total Cost	Authorizing office
0041000222	4. Meeting TU Halle	Berlin	Germany	Pending	15.02.2025, 00:00:00	17.02.2025, 00:00:00	500,00 EUR	TEST_VORGES1
0041000283	Test FuPo	Berlin	Germany	Trip Completed/To Be Settled	03.02.2025, 05:00:00	05.02.2025, 21:00:00	600,00 EUR	
0041000287	#2 Reiset	Toronto	Canada	Trip Approved/To Be Settled	28.12.2024, 05:00:00	31.12.2024, 13:00:00	1.000,00 EUR	
0041000211	Meeting	Berlin	Germany	Trip Completed/To Be Settled	16.12.2024, 00:00:00	18.12.2024, 22:00:00	500,00 EUR	
0041000231	Tagung	Berlin	Germany	Trip Approved/To Be Settled	12.12.2024, 20:00:00	13.12.2024, 22:00:00	700,00 EUR	
0041000220	Meeting	Berlin	Germany	Trip Completed/Open	10.12.2024, 00:00:00	12.12.2024, 00:00:00	500,00 EUR	
0041000217	Test Englische Seite	Halle	Germany	Approved	03.12.2024, 00:00:00	04.12.2024, 00:00:00	500,00 EUR	

0041000222
4. Meeting TU Halle

Destination business trip: Berlin
Country / Region: Germany
Trip status: Pending
Total Estimated Cost: 500,00
Start of business trip: 15.02.2025, 00:00:00
End of business trip: 17.02.2025, 00:00:00

• Ensure you are aware of current entry requirements for your destination. German citizens can find a list here: <https://auswaertiges-amt.de/de>. We also recommend that you register on the Federal Foreign Office's Crisis Prevention List (<https://krisenvorsorgeliste.diplo.de/signin>).

Details | Cost Assignment | Estimated Costs | Advances | Attachments

General Data	Destination	Additional Information
Start of business trip: 15.02.2025	Country / Region: Germany	Trip Type, Statutory: Business Trip

1. Requests that are not yet marked as “Trip Complete/To Be Settled” can still be edited. To do this, click on the request in the “Travel Requests” view. The detail view for the request opens.

2. Click the “Edit” button. The fields become editable again.



Settling travel expenses

Photo: University of Hamburg / Denstorf

Overview: Settling travel expenses

- [Creating a new expense report](#) Page 39
- [Amending your trip details](#) Page 42
- [Entering a daily allowance](#) Page 43
- [Entering an overnight stay allowance](#) Page 44
- [Entering your mileage](#) Page 45
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- [Editing travel expenses](#) Page 55

Settling travel expenses — my travel expense reports



1. After completing your trip, any incurred costs can be submitted for reimbursement. To do this, click on the tile “My Travel Costs” on the home page.
2. The “Expense Reports” view opens.

View explained: Expense Reports

Free text search of business trip requests

Filter trips by status using the arrow at the end of the field

Myself, Tina Travel (40000404)

*Employee Name: Tina Travel

Trip status: [Dropdown Arrow]

Start of business trip: From (17.08.2024)

Adapt Filters (2) Go

Expense Reports (12)

Trip Number	Reason business trip	Destination business trip	Country / Region	Trip status	Start of business trip	End of business trip	Total Expenses
0041000283	Test FuPo	Berlin	Deutschland	Submitted	03.02.2025, 05:00:00	05.02.2025, 21:00:00	556,00 EUR
0041000287	#2 Retest	Toronto	Canada	Approved	28.12.2024, 05:00:00	31.12.2024, 13:00:00	662,00 EUR
0041000235	Retest Englisch	Teststadt	Germany	Approved	02.12.2024, 07:00:00	02.12.2024, 22:01:00	314,00 EUR
0041000233	Testtrip Englisch	Testort, Teststraße 4	Germany	Approved	01.12.2024, 07:00:00	01.12.2024, 22:00:00	264,00 EUR
0041000231	Tagung	Berlin	Germany	Approved	12.12.2024, 20:00:00	13.12.2024, 22:00:00	414,00 EUR
0041000221	Meeting	Berlin	Germany	Submitted	16.12.2024, 00:00:00	18.12.2024, 22:00:00	719,20 EUR
0041000220	Meeting	Berlin	Germany	Open	10.12.2024, 00:00:00	12.12.2024, 00:00:00	556,00 EUR

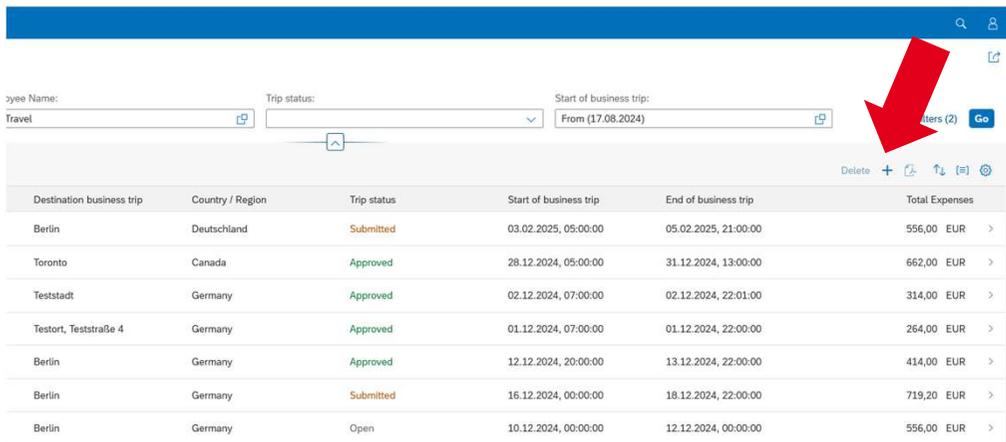
Delete + [Icons]

List of available expense reports

Trip status:
 Green/Approved = Expense report approved
 Yellow/Submitted = Expense report submitted
 Gray/Open = Expense report not yet submitted

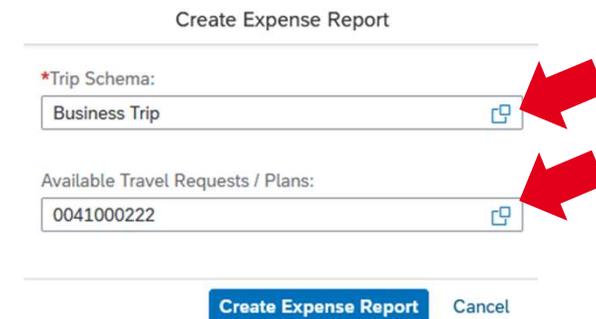
Delete = Delete expense report ("Delete" only becomes available once an option is selected)
 "+"/Create expense report = Create new expense report
 Export as PDF = Open the expense report as a PDF (only available once you have selected an existing report)
 Sort = Sort the request list by columns
 Group = Define groups for a consolidated view
 Settings = Column properties

Settling travel expenses—creating a new expense report



Destination business trip	Country / Region	Trip status	Start of business trip	End of business trip	Total Expenses
Berlin	Deutschland	Submitted	03.02.2025, 05:00:00	05.02.2025, 21:00:00	556,00 EUR >
Toronto	Canada	Approved	28.12.2024, 05:00:00	31.12.2024, 13:00:00	662,00 EUR >
Teststadt	Germany	Approved	02.12.2024, 07:00:00	02.12.2024, 22:01:00	314,00 EUR >
Testort, Teststraße 4	Germany	Approved	01.12.2024, 07:00:00	01.12.2024, 22:00:00	264,00 EUR >
Berlin	Germany	Approved	12.12.2024, 20:00:00	13.12.2024, 22:00:00	414,00 EUR >
Berlin	Germany	Submitted	16.12.2024, 00:00:00	18.12.2024, 22:00:00	719,20 EUR >
Berlin	Germany	Open	10.12.2024, 00:00:00	12.12.2024, 00:00:00	556,00 EUR >

1. Click on “+ / Create expense report” to open the dialog box “Create expense report”.



Create Expense Report

*Trip Schema:

Business Trip

Available Travel Requests / Plans:

0041000222

Create Expense Report Cancel

2. Enter “Business Trip” in the “Trip Schema” field, then select the corresponding travel request number either by entering it directly in the field or by clicking the search icon at the end of the field and choosing the correct entry.
3. Click “Create Expense Report.” A new expense report will be created using the existing trip ID.

View explained: My Travel Costs (1)

The screenshot shows the SAP 'My travel costs' interface. On the left, a list of expense reports is displayed. The main area shows a detailed view for a specific trip (0041000222) with various data fields and a summary table.

Summary of travel data

Trip status	Total Expenses	Total Reimbursement
New	0,00 EUR	0,00 EUR

Total costs/reimbursement sum

Form sections: "Details", "Itinerary", and "Cost Assignment" are imported from your travel request

Fields marked with an asterisk (*) must be completed.

List of available expense reports

Expense Reports (13)	Reason business trip	Destination business trip
0041000222 Draft	4. Meeting TU Halle	Berlin
0041000287	#2 Retest	Toronto
0041000283	Test FuPo	Berlin

View explained: My Travel Costs (2)

The screenshot shows the SAP 'My travel costs' interface. On the left, there is a search bar and filters for Employee Name (Tina Travel) and Trip status (From 17.08.2024). Below this is a table of 'Expense Reports (13)'. The main area displays the details for trip 0041000222, '4. Meeting TU Halle'. The trip status is 'New', with total expenses and reimbursements of 0,00 EUR. The interface includes tabs for Details, Itinerary, Cost Assignment, Flat-rate subsidy, Mileages, Advances, Receipts, Attachments, and Comments. The 'Details' tab is active, showing fields for Start/End of business trip, Trip Begins/Ends At, Point of departure/arrival, and Destination (Germany, Berlin). There are also fields for 'Reason business trip' (Business trip) and 'Additional comments' (The accommodation cost are covered privately). At the bottom right, there are buttons for 'Save & Submit', 'Save', and 'Cancel'.

Export as PDF = Open the request as a PDF:

“Release” has no function
Full-screen view = The request expands to full screen
Close = The request is closed

Save & Submit = Request goes into the approval process
Save = Request is saved as a draft
Cancel = View is closed, the request is not saved

Settling travel expenses — amending your trip details

SAP My travel costs

Myself, Tina Travel (40000404)

Employee Name: Tina Travel

Trip status: From (17.08.2024)

Adapt Filters (2) Go

Expense Reports (13)

Trip Number	Reason business trip	Destination business trip
0041000222	4. Meeting TU Halle	Berlin
0041000287	#2 Reretst	Toronto
0041000283	Test FuPo	Berlin

0041000222
4. Meeting TU Halle

Destination business trip: Berlin
Country / Region: Germany
Start of business trip: 15.02.2025, 00:00:00
End of business trip: 17.02.2025, 00:00:00

Trip status: New
Total Expenses: 0,00 EUR
Total Reimbursement: 0,00 EUR

Details Itinerary Cost Assignment Flat-rate subsidy Mileages Advances Receipts Attachments Comments

General Data

*Start of business trip: 15.02.2025

*Trip Begins At: 00:00:00

Departure: Departure from First Workplace

*Point of departure (full address): Mittelweg 177

*End of business trip: 17.02.2025

*Trip Ends At: 00:00:00

Arrival: Arrival at Home

*Point of arrival (full address): Musterstraße 1

Destination

Country / Region: Germany

Destination business trip: Berlin

Additional Information

Trip Type, Co.-specific: Business trip

*Reason business trip: 4. Meeting TU Halle

Additional comments: The accommodation cost are covered privately.

Save & Submit Save Cancel

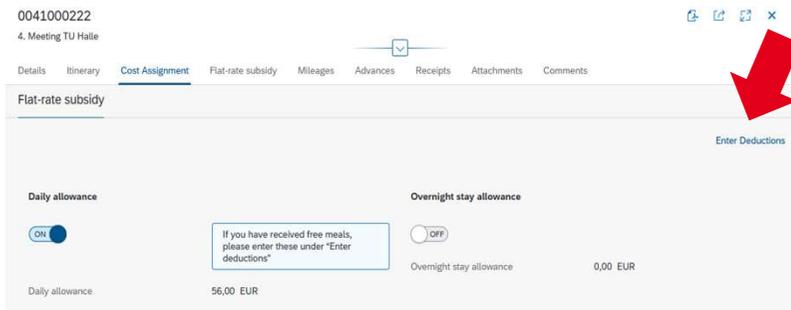
Cost Assignment

Cost Assignment Percentage

Cost Center 600000 (600000), Funds Center 60000000 (60000000), Fund DUMMY (DUMMY), Company Code 3420 (Universität Hamburg) 100,00 %

The form sections “Details”, “Itinerary”, and “Cost Assignment” are imported from your business trip request. They can be amended as needed. If you change the funding source, the approval process will restart.

Settling travel expenses—entering a daily allowance



The “Daily allowance” button in the “Flat-rate subsidy” section is set to “ON” by default, and the amount is automatically calculated. If meals during the trip have been provided by others (including hotel breakfast), you must create corresponding deductions by clicking “Enter Deductions.” The dialog box “Per-Diem Deductions” opens.

Disable the dark-colored icons for any meals that were provided, then click “Apply and Close.”

Per-Diem Deductions

Per Diem Reimburs. for Meals
56,00 EUR

Per Diem Reimburs. for Accommodations
0,00 EUR

Deselect by clicking on the relevant icon

Date	Breakfast	Lunch	Dinner	Meal Coupons	Overnight
15.02.2025					
16.02.2025					
17.02.2025					

Apply and Close
Apply
Reset
Cancel

Settling travel expenses—entering an overnight stay allowance

Flat-rate subsidy

Enter Deductions

Daily allowance

ON

If you have received free meals, please enter these under "Enter deductions"

Daily allowance 56,00 EUR

Overnight stay allowance

OFF

Overnight stay allowance 0,00 EUR

If you did not stay in paid accommodation (i.e., no accommodation receipt is available or you stayed with family or friends), a flat-rate lodging allowance may be granted. In the “Flat-rate subsidy” section, activate “Overnight stay allowance” by clicking the button to switch it from off to on. A flat rate will be calculated.

View explained: “Mileage” section

0041000222
4. Meeting TU Halle

Details Itinerary Cost Assign Receipts Attachment

Mileages

List of entered self-driven routes

Amount to be reimbursed— automatically calculated

Sequence Number	Total Distance	Total Reimbursement	Date
001	300 KM	60,00 EUR	15.02.2025

Copy Delete + Settings

Copy = Copy route (“Copy” becomes available only after an option is selected)
Delete = Delete route (“Delete” becomes available only after an option is selected)
“+”/Add = Create new route
Settings = Change column properties

Settling travel expenses—entering your mileage

The screenshot shows a web application interface for managing travel expenses. At the top, there is a blue header bar with a search icon and a user profile icon. Below the header, the main content area displays the following information:

- Reference number: 0041000222
- Event: 4. Meeting TU Halle
- Navigation tabs: Details, Itinerary, Cost Assignment, Flat-rate subsidy (selected), Mileages, Advances, Receipts, Attachments, Comments
- A table titled "Mileages" with the following data:

Sequence Number	Total Distance	Total Reimbursement	Date
001	300 KM	60,00 EUR	15.02.2025

Red arrows labeled 'a' and 'b' point to the 'Copy' and '+' buttons respectively, indicating the actions to be taken. The '001' in the first row of the table is circled in red.

There are two ways to enter a new route that you drove yourself:

a: By copying an existing route:

- Select a route from the list
- Click “Copy”

A new route is added to the list and can be edited

or

b: Click on “+.”

View explained: Mileage

Copy = Copy route
 Delete = Delete route
 "Release" has no function
 Exit full-screen mode = Return to the list
 Close = Closes the detail view
 Back/Next = Navigate to the previous or next entry

0041000222 / 001

Date: 15.02.2025 Total Distance: 300 KM Total Reimbursement: 60,00 EUR

Details Vehicle

Total Distance: 300 KM

Date: 15.02.2025

Number of passengers:

Country / Region: Germany

Start Location: Mittelweg 177, 20146 Hamburg

End Location: Musterstraße 1, 29274 Musterstadt

Comment (please give a reason for significant official interest):

Vehicle Type: Car

Significant official interest: No

Draft saved Apply Cancel

Distance traveled from start to destination (doubled for a round trip)

(Start) date of the trip

Comment field (also used for explaining the business purpose)

Type of vehicle used for the route

Business purpose = Special trips (e.g., transport of equipment)

View explained: “Advances” section

0041000222
4. Meeting TU Halle

Details Itinerary Cost Assignment Flat-rate subsidy **Mileages** Advances Receipts Attachments Comments

Advances

Amount	Exchange Rate	Amount in Settlement Currency	Cash	Payment Date
400,00 EUR	1,00000	400,00 EUR	No	09.12.2024

Receipts

Document Number	Expense Type	Date	Receipt Amount	Settlement Amount	Original Receipt Amount	Origin	Itemized
001	Hotel	15.02.2025	100,00 EUR	100,00 EUR	100,00 EUR	Entered Manually	>

Attachments

- Business trip application form
WF-BATCH · 17.02.2025, 14:20:51 · Business trip application form
- programm_berlin.pdf

Draft saved **Save & Submit** Save Cancel

Display of advances (shown only if advances were paid by the University of Hamburg)

Only the column view can be changed in this section. Deletion is not possible.

View explained: “Receipts” section

Receipts

Copy Delete + ⚙

Document Number	Expense Type	Date	Receipt Amount	Settlement Amount	Original Receipt Amount	Origin	Itemized
001	Hotel	15.02.2025	100,00 EUR	100,00 EUR	100,00 EUR	Entered Manually	>

Category: 📄

Copy = Copy expense item (“Copy” becomes available only after an option is selected)
Delete = Delete expense item (“Delete” becomes available only after an option is selected)
“+”/Add = Create new expense item
Settings = Change column properties

List of expenses entered for the trip

Settling travel expenses—creating a new expense

Receipts

Copy Delete +

Document Number	Expense Type	Date	Receipt Amount	Settlement Amount	Original Receipt Amount	Origin	Itemized
00	Hotel	15.02.2025	100,00 EUR	100,00 EUR	100,00 EUR	Entered Manually	>

Category: [icon]



1. There are two ways to enter a new expense item:

- a: By copying an existing item:
 - Select an item from the list
 - Click “Copy”

A new receipt is added to the list and can be edited

or
 b: Click on “+.”

The dialog box “Add Receipts” opens.

2. Click the receipt type and confirm by clicking “Select.”
 The detail view opens.

Fill in the details and save by clicking “Apply.”

Add Receipts

Search [input]

Selected: 1

- Car Rental
- Deduction
- Deduction (Seminar)
- Expense for Taking Part in
- Flight
- Flight paid
- Hotel
- Hotel paid
- Non Refundable Amounts
- Other Expenses
- Other Expenses, paid
- Parking
- Public Transport
- Seminar/Workshop
- Taxi
- Telephone
- Train
- Train Paid
- Vignette
- Visa

Select Cancel

004100022 / 001

Hotel

Country / Region: Germany Date: 15.02.2025 Amount: 100,00 EUR

Details Private Expenses / Split Receipts

Expense Type: Hotel Description: Paper Receipt:

Amount: 100,00 EUR Location: Number: 2

Country / Region: Germany

Date: 15.02.2025

*From Date: 15.02.2025

*To Date: 17.02.2025

Comments: [input]

Private Expenses / Split Receipts

Draft saved Apply Cancel

View explained: Expense Type Details 2

The screenshot shows a web form for 'Expense Type Details'. At the top left, the ID '0041000222 / 001' and the category 'Hotel' are displayed. A summary table shows: Country / Region: Germany, Date: 15.02.2025, Amount: 100,00 EUR. The form is divided into several sections: 'Expense Type' (Hotel), 'Amount' (100,00 EUR), 'Date' (15.02.2025), 'From Date' (15.02.2025), 'To Date' (17.02.2025), 'Comments' (empty), 'Description', 'Location', 'Country / Region' (Germany), 'Short Info', 'Purpose', 'Paper Receipt' (checked), and 'Number' (2). Callout boxes provide explanations: 'Paper Receipt = If an original paper receipt exists, scan and upload it' points to the 'Paper Receipt' checkbox; 'Location where the expense was incurred' points to the 'Location' field; 'Short info = Comments or information about the receipt (detailed text → comment field on the left)' points to the 'Short Info' field; 'Date of the corresponding invoice' points to the 'Date' field; and 'Additional comments/information' points to the 'Comments' field. The bottom right corner shows 'Draft saved', 'Apply', and 'Cancel' buttons.

0041000222 / 001
Hotel

Country / Region	Date	Amount
Germany	15.02.2025	100,00 EUR

Details Private Expenses / Split Receipts

Expense Type: Hotel

Amount: 100,00 EUR

Amount: 100,00 EUR

Date: 15.02.2025

*From Date: 15.02.2025

*To Date: 17.02.2025

Comments:

Description:

Location:

Country / Region: Germany

Short Info:

Purpose:

Paper Receipt:

Number: 2

Private Expenses / Split Receipts

Draft saved Apply Cancel

Paper Receipt = If an original paper receipt exists, scan and upload it

Location where the expense was incurred

Short info = Comments or information about the receipt (detailed text → comment field on the left)

Date of the corresponding invoice

Additional comments/information

Settling travel expenses—uploading attachments

0041000222
4. Meeting TU Halle

Details Itinerary Cost Assignment Flat-rate subsidy Mileages Advances Receipts Attachments Comments

Category: [input]

Attachments

-  Business trip application form
WF-BATCH - 17.02.2025, 14:20:51 - Business trip application form
-  programm_berin.pdf
TEST_REISEN3 - 09.12.2024, 14:29:04 - program

Comments

 Tina Travel: The accommodation cost are covered privately.
40000404 - 17.02.2025, 14:26:36

Draft saved **Save & Submit** Save Cancel

1. For each of the previously entered expense items, add receipts individually to the report by clicking “Upload Business Document.”
2. The dialog box “Upload Business Document” opens

Upload Business Document

*Document Type:
[dropdown menu]

*File Path:
[input: test1] **Browse...**

Description:
[input]

Upload Cancel

3. In the field “Document Type,” select the correct type from the drop-down menu.
4. Click “Browse” to select the location of the digital document.

Note:

You cannot delete documents once uploaded. If a document must be deleted, contact the Category and Support Management Team (733).

Settling travel expenses—saving and submitting

0041000222
4. Meeting TU Halle

Details Itinerary Cost Assignment Flat-rate subsidy Mileages **Advances** Receipts Attachments Comments

Receipts

Document Number	Expense Type	Date	Receipt Amount	Settlement Amount	Original Receipt Amount	Origin	Itemized
001	Hotel	15.02.2025	100,00 EUR	100,00 EUR	100,00 EUR	Entered Manually	>

Category:

Attachments

-  Business trip application form
WF-BATCH · 17.02.2025, 14:20:51 · Business trip application form
-  programm_berlin.pdf
TEST_REISEN3 · 09.12.2024, 14:29:04 · program

Comments

 **Tina Travel:** The accommodation cost are covered privately.
40000404 · 17.02.2025, 14:26:36

Draft saved **Save & Submit** Save Cancel

1. To submit the expense report to the Travel Management Team, click “Save & Submit”. The dialog box “Expense Report” opens.

Expense Report

4. Meeting TU Halle
Berlin

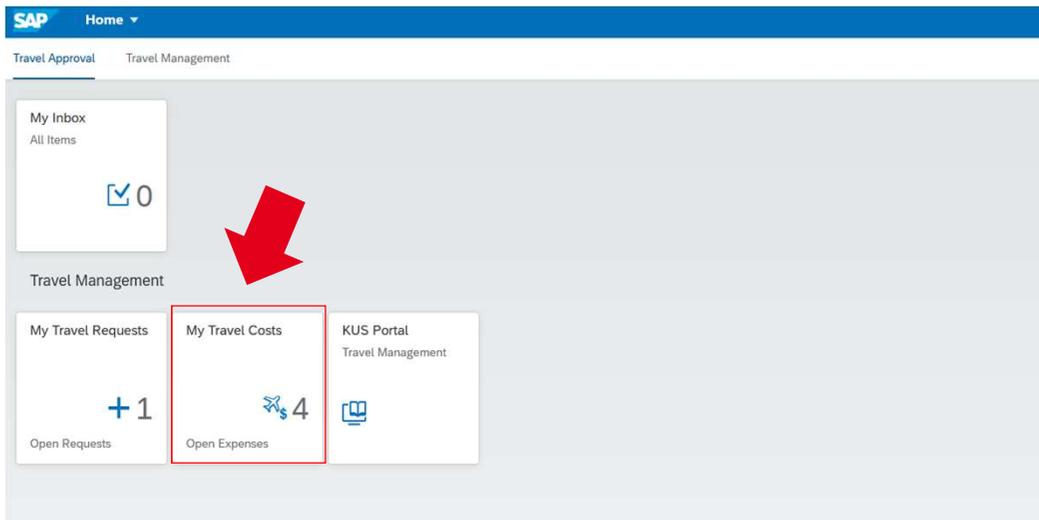
Date	Total Expenses	Reimbursement
15.02.2025 - 17.02.2025	0,00 EUR	0,00 EUR

I duly certify that my information is correct and that I have incurred the stated expenses.
The required supporting documents are attached. I am aware that insufficient and/or missing evidence can lead to a reduction of travel expenses that can be reimbursed.

Submit Cancel

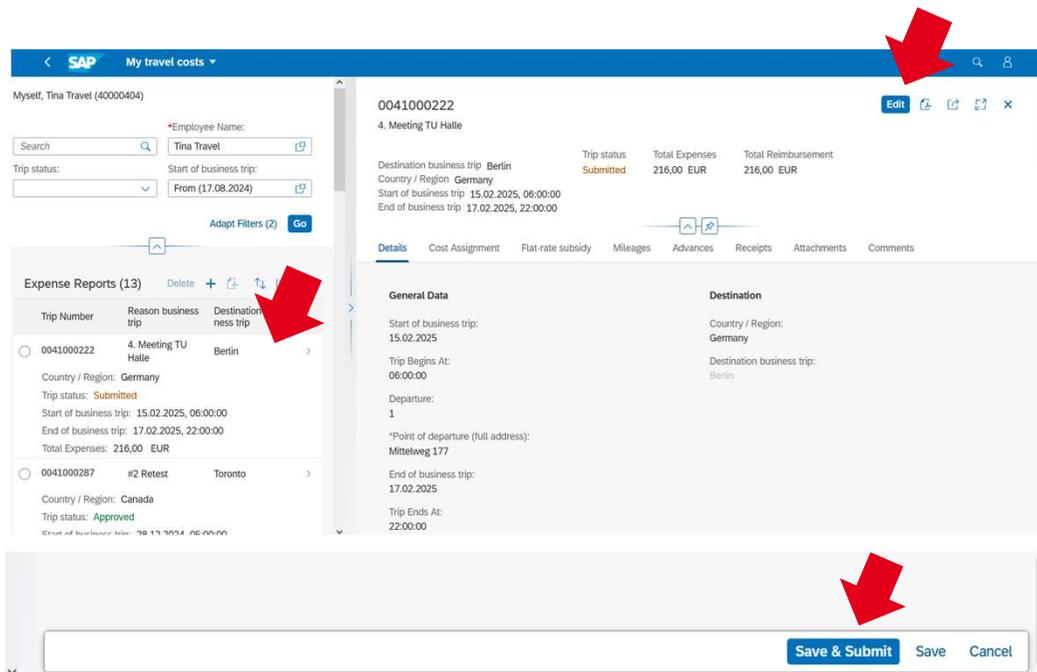
2. Check the box to confirm the accuracy of the entries, then click “Submit.”

Settling travel expenses—editing travel expenses



- Corrections can only be made to expense reports that have not yet been approved (settled).
- If you need to modify an approved expense report, please contact the Travel Management Team.

Settling travel expenses — editing travel expenses



Correcting an expense report

1. In the “Expense Reports” overview, open the relevant report and click “Edit.”
2. Correct the entries, provide explanations, or upload attachments.
3. Submit the expense report by clicking the “Save & Submit” button.
4. The expense report will be marked as “Submitted.”