

Business trips

Digital business trip management and expense reporting

Streamline your workload and unlock company resources with digital business trip control. The Business Trips app - one place where you can report and processes requests, as well as report and finalise trip expenses.

In the Business Trip application requests are swiftly submitted for approval and you are immediately notified about status.

All collected data and information are stored and available in a secure cloud.

How does the application work?

Optimal and effective document processing in one place, covering all types of requests. The person on the business trip or their direct supervisor **registers the requests:**

-  for approval of the trip
-  for expense per diem,
-  advance payment for hotel reservations,
-  ticket booking



Key features of digital business trips and advance payments management:



Digital finalization of domestic and international business trips based on all necessary documents and information



Per diem recalculation depending on the number of meals



Automatic updating of domestic and international per diem allowances



Export of the final expense summary to the accounting unit.

Key benefits of digital business trips and advance payments management:

 <p>Swift, automatic online trip cost reporting for reimbursement</p>	 <p>Effective time management and allocation of employee time</p>	 <p>No need to print business trip forms</p>	 <p>Saves time with online request forms</p>
 <p>Reduces the bureaucracy</p>	 <p>Easy business trip planning</p>	 <p>Application available in a secure cloud</p>	 <p>Generates business trip reports broken down into categories</p>

Features that save time and unburden company resources.

→ Ready-made reports

The data collected in the application is crucial information which, in the form of generated reports, provides solid analytical knowledge and help with decision-making.

→ Alerts and notifications

Notifications and alerts about documents awaiting workflow management. Tasks can be quickly taken up thanks to incoming notifications.

→ Automatic calculation of allowances

The system can be configured to calculate amounts according to company rules. System settings allow for calculations that take into account different types of travel, including domestic and international business trips.

→ Submitting all documentation to account unit

The framework comes ready with tools that allow you to add attachments, such as receipts and invoices confirming expenses.

Important information about the Business Trip application:

- ✓ automatically clears domestic and foreign business trips
- ✓ records business trip documentation
- ✓ assignments are displayed in the application calendar
- ✓ payout to the employee is always made in Polish currency
- ✓ does not block the registration of historical business trips
- ✓ allows business trips to be registered and finalized by another person
- ✓ automatically enters the current per diem rates
- ✓ in the case of foreign business trips, the domestic and foreign parts are settled in accordance with the applicable law