

HRF019

## Travel Expenses – Extension Collective Agreement for Trade Commerce

The collective agreement for trade commerce poses specific challenges relating to the domestic per diem calculation. In detail, this means the counting of calendar days within a month and the reduction of the daily allowance from the 13th calendar day onwards, whereby business trips with a total of no more than 3 hours may not be counted.

Manual handling would confront your specialist department respectively your users with an enormous administrative effort, whereby errors could not be proactively avoided despite all efforts. Likewise, extensive legal knowledge would be demanded of the traveller, which would mean great training expenditure for you as a company.

### Solution Description

The HRFORCE-Solution “Travel Expenses – Extension Collective Agreement for Trade Commerce” enables you to meet these requirements regarding collective agreements comfortably and automatically.

Once installed, this solution, which automatically counts the domestic business trip days according to the collective agreement regulations by executing a report and implements the reduction in the daily allowance from the 13th calendar day per month, works maintenance-free.

If you are already using SAP Travel Management today, nothing will change in terms of data entries for your employees when you add this supplement. The training expenditure for your personnel is therefore also eliminated.

### Implemented Functionalities

#### TRAVEL ABROAD

Domestic portions of travel abroad are handled separately (are not subject to this rule).

#### DOMESTIC TRAVEL AND INTERMEDIATE DESTINATIONS

Correct breakdown for trips with intermediate destinations, as well as for several trips in one day

#### RETROACTIVE CHANGES

Changes for past periods (changes, new trips and cancellations) automatically adjust the monthly calculation.

#### CHECKING

Updating of the travel calendar for settlement checking

### Client Advantages

Completely automatic run without manual intervention

Reduction in work for specialists, as unnecessary administrative expenditure is avoided

Payment of correct travel reimbursements without advance or subsequent adjustments, provided that the trips are recorded and accounted in time

Domestic portions of travel abroad are treated differently.

No additional annual maintenance costs

No training expenditure for your users