HRF-FI-TV020

Travel Request and Travel Expense Report

After completing the training, participants will be able to determine the necessary master data and record, correct and approve domestic and international travel.
Participants will also be able to create transfers and various reports for travel expense accounting.

Target groups

SAP HR users

Recommended prerequisites

Navigation in SAP (HRF-ALG010)
Knowledge in Travel Expense Accounting (HRF-FI-TV010)

Contents

Master data maintenance
Travel advances
Travel calendar
Travel manager
Travel expense manager
Collective Agreement-specific entry
Approval of entered travel expense reports
Settlement of approved travel expense reports
Create posting run
Create DTA data carrier
Standard reports – travel expense evaluation

Scope of services

Organisation of the training
Provision of training systems
Catering if required
Training materials

Framework conditions

Flexible scheduling
On-site / online
Individual training / group training

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