



Digital Travel Expense Report

A travel expense report involves a lot of work, both for the person submitting the claim and for your accounting department. With the digital travel expense report, this effort can now be significantly reduced. You simplify the application and processing for your employees and also increase transparency.

Find out everything you need to know about digital travel expense reports.



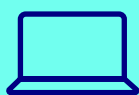
Why a digitalised travel expense report?

Digital workflows automate repetitive tasks that usually occur as part of daily work processes. Such processes are predestined to be mapped digitally and automatically, as they run through recurring steps and instances.

A typical example is the process of travel expense accounting: the entire work process always follows a similar sequence, from application to approval and accounting entry.

The digital travel expense report makes it easier for your travelling employees to submit claims and for your accounting department to record them. All in all, this will noticeably reduce the workload for your employees. You also speed up the entire process and reduce the susceptibility to errors, as many of the work steps no longer have to be carried out manually.

Your benefits at a glance



Digital process without paper



Preconfigured workflows and templates



Mobile availability at all times



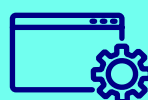
High degree of automation



Relief for your employees



Error reduction



Transparent processes



Improved compliance

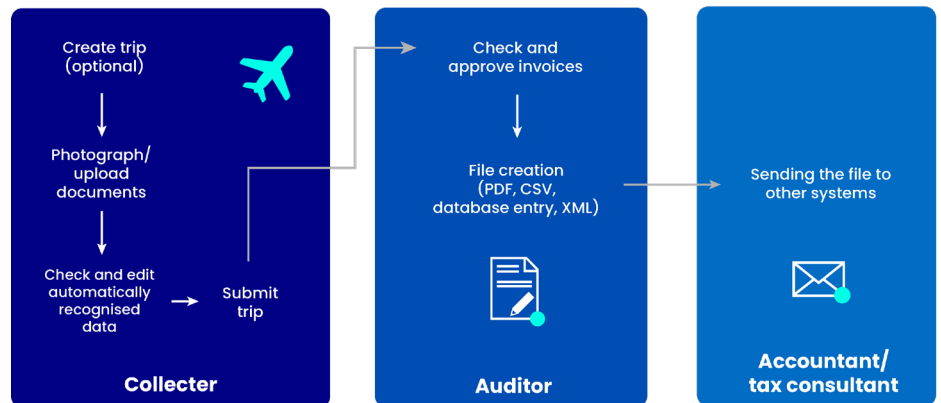
Typical process flow of a Digital Travel Expense Report

All forms and functions included

The dataglobal Group solution contains all the forms and functions you need for digital travel expense accounting – and makes them available to you at any time, even on the move. This includes, for example

- Adding receipts,
- specifying the meals included as the basis for calculating the per diem meal allowance and
- the automatic calculation of travel expenses.

Finally, you receive a travel expense report document for your filing system. All processes can also be researched retrospectively in the long term.



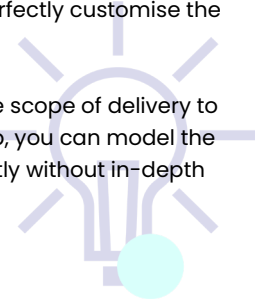
The most important smart robots at a glance

- Load selection lists
- Generate internal consecutive requirement number
- Save/load standard values (employee data)
- Index documents
- Set rights to documents
- E-mail notification
- Move documents
- Create log

Adaptability and assistance from smart robots

The digital travel expense report offers you many possibilities for optional customisations. This allows you to perfectly customise the process to your requirements.

The practical Smart Robots are included in the scope of delivery to help you with the configuration. With their help, you can model the desired components quickly and independently without in-depth programming knowledge.



Get in contact now:

Would you like to find out more about digital travel expense accounting and/or other digital workplace solutions from the dataglobal Group?

We would be happy to advise you in a personal meeting.

Get in touch now and arrange an appointment. We look forward to hearing from you.



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dataglobal Group – Software solutions for the digital workplace – Made in Germany

What drives us as dataglobal Group is the vision of a working world in which people can work easily and mobile from anywhere in the world – securely, conveniently and with the tools and functions they need for their own peak performance on the job. Although we provide the technical innovation, in the end you do the work that matters.

We support you in optimising the processes in your company both economically and in terms of ecologically sustainable corporate management. In this way, together we can master the challenges of a modern working world that is characterised by rapid change and the breaking down of outdated ways of thinking, presenting its players with new tasks.