



Germany & Austria: Your travel expense report with the Alta Via travel expense module for NetSuite

Travel expenses, accommodation, expenses. With the end of a business trip begins an often complicated and time-consuming settlement process, in addition to the numerous provisions of the German travel costs must be considered. Although the new tax regulations have made things easier since 2014, the expense reporting remains high and specific for Germany. Austrian tax regulations are even more complex than the German.

To simplify this process, Alta Via Consulting has developed a module specially tailored to German and Austrian travel expenses, which you can use as an add-on to your NetSuite account.

Efficient recording and processing of your travel expenses domestic and abroad

The Alta Via Travel Expense Module gives you and your employees the ability to capture one or more cross-border and intersecting trips on an intuitive interface.

Mileage, meals, and overnight accommodation will be calculated according to the information provided by the module in accordance with the provisions of the German Travel Expenses Law for your stays in Germany and abroad.

The per-diem rates used correspond to the rates currently set by the Federal Ministry of Finance for additional meals and accommodation costs for professional and company-related business trips.

If you do not need the pre-set per-diem rates, the module offers full flexibility and allows a different, manual entry. And of course, the billing of expenses without an attached trip is possible.

Cross borders - currencies and tax rates

START	DESTINATION	START DATE	START TIME	END DATE	END TIME	COUNTRY OF DESTINATION	PURPOSE	CAR KILOMETERS	CAR PASSENGERS	RELIABLE	CUSTOMER_JOB
Berlin	Hamburg	2.7.2015	7:15	4.7.2015	22:00	Germany	Workshop at customer	578		Yes	Power GmbH - Business Process Opt.
Berlin	Rom	8.7.2015	8:00	9.7.2015	21:00	Italia (Rome)	Marketing Event	45			
Berlin	Stuttgart	10.7.2015	7:00	10.7.2015	18:00	Germany	Visit customer A	45			
Stuttgart	Ulm	10.7.2015	18:00	11.7.2015	15:00	Germany	Visit Partner B	45			
Ulm	Berlin	11.7.2015	15:00	11.7.2015	23:15	Germany	Travel back	45			
Berlin	Boston	20.7.2015	8:00	24.7.2015	14:00	USA (Boston)	Fair in Boston	90			

Settling expenses in different currencies within a travel expense report easily manages the Alta Via travel expense module. You have various currencies that you can preset for input, which can also be used in parallel within a report.

Expense categories such as Hotel, taxi or hospitality simplify the inputs additionally. By setting the tax rates first and assigning the expense accounts to each of these categories, the accounting interface is closed.

Entering your travel expenses made easy

In the journey data area:

- enter the start and finish location, departure and arrival dates and times
- select the destination country
- describe the purpose of your trip and record the kilometers driven when using your private car



- indicate if the particular trip can be billed to a customer or partner of your company

In the area of expenses:

- Assign an expense category such as hotel, flight or hospitality to your receipts from the list provided and enter the date and amount, if necessary, in a foreign currency
- You can also choose here whether this issue can be billed to a customer or partner of your company

In the area of journey details with per diems:

- In the list generated based on your travel time information, you have the option of selecting who is bearing the costs of individual meals and nights spent on the trip, if different from the default.

The Alta Via travel expense module will do the following for you:

- Assignment of the tax codes stored for the categories
- In 2020 for Germany we support the easy switch between the normal and the special reduced rates for the second half of the year
- The connection of the expenses to the defined expense accounts
- Creation of a detailed itinerary
- Determining the per diems for meals and accommodation
- Calculation of the amount to be refunded for the number of kilometers driven by car
- Summary of amounts of reimbursable and non-reimbursable expenses of the relevant report

Simplified processes for your employees

Through access to the NetSuite Employee Center, your employees can collect their travel expense reports themselves.

Detailed edition of the travel expense report

The Alta Via Travel Expense Module provides a report with all relevant summary information and detail information as a PDF. If necessary, we enable you to output the data as Excel or CSV.

Approve on the right track

To approve the collected travel expense reports, you can either use the approval workflow provided by the NetSuite standard, or we can work with you to create a process that is tailored to your company's structure

Contact us to learn more about travel expense reporting with the Alta Via Travel Expense Germany Module.

More details about AV Travel Expenses here: <https://altavia.de/en/alta-via-products/travel-expenses>