



# German and Austrian Travel Expenses

## Alta Via Travel Expense Module for NetSuite

### Simplify Travel Expense Management in Germany and Austria

Due to complex tax regulations, managing travel expenses in Germany and Austria can be challenging. The **Alta Via Travel Expense Module** is a **seamless NetSuite add-on** that automates reporting and reimbursement, ensuring compliance while saving your team valuable time.

### Key Features

#### Automation & Compliance

- **Effortless Expense Recording** – Easily capture domestic and cross-border trips with an intuitive interface.
- **Automated Calculations** – Mileage allowance and costs for accommodation and meals comply with German Travel Expenses Law and Austrian tax regulations.
- **Automatic Per Diem Updates** – Stay compliant with annual per diem rate updates based on official standards.
- **Customizable Per Diem Rates** – Use default rates set by the Federal Ministry of Finance or enter company-specific values.
- **Multi-Currency Support** – Record expenses in various currencies with automatic conversions.

#### User-friendly Experience

- **Category-Based Entry** – Quickly classify expenses (e.g., hotel, flight, taxi) for streamlined reporting.
- **Employee Self-Service** – Submit expenses directly via the NetSuite Employee Center for efficiency.
- **Approval Workflow** – Leverage NetSuite's built-in approval system or customize it to fit your company's needs.

#### Seamless Tax & Accounting Integration

- **Smart Tax & Accounting Assignment** – Assign tax codes once, link expenses to accounts – detailed reports are then generated automatically.
- **Comprehensive Report Generation** – Export travel expense reports in **PDF, Excel, or CSV** formats, including:
  - Itemized expenses and per diem rates
  - Mileage reimbursements
  - Reimbursable vs. non-reimbursable expenses summary

**Ready for a Demo or More Details? Please Contact Us at [sales@altavia.de](mailto:sales@altavia.de).**

Your Alta Via Team