

# **Expense: Travel Allowance Configuration Guide – Austria**

**Last updated: May 29, 2019**

# Revision History

Date	Revision Notes/Comments
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 4, 2020	Updated the copyright; no other changes; cover date not updated
May 29, 2019	Updated the title and date on the cover page
February 15, 2019	Updated the copyright; no other changes; cover date not updated
May 16, 2018	Clarified that the system calculation logic described for "Provided Meals – Foreign" is only for fixed meals.
March 27 2018	Updated the copyright; no other changes; cover date not updated
November 4 2017	Added a new property, <b>use_tax_legislation_rule_for_mixed_trips</b> . This change allows clients in Austria to maintain best-practice legal compliance.
January 17 2017	Changed copyright; no other content changes.
February 19 2016	Added new option to support tracking of recurring visits to the same location in order to determine employee taxability
November 23 2015	Added information about <code>add_overnight_after_deductions</code> in <i>System Calculation Properties</i>
June 13 2014	General updates in ConfigImporter (trx_type 500)
May 17 2013	Clarified domestic hours for partial day allowances.
December 28 2012	Made rebranding and/or copyright changes; no content changes
November 18 2011	Modified options for collective labor treaty agreements for the calculation of partial day allowances with both foreign and domestic travel.
August 12 2011	Added new options to support collective labor treaty agreements <ul style="list-style-type: none"> <li>• Use of time bands for calculation of company allowances.</li> <li>• Use of specific meal deductions for international provided meals in place of 2/3 deduction.</li> </ul>
December 14 2009	Changed the name of the <i>Travel Allowance</i> chapter to the <i>Expense: Travel Allowance Setup Guide</i>
October 16 2009	Single row itinerary check can now be used in the current user interface
September 25 2009	Added information about: <ul style="list-style-type: none"> <li>• New <b>Display Quick Itinerary Wizard</b> option on the <b>Edit Travel Allowance Configuration</b> page in Expense Configuration Administrator</li> <li>• Performing work in multiple countries on a single day</li> <li>• Domestic days in a single calendar month</li> <li>• System Calculation Logic, Fixed Meals, Provided Meals – Foreign</li> <li>• System Calculation Logic, Fixed Meals, Provided Meals - Domestic</li> </ul>
March 6 2009	Calendar date method, first day/last day clarification
December 24 2008	The options on the <b>Edit Travel Allowance Configuration</b> page in Expense Configuration Administrator were rearranged into a more logical order. The options in <i>Configuration Options</i> in this guide were rearranged to match.

	Functionality has not changed.
September 19 2008	Updated
August 12 2008	Initial publication for Concur Travel & Expense

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# Chapter 1: General Information

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**NOTE:** Multiple SAP Concur product versions and UI themes are available, so this content might contain images or procedures that do not precisely match your implementation. For example, when SAP Fiori UI themes are implemented, home page navigation is consolidated under the SAP Concur Home menu.

A company may reimburse its employees' travel expenses according to a schedule of set reimbursement rates, commonly known as "per diem" or "travel allowance" rates. The rates are determined by governmental and company policies and may differ depending on location and length of travel as well as partial days of travel, seasonal travel, and so on. Travel allowances apply to meals (which usually includes incidentals) and lodging expenses. Travel allowances do not apply to expenses such as car rentals, airline tickets, seminars, and so on.

There are two types of travel allowances: fixed and reimbursable.

## Fixed Allowances

With a **fixed** type of travel allowance, the employee is reimbursed the fixed rate regardless of the actual amount of expenses. For example, assume that the fixed rate for meals (including incidentals) is 26.40 EUR per day.

- If the employee spends less than 26.40 EUR per day, the employee keeps the difference.
- If the employee spends more than 26.40 EUR per day, the employee is responsible for paying the difference.

Since the employee is paid the amount regardless of the actual expense, the employee does not enter actual expenses into Concur Expense or collect receipts. The system creates the fixed-amount expenses based on location and duration information that the employee provides by preparing an itinerary.

## Reimbursable Allowances

With a **reimbursable** type of travel allowance, there is a schedule of reimbursement rates but the employee may or may not be paid the reimbursement rate.

The employee enters the actual expense into Concur Expense and the system compares the actual expense amount to the rate (limit). Then:

- If the actual expense is *less than or equal to* the limit amount, the company reimburses the employee for the actual expense amount.
- If the actual expense is *greater than* the limit amount, the company may reimburse the employee for the actual expense amount or perhaps only up to the limit amount.
  - ◆ If policy dictates that the employee is reimbursed the amount of the actual expense, then the company pays the employee the full amount of the expense but also keeps track of the amount that is over the limit. In some cases, the

amount paid to the employee that is over the limit becomes taxable to the employee. In other cases, the amount that is over the limit may not be billable to the client and may be charged as company overhead.

- ◆ If company policy dictates that the employee is reimbursed only up to the limit, then the employee is responsible for any amount above the limit.

## Additional Definitions and Descriptions

For additional information about travel allowances and the options for configuring the travel allowance pages in Expense, refer to the *Expense: Travel Allowance Setup Guide*.

For additional information about the Travel Allowance Import, refer to the *Travel Allowance Import* chapter in the client-facing Concur Expense - Import and Extract File Specifications.

# Chapter 2: Requirements

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## General

The Austrian government publishes allowance limits for meals and lodging that can be reimbursed to the employee without tax consequences. Any amounts above these limits are considered taxable income to the employee and must be tracked.

Note that the government chambers of commerce have numerous collective treaties with the various unions in the country; these collective treaties may modify the rules regarding travel allowances. Company agreements with the employees may also affect the rules, if the collective treaty allows for company agreements.

The typical method of reimbursement is fixed allowances for meals and actual expenses for lodging, though fixed lodging or reimbursable meals are possible. If reimbursable meals or lodging are used, any amounts reimbursed over the limit for the day are taxable income for the traveler.

## Allowance Location

The following are rules for determining the travel allowance location.

- The foreign allowance location is based on the location where the day of travel ends.
- The day of return travel gets the travel allowance rate of the last location visited (where the traveler spent the previous night using calendar dates; the last location during 24 hour period using 24 hour day).
- If several countries were visited during the same day, the last country visited that day determines the travel allowance rate.
- A foreign business trip commences at the moment of crossing the border or take-off (plane). The rest of the trip (to/from the airport or border) is qualified as domestic trip to which the rate of 1/12 of the domestic allowance (€ 2,2) per hour applies (up to the normal allowance limitations of 12/12 per day)

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**NOTE:** The itinerary must reflect the correct time for the commencement of a foreign trip. This time will be set based on the border-crossing time field on the itinerary row where the traveler goes between a domestic and foreign location. This field will default to be the same as the departure time for the row, and needs to be adjusted on the return journey or on any trip where the traveler is driving across the border. This provides the system with the information necessary to calculate the domestic and foreign allowances.

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- If the duration of a business trip to a foreign country does not exceed 5 hours [intl\_low\_hours], the entire trip is treated as a domestic trip.

## Performing Work in Multiple Countries on a Single Day

Consider the situation where an employee visits multiple countries in a single day and performs work in those countries. Some clients interpret the regulations to require that the time spent in the country where work was performed is to be reimbursed using the rate for that country. This differs from the more common interpretation (described above) where the last country visited on that day determines the rate location.

If a single itinerary with multiple stops is used, then the last country visited for the day will determine the rate. In order to receive the rate for the country of the work location for the time spent in that country, the user must create a **separate itinerary for each country where work was performed**. Each itinerary will then calculate the appropriate allowance for that portion of the day.

## Definition of a Day of Travel

There are two different definitions for a day of travel commonly in use within Austria; the system may be configured to use either one. Starting in 2008, all trips may use the calendar date as the basis of a day of travel for both foreign and domestic travel. Refer to the *System Calculation Properties* section in this document.

- **24-hour period:** A day of travel is defined as a period of no more than 24 hours beginning from the time that the employee sets out on a business trip from his workplace or home. A day of travel ends at 24 hours (when the next day commences) or when the employee returns from a business trip to his workplace or home.

For example, if the traveler departs on day 1 at 4:00 P.M. then the first day of travel is the 24-hour period until the following calendar date at 4:00 P.M., when the second day of travel commences.

- **Calendar date:** The travel allowance day can be the 24 hours of the calendar date.

## Multiple Trips on the Same Date

If multiple trips occur on the same date, the Austrian government rules expect each trip to be evaluated as a separate trip. An example would be for trip 1 to finish in the morning and for trip 2 to commence in the afternoon.

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**NOTE:** If the system is configured to allow multiple trips on the same date, it must use the calendar date as the definition of a day.

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## Rates

The Austrian government publishes the lodging and meals allowance amounts on an annual basis for all domestic locations and specific international countries and cities. Historically, these rates are very infrequently revised.



## Lodging Allowance

The actual costs of lodging are reimbursable by the employer tax-free if supported by a receipt. If no receipt is provided, then a fixed allowance per night can be reimbursed without tax consequences to the employee. However, if no cost is incurred for lodging, no fixed allowance should be paid.

The general travel allowance methods of addressing lodging within Concur are available for use in Austria.

## Meals Allowance

The Austrian allowance is a travel allowance that covers meals and incidental expenses. The basis for the meals allowance is the number of hours for that day of travel.

### Domestic and foreign trips

- If the total trip duration is less than 3 hours [domestic\_low\_hours], then no allowance is granted.
- If the total trip meets this minimum, then the allowance is calculated at 1/12 of the allowance up to a maximum of 12/12 per day.

Duration	Meals allowance
Total trip duration less than 3 hours	0 EUR
1 up to 24 hours	1/12 allowance per hour to a maximum of 12/12 per day

**NOTE:** This rate data is provided as sample only and should always be verified against the current government regulations.

Foreign rates are published by the government for selected locations, and the same rules are applied to foreign trips as for domestic trips.

For a day with both domestic and foreign travel, the foreign allowance takes precedence for the day. However, the domestic portion of a foreign trip (the time to/from the border or airport) is entitled to a domestic allowance when the foreign travel for the day does not qualify for a full (12/12) foreign allowance. These domestic hours are not bound by the minimum trip duration since they are considered part of the overall trip; if the entire trip meets minimum requirements for an allowance, then the domestic hours can also be reimbursed up to the daily limit. The maximum reimbursement for a day remains 12/12 of the total allowance.

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**NOTE:** When using a configuration setting of 24-hour day for foreign travel, the 24-hour period begins when the traveler departs a domestic location for a foreign location, as documented on the itinerary border-crossing time. The domestic travel before or after the foreign portion is pro-rated and added to the first and last foreign allowance date. This method may result in an allowance on the first date that is slightly above the 12/12 limit, since the domestic travel is outside of the 24 hour period defined as a day for the foreign portion of the trip.

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## Optional use of time bands for company allowance calculation

Concur supports an optional alternative calculation for company allowances based on collected labor treaty agreements. This option uses time bands for determining the amount of the allowance to be paid to the employee, while continuing to use the standard 1/12 calculation for determining the government (non-taxable) portion of the allowance. This option is enabled by setting the system calculation property **comp\_rate\_uses\_time\_bands** = Y.

### *Partial days of travel with mixed foreign and domestic time*

Under the time bands choice, there are two options for calculating the domestic portion of the allowance for a partial day of travel that has both foreign and domestic time to be accounted for. This option is enabled by setting the system calculation property **comp\_rate\_mixed\_hrs\_handling**.

- **Default option (comp\_rate\_mixed\_hrs\_handling = default):** This instructs the system to use the following calculation: (foreign time band rate based on foreign minutes for the day) + (domestic time band rate based on domestic minutes for the day)
- **Alternative 1 (comp\_rate\_mixed\_hrs\_handling = domestic\_alt1):** This instructs the system to use the following calculation: (foreign time band rate based on foreign minutes for the day) + (domestic time band rate based on TOTAL minutes for the day) - (domestic time band rate based on FOREIGN minutes for the day)

Example: a trip with 8 hours foreign travel and 5 hours domestic would use the following logic

- **Default:** The system will look up the applicable rate for 8 hours of foreign travel and 5 hours of domestic travel and add them together
- **Alternative 1:** The system will look up the applicable rate for 8 hours of foreign travel. It will take the full day domestic allowance and subtract the domestic allowance for 8 hours and add that amount to the foreign allowance.

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**NOTE:** When using a configuration setting of 24-hour day for foreign travel, the 24-hour period begins when the traveler departs a domestic location for a foreign location, as documented on the itinerary border-crossing time. The domestic travel before or after the foreign portion is pro-rated and added to the first and last foreign allowance date. This method may result in an allowance on the first date that is slightly above the limit, since the domestic travel is outside of the 24 hour period defined as a day for the foreign portion of the trip.

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Note that when this option is used and both company and government rates are loaded, the full day marker for reporting is set based on the government allowance calculation.

## Multiple Trips on the Same Day

If multiple trips occur on the same day, each trip is calculated independently of the other based on the number of hours traveled for that trip and day but with a maximum allowance of 12/12 per day. [12 = domestic\_high\_hours]

Each trip will use up the needed amount of the allowance chronologically: the first trip will get the allowance it needs for the day; the subsequent trips using that day will be limited to the remaining portion of the 12/12 allowance limit.

If any expense is submitted that is associated with a shared day, that date will be locked for edit on all itineraries using that date.

### 24-hour Period Considerations

- If two itineraries share a day, then the start time of the 24-hour period defined by the first itinerary is used for the subsequent itineraries that overlap for consistency of allowance determination.
- Domestic and foreign use different definition of a day. If the travel day is defined as calendar date for one and 24-hour period for the other, then a shared day and thus both itineraries will use the definition defined for the foreign travel. This allows the calculation of the allowance amount using the same definition, and enforcement of the 12/12 limit.

## Provided Meals

For any meals that are provided to the employee via tax-free grant or meal voucher, the meals allowance should be reduced by the applicable meal amount.

Provided Meal	Reduction amount
Breakfast	0 EUR
Lunch	13.20 EUR (50%)
Dinner	13.20 EUR (50%)

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**NOTE:** This rate data is provided as sample only and should always be verified against the current government regulations.

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During foreign travel, the allowance will not be reduced unless both lunch and dinner are provided (breakfast is not considered). In this case, the allowance amount will be reduced by 2/3, so only 1/3 of the fixed meals amount is allowed to be paid to the employee tax free.

### ***Optional Provided Meal Alternative***

An alternative option is to use provided meal deduction amount that is defined on the rate for each provided meal on a foreign trip. This option will be used if the system calculation property for **intl\_provided\_meals\_factor** = N.

## **Extended Trips**

Extended stay rules differ greatly based on collective treaty agreements between the applicable governmental chamber of commerce and the unions, and these collective treaties override the general government rules.

It is not possible to support all variations on extended stays within a standardized service. Therefore, the service provides 4 sets of variables that can be configured to meet client requirements. Each set has one parameter for the number of days that defines the commencement of the extended trip period and another parameter for the percent of the normal allowance granted per day for days of the trip beyond the extended trip threshold:

- Domestic threshold
- Foreign threshold 1
- Foreign threshold 2
- Domestic days in a single calendar month

If the client requirements cannot be met with these thresholds, then customization is required.

### ***Domestic Days in a Single Calendar Month***

To support the accurate tracking and calculation of the allowance reduction based on a specific number of domestic allowance days in the calendar month, the user must enter the itineraries in chronological order – with the earliest itinerary entered first then proceeding through the month.

### ***Mixed Trips***

Allowances for mixed business trips are a combination of domestic allowances and foreign allowances. Both of these allowances are calculated based on domestic duration and foreign duration in the total business trip.

The domestic duration is a result of the difference between the total duration of the trip and foreign duration of the trip based on 12ths.

For this calculation to work, the property, **use\_tax\_legislation\_rule\_for\_mixed\_trips**, must be set to Y.

This applies to 24-hour international day calculations, not to calendar day calculations.

## Chapter 3: System Calculation Logic

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### Meals

The calculation is based on the following information: date, rate location, travel allowance type, and provided meals indicators.

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**NOTE:** Values in this calculation that are based on values set in a system calculation property are followed by the property name in brackets: [Example]

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The system looks up the base rate for the date, destination, and category method. This becomes the calculated rate and the base rate for the day. The calculated rate is now adjusted according to the following steps.

1. The system determines the number of hours traveled on the date in question. If this is **not** the first or last day of travel, the system sets the number of hours used to calculate the meals allowance to a full day, which is 24 hours.

The method of calculation is defined in the system properties.

◆ **Calendar date method:**

[domestic: use24\_hour\_day = N

foreign: use\_24hour\_day\_international = N]

- **First Day:** The system uses the trip start date and time then subtracts it from 24 hours to determine the number of hours traveled on that day. The allowance is then calculated based on this number of hours.
- **Last Day:** The system totals the number of hours between midnight and the trip end time to determine the number of hours traveled on that day. The allowance is then calculated based on this number of hours.

◆ **24-hour period method:**

[domestic: use24\_hour\_day = Y,

foreign: use\_24hour\_day\_international = Y]

• **First Day:**

- **Domestic:** The system uses the trip start date and time to define the start hour of the 24-hour period of a day.
- **Foreign:** The system uses the departure date and time of the first itinerary row on the first day with a foreign arrival location as the start point for the 24 hours. If the foreign travel begins after the first day of the trip, the trip start date and time is used as in domestic, rather than the foreign start date and time.

If the total duration of the trip equals or exceeds 24 hours, the system sets the first day to 24 hours.

If the total duration of the trip is less than 24 hours, the system sets the first day to the total duration of the trip (in hours). In this case, the allowance date used is the first calendar date in the 24-hour period.

- **Last Day:** If the trip is a multiple-date trip and exceeds 24 hours in total duration, the system calculates the number of hours for the last date. The system uses the trip start time to define the start of the last day and trip end time to define the end of the last day.
    - To determine the number of hours on the last day, the total number of hours in the trip is divided by 24 to get the remainder. For foreign trips, this calculation uses the total number of foreign hours divided by 24.
    - When calculating the number of hours for the last day, the system will convert the departure and arrival times to GMT to determine the actual number of hours elapsed.
2. **Trips less than minimum duration:** For any trip with a total duration less than the minimum, the system sets the allowance amount to zero. This is the final calculated amount and no further calculation is done.

Minimum duration: 3 hours [domestic\_low\_hours]

3. **Foreign versus domestic location:** For any foreign trip with a duration less than 5 hours [intl\_low\_hours], the trip is treated as domestic and uses the domestic allowance logic.
4. **Partial days:** If the number of hours for the day is less than less than 12 [domestic\_high\_hours], the system calculates the rate using the following formula to provide 1/12 of the allowance per hour:

Calculated Rate = hours traveled x 1/[domestic\_high\_hours] allowance

#### Optional alternative: Time Bands

If time bands are enabled for company rates [comp\_rate\_uses\_time\_bands=Y], then the company allowance calculation will use the time bands to determine the partial day allowance instead of the 1/12 calculation.

Time bands are assigned using the **Time Band Rate Code** field in the 300-level record of the Travel Allowance import. As an example, the following Vienna records show both a timeband rate for government (**G**) and for company (**C**), which includes the rate code:

```
300,AT,,,Vienna,EUR,G,20050101,,15,,26.40,,7.6,0,0,,,,2.20,,,,,,,,
```

```
300,AT,,,Vienna,EUR,C,20050101,,15,,26.40,,7.6,0,0,,,,2.20,,,,,,,,TB26
```

5. **Domestic allowance for foreign days:** The employee may receive a domestic allowance for the domestic time before and after the foreign hours of a foreign trip. This allowance amount is proportionally added to the first and last day allowances for the trip.
- ♦ **Calendar date method:** When using the calendar date to define the day, a limit of 12/12 of the allowance is enforced.
  - ♦ **24-hour period method:** When using a 24-hour day, the 24-hour period for the foreign portion of the trip is defined by the departure time of the first itinerary row departing from a domestic location and arriving at a foreign location. This

method may result in an allowance slightly higher than 12/12 when the domestic portion is added to the first or last day.

- **First day:** The domestic hours for the first day of travel are rounded up to the nearest hour, then that number of hours is used to calculate the domestic allowance:  $\text{hours}/12 \times \text{domestic allowance}$ . This amount is added to the overall allowance for the day.
- **Last day:** The domestic hours for the first and last day of the trip are added together to determine the entire domestic allowance for the trip. The allowance domestic for the last day is calculated as  $(\text{total domestic hours} - \text{first day domestic hours})/12 \times \text{domestic allowance}$ . This amount is added to the overall allowance for the day.

**Under time bands:** This option is enabled by setting the system calculation property **comp\_rate\_mixed\_hrs\_handling**.

- ♦ **Default option (comp\_rate\_mixed\_hrs\_handling = default):** This instructs the system to use the following calculation: (foreign time band rate based on foreign minutes for the day) + (domestic time band rate based on domestic minutes for the day)
  - ♦ **Alternative 1 (comp\_rate\_mixed\_hrs\_handling = domestic\_alt1):** This instructs the system to use the following calculation: (foreign time band rate based on foreign minutes for the day) + (domestic time band rate based on TOTAL minutes for the day) - (domestic time band rate based on FOREIGN minutes for the day)
6. **Extended Stay:** Based on the configuration, the allowance may be reduced when the trip exceeds a set number of days.
- ♦ **Domestic:** The allowance may be reduced to a percentage of the normal allowance [domestic\_extended\_trip\_factor] when the trip exceeds the specified number of days domestic travel [domestic\_extended\_trip\_limit]. This is counted as total domestic days within the same trip.
  - ♦ **Foreign Threshold 1:** The allowance may be reduced to a percentage of the normal allowance [foreign\_extended\_trip\_factor\_1] when the trip exceeds the specified number of days foreign travel [domestic\_extended\_trip\_limit\_1].
  - ♦ **Foreign Threshold 2:** The allowance may be further reduced to a percentage of the normal allowance [foreign\_extended\_trip\_factor\_2] when the trip exceeds the specified number of days foreign travel [domestic\_extended\_trip\_limit\_2].
  - ♦ **Domestic days in a single calendar month:** This option is enabled by a property setting [use\_d\_x\_monthly\_method] and will execute if turned on.
    - If the number of calendar days of domestic travel within a single calendar month exceeds 12 [d\_x\_monthly\_trip\_meals\_limit], the system sets the allowance amount to the reduced amount [d\_x\_monthly\_trip\_meals\_amount].
    - If this is a partial day of travel, use 1/12 of this reduced allowance amount [d\_x\_monthly\_trip\_meals\_amount\_custom] per hour in the partial day calculation. The count of days is across reports and includes all days receiving a domestic travel allowance within the calendar month.

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**NOTE:** When using both domestic options, the reduction for exceeding the allowed number of days in the calendar month supersedes the extended trip reduction and will define the allowance amount for applicable days.

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7. **Provided Meals - Domestic:** For each provided meal, the system subtracts the provided meal amount from the calculated rate.
8. **Provided Meals – Foreign:** For each provided meal, the system subtracts the provided meal amount from the calculated rate.

If both lunch and dinner are provided, the allowance amount will be reduced to 1/3 [intl\_provided\_meals\_factor] If the provided meals factor is turned off [intl\_provided\_meals\_factor=N], then this 2/3 deduction will not be used and the individual provided meal amount will be subtracted for each provided meal.

Calculated rate \* [intl\_provided\_meals\_factor]= new calculated rate

The above logic will work only for fixed meals.

## Lodging

The calculation is based on the date, rate location, and travel allowance type. The trip is eligible for lodging for each day of the trip except the last day, when the employee is presumed to return home.

1. The system looks up the applicable lodging rate for the rate location in the rate tables.
2. If the employee selects the check box in the **Overnight** column and:
  - ◆ If lodging is a *fixed* allowance or *reimbursable* allowance, the system sets the lodging allowance to the overnight amount.
  - ◆ If lodging is **none** (not using travel allowance) and meals is a *fixed* allowance, the system adds the overnight amount to the meals amount and sets the reimbursable lodging limit to zero.



## Chapter 4: System Calculation Properties

Country-specific calculation properties are stored in the CT\_TA\_CALC\_METHOD\_PROPERTY table. **These properties are initialization data; therefore, these values are not imported via the Travel Allowance Importer.** These properties are used for all Austria travel allowance calculations. They cannot be set differently for different travel allowance configurations sharing the Austria calculation method.

The following properties are used for Austria rules:

Name	Value	Description
add_overnight_after_deductions	N	This applies only to the configuration where meals use travel allowance, lodging does not use travel allowance, and the overnight allowance check box is used.  When this option is set to Y, then provided meals deductions will not reduce the overnight allowance.
comp_rate_mixed_hrs_handling	Default	Defines how the domestic portion of the allowance is set for a day with both foreign and domestic travel  Possible options: <ul style="list-style-type: none"> <li>• Default – uses time bands for looking up the rates</li> <li>• domestic_alt1 – uses alternative described in <i>Optional Use of time bands for company allowance calculation</i></li> </ul>
comp_rate_uses_time_bands	N	Enables the use of time bands instead of 1/12 calculation for company rates on a partial day of travel.
d_x_monthly_trip_meals_amount	12.40	Extended trip domestic days in a single calendar month: Reduced full meals allowance.
d_x_monthly_trip_meals_amount_custom	1.03	Extended trip domestic days in a single calendar month: Amount per hour used for calculating the allowance amount for a partial day of travel.
d_x_monthly_trip_meals_limit	12	Extended trip domestic days in a single calendar month: The number of days in the same calendar month that may receive a full domestic allowance (integer). Days beyond this count will receive a reduced allowance
domestic_extended_trip_factor	100	Extended trip domestic threshold: Percentage factor applied to meals allowance for days in a domestic extended trip (percent).  Note that default is 100, which results in no change to the allowance.

Name	Value	Description
domestic_extended_trip_limit	28	Extended trip domestic threshold: The number of days over which the domestic extended trip rules apply (integer)
domestic_high_hours	12	Minimum hours for a single day to qualify for the high meals allowance; Must be greater than domestic_low_hours; integer between 0 and 23  This also applies to partial days for both domestic and foreign trips.
domestic_low_hours	3	Minimum hours for a single day to qualify for the low meals allowance; Must be less than domestic_high_hours; integer between 0 and 23  This applies to both domestic and foreign trips.
international_extended_trip_factor_1	100	Extended trip foreign threshold 1: Percentage factor applied to meals allowance for days in a foreign extended trip (percent). This is applied when the number of days exceeds international_extended_trip_limit_1 and is less than or equal to international_extended_trip_limit_2.  Note that default is 100, which results in no change to the allowance.
international_extended_trip_factor_2	100	Extended trip foreign threshold 2: Percentage factor applied to meals allowance for days in a foreign extended trip (percent). This is applied when the number of days exceeds international_extended_trip_limit_2.  Note that default is 100, which results in no change to the allowance.
international_extended_trip_limit_1	15	Extended trip foreign threshold 1: The number of days over which the foreign extended trip rules apply (integer).  The days of the trip that exceed this value but do not exceed the international_extended_trip_limit_2 value will be reduced by the percentage defined in international_extended_trip_factor_1.
international_extended_trip_limit_2	29	Extended trip foreign threshold 2: The number of days over which the foreign extended trip rules apply (integer).  The days of the trip that exceed this value will be reduced by the percentage defined in international_extended_trip_factor_2.
intl_high_hours	12	No longer used as of 2008
intl_high_meals_rate	66.6667	No longer used as of 2008

Name	Value	Description
intl_low_hours	5	Defines the minimum hours of foreign travel necessary to be considered a foreign trip.
intl_low_meals_rate	33.3334	No longer used as of 2008
intl_mid_hours	8	No longer used as of 2008
intl_provided_meals_factor	33.3334	The maximum provided meals deduction amount for international locations specified by Austria. Setting this value to N will disable use of the international meals factor and instead use the individual provided meals deduction amount from the rate record.
use_24hour_day	N	Defines whether the 24 hour period is used for domestic trips. If this is set to N, then the calendar date definition is used. <b>NOTE:</b> If foreign trips use the calendar date, then both domestic and foreign must use the calendar date. Concur does not support the combination of calendar date for foreign and 24 hour period for domestic.
use_24hour_day_international	Y	Defines whether the 24 hour period is used for foreign trips. If this is set to N, then the calendar date definition is used. <b>NOTE:</b> If foreign trips use the calendar date, then both domestic and foreign must use the calendar date.
use_d_x_monthly_method	N	Extended trip domestic days in a single calendar month: Defines whether or not this extended trip limit is used. <b>Note:</b> This option requires the definition of a day to be calendar date.
use_tax_legislation_rule_for_mixed_trips	N	Defines whether mixed trip calculation is based on 12ths or not. <b>Note:</b> This option requires the definition of a day to be an international 24-hour day.

## Chapter 5: Configuration Options

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These country-specific configuration options are presented in the same order and with the same record type (*trx\_type*) numbers as in the client-facing *Travel Allowance Import* chapter of the client-facing Concur Expense - Import and Extract File Specifications.

### **SettingsImporter (trx\_type 100)**

The *calc\_method\_code* = AUSTRIA.

The *rate\_feed\_time\_bands* field is typically left blank for Austria rules. If time bands are used for company rates [*comp\_rate\_uses\_time\_bands*=Y], then the time bands must be declared in this field.

<b>Travel Allowance REQUIRED Rates</b>	
The settings below for the 100 record represent the <i>typical</i> settings for Austria and must be reviewed to ensure they are correct for a given client's needs.	
<i>lodging_rate_required</i>	Y
<i>overnight_rate_required</i>	N
<i>meals_rate_required</i>	Y
<i>incidentals_rate_required</i>	N
<i>breakfast_deduction_required</i>	Y
<i>lunch_deduction_required</i>	Y
<i>dinner_deduction_required</i>	Y
<i>breakfast_bik_deduction_required</i>	N
<i>lunch_bik_deduction_required</i>	N
<i>dinner_bik_deduction_required</i>	N
<i>custom_rate_required</i>	N

### **TimeBandRateImporter (trx\_type 200)**

Not typically used by the Austria rules.

If time bands are used for company rates [*comp\_rate\_uses\_time\_bands*=Y], then time bands must be supplied for each company rate record (300 record field *Rate Type* = C).

### **RateImporter (trx\_type 300)**

The *lodging\_rate*, *meals\_rate*, *breakfast\_deduction\_rate*, *lunch\_deduction\_rate*, and *dinner\_deduction\_rate* are all required for both domestic and foreign rate records. For foreign rates, the expected value is zero as the field may not be left blank though the value is overridden by the special handling for international provided meals.

**Custom\_Rate:** The per-hour rate (as described in *Meals Allowance*) must be loaded into the custom rate field for all domestic rate locations.

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**NOTE:** The **Custom Rate** field can be left blank for foreign rate records and is not marked as a required field in the 100 record for this reason. The amount for the foreign hourly rate is calculated by the system at run time.

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### ***ExpiredRateImporter (trx\_type 310)***

There are no special requirements for this country.

### ***RateLocationMapImporter (trx\_type 400)***

There are no special requirements for this country.

### ***ConfigImporter (trx\_type 500)***

After the initial import, the configuration can be modified via import or using **Administration > Expense Admin > Travel Allowance** (left menu), on the **Configurations** tab.

The table below describes the options specific to this country. Note the following:

- The field descriptions are not shown here. Refer to the *Expense: Travel Allowance Setup Guide*.
- The **Field** column below shows the field name as it appears and in the same order as on the **Modify Travel Allowance Configuration** page in **Administration > Expense Admin > Travel Allowance** (left menu), on the **Configurations** tab as well as in the *Expense: Travel Allowance Setup Guide*.

Field	Country Specific Notes
<b>General Options</b>	
Configuration Name	Client preference
Configuration Code	Client preference
Calculation Method Code	As described in the <i>SettingsImporter (trx_type 100)</i> section of this guide
Rate Feed Code	Set based on client preferences
Government and Company Rates Types	Typical setting is <i>Government</i>
External URL	Optional link to open a new browser window displaying this site
External URL's text	Text label to display for the optional URL link
Meals Type Lodging Type	Typical Austrian settings are <i>Fixed</i> for meals and <i>None</i> for lodging
Display Wizard	Set based on client preferences
Wizard Prompt Text	Optional text for the display wizard prompt to the user, when Display Wizard is set to Prompt. This will be used in place of the standard Concur text.

Field	Country Specific Notes
Same Day	The Austrian government specifies <i>Separate</i> ; <i>None</i> is also allowed Note: This value must be set to None if the 24 hour definition of a day is used
Exchange Rate Day	Default is <i>Expense Day</i> ; change if requested by the client
Over Limit Distribution Method	Default is <i>Prorate over all expenses</i> ; change if requested by the client
Single Row Itinerary Check	Activates a system audit rule that prevents the submission of an itinerary with only one row
Use Overnight	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
Use System Exception	Set based on client preferences
User Entry of Extended Trip	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
Display Quick Itinerary Wizard	Set based on client preferences
<b>Rate Options</b>	
Combine Meals and Lodging Rates	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
Display Base Meals Rate	Set based on client preferences
Display Base Meals Rate In Rate Currency	(Feature not yet available)
Display Company and Government Limit Comparison	Set based on client preferences
User Entry of Rate Location	Typical setting is No (check box cleared)
<b>Meals Options</b>	
Meals Deduction List	<b>Must</b> be set to Not Used; not supported for Austrian rules
Deduct for Provided Meals - Breakfast Deduct for Provided Meals - Lunch Deduct for Provided Meals - Dinner	Typical setting is Yes (check box selected) for all three
Default Breakfast to Provided	Typical setting is Yes (check box selected)
Default Lunch to Provided	Set based on client preferences
Default Dinner to Provided	Set based on client preferences
Itemize Fixed Meals	Typical setting is No (check box cleared)
<b>Country-specific Options</b>	
Use Border Cross Time	Must be set to Y (check box checked)

Field	Country Specific Notes
Use Lodging Type	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
Use Percent Rule	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
Use Short Distance	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
Use Address List	Set based on client preferences To pay an allowance even when that allowance is consider a taxable benefit, set to Yes (check box selected); otherwise, to pay no allowance when that allowance would be deemed taxable, do not select (check box cleared) this option.
Use Trip Length List	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
User Entry of Breakfast Amount	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
User Entry of Meals Amount	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
User Entry of Within Municipality	<b>Must</b> be set to No (check box cleared); not supported for Austrian rules
Create itinerary rows based on air	Set based on client preferences

### ***ConfigMapImporter (trx\_type 600)***

There are no special requirements for this country.

### ***DeductPercentImporter (trx\_type 700)***

There are no special requirements for this country.

It is common to provide either a 700 or 800 record for foreign rates, to provide the zero amount values for provided meals. With one of these records, the values in the 300 record may be left blank; without the values must be explicitly supplied in the 300 record.

### ***DeductAmountImporter (trx\_type 800)***

There are no special requirements for this country.

It is common to provide either a 700 or 800 record for foreign rates, to provide the zero amount values for provided meals. With one of these records, the values in the 300 record may be left blank; without the values must be explicitly supplied in the 300 record.

