Expense: Travel Allowance Configuration Guide – Czech Republic

Last updated: March 16, 2021

Revision History

Date	Revision Notes/Comments
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
March 16, 2021	Edited details of domestic and international meals allowances, provided meals, default values for system calculation logic for meals, and values for system calculation properties for accuracy and clarity
February 4, 2020	Updated the copyright; no other changes; cover date not updated
January 17, 2020	Updated rates
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
April 14 2018	Clarified the location duration for the international meals allowance.
March 17 2018	Added new calculation property: use_govt_meal_deduction_for_both_config.
January 22 2018	Corrected inconsistency in the international trip length and expression table.
July 29 2017	Updated mixed trip meal calculations for continued best-practice legal compliance
April 20 2017	• Added **intl_first_day_min_hours** and **intl_last_day_min_hours** to the System Calculation Properties list as *not supported/no longer used*
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
July 11 2014	The **Display Base Meals Rate In Rate Currency** option is now available
June 13 2014	General updates in ConfigImporter (trx_type 500)
May 16 2014	Modified logic for determining rate location when traveling between foreign locations
July 19 2013	Added special handling for domestic trip of two days in duration
May 17 2013	Clarify that the location with the greatest duration is used
December 28 2012	Made rebranding and/or copyright changes; no content changes
April 20 2012	• Upgrade all the Czech system calculation properties to be configurable by minute rather than hour for more precision and flexibility For foreign trips, meal deductions will not reduce the pocket money portion of the amount
August 12 2011	Added information about: Addition of the External URL and External URL's Text fields to the TA Configuration page
December 9 2010	Corrected an error in the country-specific options – the **Use Border Cross Time** option must be set to Yes.
December 14 2009	Changed the name of the *Travel Allowance* chapter to the *Expense: Travel Allowance Setup Guide*

October 16 2009	Single row itinerary check can now be used in the current user interface
August 28 for the September 18 2009 release	Added information about the new **Display Quick Itinerary Wizard** option on the **Edit Travel Allowance Configuration** page in Expense Configuration Administrator

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Chapter 1: General Information

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 55.00 EUR per day.

If the employee spends less than 55.00 EUR per day, the employee keeps the difference.

- If the employee spends more than 55.00 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

General

The Czech Republic travel allowance system is based on the duration (number of hours) the traveler is away from his home location during each day of the trip.

The travel allowance reimbursement can have tax implications and any reimbursement above travel allowance may be viewed as income by the taxation authorities. If a company elects to pay above the government allowance rates, the company should also track the amount above the allowance as taxable income for the employee.

Allowance Location

The following are rules for calculating travel allowance amounts when visiting multiple countries.

- For foreign trips, the allowance location is the place where the employee spent most of his time during the day. (This is evaluated based on the duration from the *arrival* time in that location to the *arrival* time in a new location.)

- The foreign location commences at the point of departure from a domestic location where the arrival location is foreign.

- The foreign location ends at the arrival time in a domestic location.

NOTE: The itinerary must reflect the correct time for the commencement of a foreign trip, or for travel between foreign locations. 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.

If the border-crossing field is not enabled, then the departure time will be used as the border crossing time.

Rates

The Czech government publishes the lodging and meals allowance amounts on an annual basis for all domestic locations and specific international countries and cities. The rates for foreign locations are often published in a foreign currency; the daily exchange rate applicable to the expense date is used in converting the foreign rate to the reimbursement currency of the employee.

Lodging Allowance

Lodging allowances are based on whether or not the traveler spent the night at accommodations other than their home. The lodging allowance is defined for each location and the traveler is either eligible for the whole allowance or no allowance for lodging.

Meals Allowance

Domestic

The basis for domestic Czech meals travel allowance calculations is *time*. All meals travel allowance rates within the Czech Republic are the same for all locations but vary depending on how long the trip lasts. The time is calculated on a daily basis beginning and ending at midnight. The meals allowance does not include incidentals - this would be covered by Pocket Money.

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

Trip length	Expression	Amount
More than 18 hours	hours > 18	259,00
More than 12 up to and including 18 hours	12 < *hours* <=18	167,00
More than 5 up to and including 12 hours	5 <= *hours* <=12	108,00
Less than 5 hours	*hours* < 5	0

NOTE: By default, the upper band amounts are pre-configured in the template. If clients wish to configure travel allowance to support higher or lower rates, contact your Concur Implementation Consultant regarding the additional configuration work required.

Two-Day Domestic Trips

Where a business trip falls into two calendar days, the most beneficial calculation for the employee should be used: either two partial days or a single day with the total number of hours.

International

A country table gives the appropriate total country travel allowance for the meals and incidentals. There are different rules for calculating the allowance amount for international days.

Trip length	Expression	Amount
More than 18 hours	18 < *hours* <=24	100%
More than 12 up to and including 18 hours	12 < *hours* <=18	66.66% (2/3 of foreign meal allowance)
More than 1 up to and including 12 hours	1 <= *hours* <=12	33.33% (1/3 of foreign meal allowance)
Less than 1 hour	*hours* <1	0%

- If the foreign location duration for the day is more than 18 hours, the employee is entitled to 100% of the allowance for the foreign location

- If the foreign location duration for the day is 18 or less than 18 hours:

  - The 18-hour boundary is defined by the value in maximum_foreign_hours_for_prorating

  - No foreign allowance is earned if the foreign travel is less than 1 hour. In this case, the foreign duration is considered part of the domestic duration.

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 travel for that trip and day.

Mixed Trips

Special consideration is given for days of travel that include both domestic and international travel. Border-crossing time is required to calculate the correct amount of partial domestic and international allowances for that day.

If domestic part of the trip is between 5 hours (greater or equal) and 24 hours and the foreign part of this trip is less equal 5 hours (1 minute till 5 hours), then the foreign part is added to the domestic part and the whole trip is considered domestic. If the foreign part of this trip is greater 5 hours, then this trip has a domestic part and a foreign part.

Domestic part of the trip	Foreign part of the trip	Domestic - foreign
5:00 until 24:00 hours	0:01 until 5:00 hours	Only domestic (foreign part is added to domestic part)
	5:01 until 24:00 hours	Domestic and foreign part

Provided Meals

For any day of the trip during which the employee receives free meals or meals included in the price of a travel ticket or lodging, the amount of the allowance is adjusted to exclude

the amount allocated to that meal. The government regulations set an upper limit for the reduction but allow the company to set the actual percentage within these limits.

The system supports up to 4 bands of time with percentages of reduction defined as system parameters for calculating provided meal reductions for partial days, allowing clients to adjust the percentages as required to meet their company's policy.

Hours of travel	Percentage reduction per meal
Domestic	
5 <= hours <= 12	70%
12 < hours <= 18	35%
18 < hours <= 24	25%
Foreign	
1 <= hours <= 12	70%
12 < hours <= 18	35%
18 < hours <= 24	25%
Note: Fourth foreign band is not used by default, but available if needed by a client.	25%

The amount of the meal deduction for a partial day is calculated as a percentage of that day's allowance. For example, for a day with six hours of travel, the daily allowance if 50% of the full day allowance. The deduction for a provided meal is calculated as the configured percentage of this half allowance – 35% based on the data in the above tables.

(full allowance x ½) * 0.35 = provided meal deduction

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

Pocket Money

The employer can provide pocket money up to 40% of the meals allowance as an additional allowance tax-free for an international trip. This is a voluntary contribution by the employer, so the percentage varies by company and can be configured in the system calculation properties.

The pocket money is calculated as a percentage of the resulting meals allowance ***before*** deductions for provided meals and added to that day's allowance.

Reporting

It is common practice to include details of the itinerary on the printed report to provide a record of the basis of the allowance calculation. This can be achieved by modifying the contents of the default printed reports to include the itinerary and any other travel allowance details desired for the paper record.

For more information about configuring printed reports, refer to the *Printed Reports* chanter in the Expense Reports Configuration Guide.

Chapter 3: System Calculation Logic

Meals

The calculation is based on the following information: date, rate location, travel allowance type, overnight indicator, and provided meals or benefits in kind meals indicators.

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.

    ♦ **First Day:** The system uses the trip start date and time and subtracts it from 24 hours to determine the number of hours traveled on that day. If the hours are less than the minimum hours for a meals allowance, no meals allowance has been earned.

    ♦ **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. If the hours are less than the minimum hours for a meals allowance, no meals allowance has been earned.

       Domestic minimum hours are based on the time bands that have been loaded into the rates.

2. The system determines the calculated rate for the day. Using the number of full hours traveled on the date in question (determined in step 1), the system looks up the applicable rate for the rate location in the rate tables. This is the calculated rate.

3. Domestic Trips of 2 Day Duration: If the duration of a domestic trip is 2 days, then evaluate the allowance amount in two ways and use the method with the highest allowance total for the employee

    a. Two partial-day allowances

    b. One single-day allowance with total number of hours of the trip

4. **Foreign Trips:** If the duration of foreign travel is at least 1 hour and less than 18 hours for the day [maximum_foreign_hours_for_prorating], then a foreign allowance is prorated and granted based on the number of full hours of foreign travel.

Parameter - Upper boundary of time	Default Value	Parameter - Rate	Default Value
foreign_band_one_hour	1 hour	foreign_band_one_rate	0 %
foreign_band_two_hour	12 hours	foreign_band_two_rate	33.33% (1/3 of foreign meal allowance)
foreign_band_three_hour	18 hours	foreign_band_three_rate	66.66% (2/3 of foreign meal allowance)
foreign_band_four_hour	24 hours	foreign_band_four_rate	100 %

♦   If the foreign travel is less than 1 hour [foreign_band_one_hour], the travel is
treated as domestic.

5. **Pocket Money:** For each day, multiply the calculated rate by the pocket money
percentage [pocket_money_rate], and add that amount to the allowance for the day.
The calculated allowance is now comprised of the calculated rate plus the pocket
money amount.

NOTE: Provided meals deductions will not reduce this portion of the allowance.

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6. **Provided Meals:** For each provided meal, the system subtracts the provided meal
amount from the calculated allowance. The provided meal amount is based on the
deduction amount in the rate record for a 24-hour day. It is calculated based on the
reduced meals allowance amount prior to the addition of pocket money and the
applicable percentage per meal for a partial-day allowance for a partial day.

Parameter - Upper boundary for partial day	Default Value	Parameter - Rate	Default Value
DOMESTIC			
meal_deduction_d_band_one_hour	5 hrs	meal_deduction_d_band_one_rate	70%
meal_deduction_d_band_two_hour	12 hrs	meal_deduction_d_band_two_rate	70%
meal_deduction_d_band_three_hour	18 hrs	meal_deduction_d_band_three_rate	30%
meal_deduction_d_band_four_hour	24 hrs	meal_deduction_d_band_four_rate	25%
FOREIGN			
meal_deduction_f_band_one_hour	1 hrs	meal_deduction_f_band_one_rate	70%
meal_deduction_f_band_two_hour	12 hrs	meal_deduction_f_band_two_rate	70%
meal_deduction_f_band_three_hour	18 hrs	meal_deduction_f_band_three_rate	30%
meal_deduction_f_band_four_hour	24 hrs	meal_deduction_f_band_four_rate	25%

Lodging

The calculation is based on the following information: date, rate location, travel allowance
type, and overnight indicator. 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 user 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 Czech travel allowance calculations. They cannot by set differently for different travel allowance configurations sharing the Czech calculation method.

The following properties are used for Czech rules:

Name	Value	Description
pocket_money_rate	40	Percentage of allowance to be granted for pocket money.
maximum_foreign_hours_for_prorating	18	Maximum number of hours of foreign travel, below which the allowance will be pro-rated. This setting takes precedence over time bands for foreign partial-day boundaries (in foreign_band_xx_hour settings): if the number of hours is equal or greater than this number, the full allowance is provided.
foreign_band_one_minute	60	Upper boundary of the first time band for foreign partial-day travel
foreign_band_one_rate	0	Percentage factor for first time band applied to meals allowance for a partial day at an international location
foreign_band_two_minute	720	Upper boundary of the second time band for foreign partial-day travel
foreign_band_two_rate	33.33% (this is 1/3rd of foreign meal allowance)	Percentage factor for second time band applied to meals allowance for a partial day at an international location
foreign_band_three_minute	1080	Upper boundary of the third time band for foreign partial-day travel
foreign_band_three_rate	66.66% (2/3rd of foreign meal allowance)	Percentage factor for second time band applied to meals allowance for a partial day at an international location
foreign_band_four_minute	1440	Upper boundary of the fourth time band for foreign partial-day travel
foreign_band_four_rate	100	Percentage factor for second time band applied to meals allowance for a partial day at an international location
meal_deduction_d_band_one_minute	300	Upper boundary of the first time band for domestic partial-day meals deductions

Name	Value	Description
meal_deduction_d_band_one_rate	70	Percentage factor for first time band applied to domestic meals deduction
meal_deduction_d_band_two_minute	720	Upper boundary of the second time band for domestic partial-day meals deductions
meal_deduction_d_band_two_rate	70	Percentage factor for second time band applied to domestic meals deduction
meal_deduction_d_band_three_minute	1080	Upper boundary of the third time band for domestic partial-day meals deductions
meal_deduction_d_band_three_rate	35	Percentage factor for third time band applied to domestic meals deduction
meal_deduction_d_band_four_minute	1440	Upper boundary of the fourth time band for domestic partial-day meals deductions
meal_deduction_d_band_four_rate	25	Percentage factor for forth time band applied to domestic meals deduction
meal_deduction_f_band_one_minute	60	Upper boundary of the first time band for foreign partial-day meals deductions
meal_deduction_f_band_one_rate	70	Percentage factor for first time band applied to foreign meals deduction
meal_deduction_f_band_two_minute	720	Upper boundary of the second time band for foreign partial-day meals deductions
meal_deduction_f_band_two_rate	70	Percentage factor for second time band applied to foreign meals deduction
meal_deduction_f_band_three_minute	1080	Upper boundary of the third time band for foreign partial-day meals deductions
meal_deduction_f_band_three_rate	35	Percentage factor for third time band applied to foreign meals deduction
meal_deduction_f_band_four_minute	1440	Upper boundary of the fourth time band for foreign partial-day meals deductions
meal_deduction_f_band_four_rate	25	Percentage factor for forth time band applied to foreign meals deduction
intl_first_day_min_hours	12	**Not supported/No longer used** International First Day Minimum Hours
intl_last_day_min_hours	12	**Not supported/No longer used** International Last Day Minimum Hours

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Name	Value	Description
use_govt_meal_deduction_for_both_config	Y	Property to calculate the govt meal deduction from the calculation property when both comp and govt rates are uploaded.

Chapter 5: Configuration Options

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 = CZECH.

The rate_feed_time_bands field must be set to 0-300-721-1081. These numbers define the boundaries in minutes between the time bands applicable during a 24-hour day for the rate feed.

Time bands are assessed by the system in the following manner:

> lower limit ≤ duration < upper limit

Travel Allowance *REQUIRED* Rates	
The settings below for the 100 record represent the <u>typical</u> settings for the Czech Republic and must be reviewed to ensure they are correct for a given client's needs.	
lodging_rate_required	Y
overnight_rate_required	N (setting is client option)
meals_rate_required	Y
incidentals_rate_required	Y
breakfast_deduction_required	Y
lunch_deduction_required	Y
dinner_deduction_required	Y
breakfast_bik_deduction_required	N
lunch_bik_deduction_required	N
dinner_bik_deduction_required	N
custom_rate_required	N

TimeBandRateImporter (trx_type 200)

Time bands must be provided for domestic rates. First / last day meals rates for domestic destinations are based on time bands as defined in these records.

Since first / last day meals rates for international travel are prorated based upon the number of minutes below the configured threshold, no time band data is required for foreign rates and will not be used if provided.

RateImporter (trx_type 300)

There are no special requirements for this country.

Note that the provided meals deduction information in the 300 record is used only for a 24 hour day; the system parameters are used to calculate a percentage reduction per meal for a partial day of travel.

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
General Options	
Configuration Name	Client preference
Configuration Code	Client preference
Calculation Method Code	As described in the *SettingsImporter (trx_type 100)* section of this guide
Rate Feed Code	Set based on client preferences
Government and Company Rates Types	Typical setting is *Government*
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 Czech settings are *Fixed* for meals and *None* for lodging
Display Wizard	Set based on client preferences

Field	Country Specific Notes
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.
Same Day	The Czech government specifies *Separate*; *None* is also allowed
Exchange Rate Day	Default is *Expense Day*; change if requested by the client
Over Limit Distribution Method	Default is *Prorate over all expenses*; 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	Typical setting is No (check box cleared)
Use System Exception	Set based on client preferences
User Entry of Extended Trip	Typical setting is No (check box cleared) This user-entered extended trip functionality can be used with the Czech module if the appropriate records are added to the system calculation properties for the country.
Display Quick Itinerary Wizard	Set based on client preferences
Rate Options	
Combine Meals and Lodging Rates	Typical setting is No (check box cleared)
Display Base Meals Rate	Set based on client preferences
Display Base Meals Rate In Rate Currency	Set based on client preferences Typically set to Yes when rates are stated in a different currency than the user's reimbursement currency
Display Company and Government Limit Comparison	Set based on client preferences
User Entry of Rate Location	Typical setting is No (check box cleared)
Meals Options	
Meals Deduction List	Typical setting is Not Used
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)

Field	Country Specific Notes
Country-specific Options	
Use Border Cross Time	Must be set to Y (check box checked)
Use Lodging Type	**Must** be set to No (check box cleared); not supported for Czech rules
Use Percent Rule	**Must** be set to No (check box cleared); not supported for Czech rules
Use Short Distance	**Must** be set to No (check box cleared); not supported for Czech 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	**Must** be set to No (check box cleared); not supported for Czech rules
User Entry of Breakfast Amount	**Must** be set to No (check box cleared); not supported for Czech rules
User Entry of Meals Amount	**Must** be set to No (check box cleared); not supported for Czech rules
User Entry of Within Municipality	**Must** be set to No (check box cleared); not supported for Czech 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)

In Czech rules, percent deductions are specified for both domestic and international rate locations. Two records are required – one where the domestic field is set to Y and a second where the domestic field is set to N. For both records, the following fields must be set as described:

- calc_method_code – set to CZECH
- breakfast_deduction_pct – set to 20 (typical)
- lunch_deduction_pct – set to 40 (typical)
- dinner_deduction_pct – set to 40 (typical)
- All other fields must be left blank.

Note that the percents in this information represent the example data provided in the section *Provided Meals* and should always be verified against current Czech regulations.

DeductAmountImporter (trx_type 800)

Not used for Czech rules.

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