# Expense: Travel Allowance Configuration Guide – Germany

**Last updated: May 29, 2019**

# Revision History

| Date | Revision Notes/Comments |
|---|---|
| August 10, 2022 | Minor changes to align with current style guidelines and best practices. |
| January 21, 2022 | Updated the copyright year; no other changes; cover date not updated |
| February 5, 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 |
| March 27 2018 | Updated the copyright; no other changes; cover date not updated |
| January 17 2017 | Changed copyright; no other content changes. |
| May 12 2016 | Updates:<br>• For a two-day trip, the system creates the allowance on the date with the longest duration.<br>• If the 3-month rule extended trip feature is turned on, regardless of configuration: 1) the (drop) list for trip length at the itinerary header will not be shown; and 2) the extended trip check box will not be shown.<br>• The Overnight option only displays in the Lodging Type (drop) list when the option is enabled.<br>• If the lodging type (drop) list is not shown, then the system uses the "Lodging (Receipt)" value. |
| February 19 2016 | Added new option to support tracking of recurring visits to the same location in order to determine employee taxability of the allowance |
| November 23 2015 | Added information about add_overnight_after_deductions in *System Calculation Properties* |
| June 13 2014 | New options to collect data from the user to better support tax requirements<br>• Trip length<br>• Lodging type<br>• Provided meals types |
| December 13 2013 | Correction to instructions for November update of the 2014 regulatory changes. |
| November 8 2013 | Updates for 2014 regulatory changes – option to assign a fixed amount for the first and last day of a multiple-day trip |
| December 28 2012 | Made rebranding and/or copyright changes; no content changes |
| October 21 2011 | Added information about the new optional calculation for provided meals on partial days of travel. |
| August 12 2011 | Added information about External URL and External URL's Text fields to the TA Configuration page |
| 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 | Added information about the new **Display Quick Itinerary Wizard** option |

| September 18 2009 release | on the **Edit Travel Allowance Configuration** page in Expense Configuration Administrator |
|---|---|
| December 24 2008 | The options on the **Edit Travel Allowance Configuration** page in Expense Configuration Administrator were rearranged into a more logical order. The options in *Configuration Options* in this guide were rearranged to match. Functionality has not changed. |
| April 2008 | Initial publication for Concur Travel & Expense |

# Table of Contents

# 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.

## Daily Allowances (Fixed)

With a **_fixed daily_** 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 system pays the employee 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.

## Actual expenses compared to allowance limits (formerly Reimbursable Allowances)

With actual expenses compared to the allowance limits travel allowance, there is a schedule of reimbursement rates, but the system may or may not pay the employee 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 system pays the employee 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 system reimburses the employee 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

In the German travel allowance model, the definition of a business trip is when the employee travels further than the employee's normal trip between work and home. The system calculates reimbursement based on the *duration* the employee is away from the employee's home location during each day of the trip.

The most common method of reimbursement in Germany is *daily* allowances for meals and actual expenses lodging (no travel allowance for lodging). If reimbursable allowances are used or rates higher than the regulatory rates are used, the company should track the amount paid over the regulatory limit because that amount may be viewed as income by the taxation authorities and thus taxable to the employee.

## Allowance Location

The system uses these rules for calculating travel allowance location when employees visit multiple countries.

If the employee visited several countries during the same day, the last country visited that day determines the travel allowance rate based on the traveler's location at 11:59 P.M.

- **First day of a multiple-day trip:**

  - The day of departure uses the travel allowance rate for the location of the traveler at 11:59 P.M.

  - If the traveler has not arrived by 11:59 P.M. (is still in transit), then the domestic rate (departure location rate) applies for the departure day.

  - If the traveler is flying for more than two days, the day(s) in between will have the same travel allowance as Austria.

- **Last day of a multiple-day trip or a one-day trip with international locations:** The day of return travel is assigned the travel allowance rate of the last foreign work location visited on that date.

- **Trip day with both domestic and international locations:** A day with both domestic and international travel is assigned the travel allowance rate of the last foreign work location visited on that date.

## Rates

The rates for domestic German travel are the same throughout Germany but vary depending on the country visited for international travel.

# Lodging Allowance

Lodging allowances are based on whether or not the employee spent the night at accommodations other than the employee's home. The lodging allowance is defined for each location and the employee is either eligible for the whole allowance or no allowance for lodging – there are no partial lodging allowances.

The employee may be reimbursed the actual amount of the lodging cost without tax implications, as long as a receipt is provided for the expense. If no receipt is available or if the employee stayed without a charge (such as with friends), the allowed amount without tax implications is adjusted to the lodging allowance amount published by the government.

**Lodging Type**

Information about the type of lodging can be entered by the user for each day of the trip. The **Lodging Type** column can be displayed on the **Expenses & Adjustments** page to allow the user to indicate *Lodging (Receipt)* (default), *Overnight allowance*, or *No lodging*.

This information may used by the system to adjust both the meals and the lodging allowance, so the field may be used even when lodging allowances are not used.

Optional:  If Lodging Type is used and the system is configured to use overnight allowances (an alternate allowance for lodging enabled in the travel allowance configuration), then the (drop) list will display an additional option titled Overnight Allowance.

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**NOTE:** If this (drop) list is not shown on the user interface, the system will assume a value of *Lodging (Receipt)*.

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# Meals Allowance

All German travel allowance calculations are based on **time**. All meals travel allowance rates within Germany are the same for all locations but vary depending on the length of the trip. For international travel, there are country-specific rates for the same duration ranges.

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

| Trip length | Domestic Amount |
|---|---|
| 24 hours | 24.00 EUR |
| 8 to 24 hours (8 < x < 24) | 12.00 EUR |
| Up to 8 hours (0 <= x <= *) | 0 |

**NOTE:** For meals, these are initially published as "Auslandstagegeld" or International Daily Allowances for Meals. These are single daily amounts which then have the calculations of 120% and 80% applied. These updated values are then published as the rates for "periods of absence of at least 24 hours" and "Periods of absence lasting more than 8 hours."

Foreign Rate Example:

**Country** = Denmark
**Auslandstagegeld** = 50.00 EUR
**24 hours – 120%** = 60.00 EUR
**Over 8 hours up to 24 hours – 80%** = 40,00 EUR

Note the following:

- The time is calculated on a daily basis, beginning and ending at midnight.

- If there are several locations on the same day on the same itinerary or on multiple itineraries, the time for all trips are added together to calculate the allowance.

- If the total duration of the trip is 8 hours or less, the user is not eligible for any allowance.

## Single-Day Trips

Single-day trips will use the time bands to calculate the allowance.

## Trips Spanning Two Calendar Dates

Trips that span two calendar dates with a total trip duration more than 8 hours may require special handling.

- If there is no lodging stay (Lodging Type = No lodging) then the entire duration of the trip is considered as if during a single day. The resulting expense is created on the date with the *longest duration of time*.

- If there is a lodging stay, then the trip is treated as a multiple-day trip and each date receives the first/last day allowance. For this case, lodging is indicated by the user selecting either *Lodging (Receipt)* or *Overnight Allowance* in the **Lodging Type** field.

    **NOTE:** When the configuration option for Lodging Type is not used, the system will assume a lodging type of *Lodging (Receipt)*

## Multiple-Day Trips

Multiple-day trips receive a partial allowance for the first and last day of the trip equivalent to the **8 up to 24 hour** allowance.

**NOTE:** A multiple-day trip is defined as a trip that spans more than one calendar date has lodging (Lodging Type <> No lodging).

## Multiple Trips on the Same Date

If multiple independent trips occur on the same date, then the total travel time from each trip is added together to determine a single travel allowance for the date. For daily meals allowances, this expense will be created for the itinerary with the most time for the date. The allowance location used for this will be based on the normal rules for determining the allowance location for German as described earlier in this document.

- **Multiple single-day trips sharing a date:** If the total duration of the trips exceeds 8 hours, then the trip with longest duration receives a partial-day allowance

- **Multiple-day trips sharing a start/end date:** If either trip includes an overnight lodging stay, then the day receives a first/last day allowance for the trip with the longest duration

- **Multiple-day trip sharing a start/end date with single-day trip:** If the multiple-day trip includes an overnight lodging stay, then the day receives a first/last day allowance for the trip with the longest duration

## Provided Meals

Provided meals must be indicated by the employee and are deducted from the allowed allowance. The amount of the allowance attributed to a specific meal is calculated as follows:

| Meal | Percentage of Allowance |
|------|-------------------------|
| Breakfast (foreign) | 20% |
| Lunch | 40% |
| Dinner | 40% |

**NOTE:** The net meals allowance expense is reduced by the provided meal amount; however, the client can configure the account code that this reduction amount is charged against so that it will be properly attributed in the journal entries. Refer to *Itemization of Daily Meals Expenses* in this guide for information about the itemization of daily meal expenses and configuration of the applicable account code.

Any deduction can reduce the allowance amount to zero but never less than zero, that is, it can never result in a charge to the employee.

### *Optional Calculation for Provided Meals on Partial Days of Travel*

By default, the system will deduct the full provided meal amount on a partial day of travel, as the user has benefitted by the meal regardless of the time of travel. There is an optional configuration to prorate the provided meal amount in this circumstance, to support alternative interpretation of the German regulations. When system property use_prorated_deductions is configured to On, the meal deduction is pro-rated according to the following formula:

(Partial day allowance/full day allowance) * provided meal amount

The benefit-in-kind amount will be substituted for the calculated value if the resulting amount is less than the benefit-in-kind amount loaded for that location, ensuring that a minimum benefit amount is deducted from the allowance.

## Taxable Meals

In various circumstances, a provided meal may have tax implications for the employee.

### BENEFIT-IN-KIND MEALS (SACHBEZUGSWERT)

Meals, which are supplied by the company to German employees, in certain circumstances, are considered to constitute a *benefit-in-kind* for tax purposes. For example:

- A meal supplied at a company canteen paid for by in-house currency or voucher;

- A meal supplied as part of a training course, seminar, or conference arranged and paid for by the company; or

- Any meal arranged in advance by the company and paid for by the company or a third party on behalf of the company.

The German government publishes a table indicating the amount of benefit-in-kind involved when the meal is valued at 60 EUR or less. If the value of the meal is over 60 EUR, then the full value of the meal is considered taxable.

| Meal | Benefit-in-kind Amount |
|------|------------------------|
| Breakfast | 1.67 EUR |
| Lunch | 3.10 EUR |
| Dinner | 3.10 EUR |

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

A company can choose to handle benefit-in-kind meals in different ways, but the amount must be accounted for in some way.

### WORKING MEALS  - ARBEITSESSEN

Working meals occur when a meal is provided by the employer and involves only employees. This circumstance is addressed by use of a specific expense type, by default called Mitarbeiterbewirtung, and is not directly part of the travel allowance module.

The employee making the claim will record all of the employees participating in the meal as attendees. The system will calculate the amount attributed to each participant, providing a record of the data necessary to assess the taxable meal implications for the employees. The data is used either via the reporting solutions or via the attendee detail extract. The attendee detail extract is available as a secondary file to supplement the standard accounting extract, and provides a breakdown of attendees and applicable amount for every expense that contains attendees.

The employee on travel status may indicate a working meal on their itinerary, as described under User Entry of Provided Meals below,

### MEALS PROVIDED WITHOUT ALLOWANCE

Meals received during a trip that is less than 8 hours are considered a benefit-in-kind. Since the employee receives no allowance for the trip, there is no allowance to adjust. The system will record the event as a benefit-in-kind meal for use in the reporting solutions to determine the benefit and taxability.

**USER ENTRY OF PROVIDED MEALS**

To enable proper allowance calculation and tracking of the tax implications, the user may select from a list of provided meals options. This is configured by setting meals options in the configuration to use the Germany Deduction List.

**NOTE:** *Lodging* (No Receipt) is now only visible if the TA configuration has Use Overnight enabled.

The options are:

- **Business entertainment** (Geschäftlich veranlasste Bewirtung): When this option is selected, the provided meal amount is deducted from the allowance.

- **Company event** (Betriebsveranstaltung): When this option is selected, the provided meal amount is deducted from the allowance.

- **Working meal** (Arbeitsessen): When this option is selected, the provided meal amount is deducted from the allowance.

- **Incentive meal** (Belohnungsessen): When this option is selected, the value is recorded for reporting purposes, but no adjustment is made to the allowance amount.

- **External activity**: When this option is selected, the length of the trip determines the action:

  ♦ If the total trip duration is over 8 hours, then the provided meal amount is deducted from the allowance.

  ♦ If the total trip duration is less than 8 hours (no allowance is earned), the value is recorded for reporting purposes, but no adjustment is made to the allowance amount. The information may be used in reporting to determine the benefit-in-kind amount.

## Itemization of Daily Meals Expenses

The daily meals allowance expense created by the application shows the net amount of the expense to be provided to the employee, calculated from the allowance amount and applicable provided deductions or in-kind meals deductions. When the system is configured to itemize this expense type, an itemization is created for the allowance amount and for each deduction to that amount, resulting in individual journal records for each itemization. This is an optional setting; the client can choose to itemize or not to meet their accounting needs.

For the following scenario, the itemized expenses and resulting journal entries would be as follows. The applicable account code for each itemized entry is assigned based on the expense type and its defined account code within the ledger.

- Net expense amount = 19.20 EUR

- Meals allowance = 24 EUR

- Provided meal for breakfast = (4.80 EUR)

| Expense type | Account code | Journal entry amount (EUR) |
|---|---|---:|
| Daily Meals (Net) | none | none |
| Daily Meals (gross) | standard code for expense type | 24.00 |
| Provided meal | standard code for expense type | (4.80) |

## Extended Trips

### 3-Month Rule (Meals)

The government rules state that an allowance is fully taxable after 3 months of travel to the same location – at that point it is determined to be a regular place of work.

**Option 1:**  (Recommended for clients who pay taxable allowances) Address tracking may be enabled to require users to provide specific address information for each destination when creating itineraries. This allows Concur to calculate when recurring travel to the same address results in a taxable allowance for the user.

The user sees the following additional fields, and is required to provide them for each destination:

- **Street**
- **City**
- **Postal Code**

Data entered these fields also displays on the **Available Itineraries** page.

Details of the Concur calculation:

- **Start of Three-Month Period**: The three-month period is counted retroactively and begins once the employee has worked at the same temporary place of work **on at least three days in any given week**. The three-month rule does not apply if the employee works at the temporary location on less than three days a week. Once the three-month period has elapsed, per diem allowances are subject to tax.

- **Interruption Periods**: If there is an **interruption of at least four weeks** to work performed at the same external address, this constitutes the start of a new three-month period.

- **Details of the Concur calculation**
  - A week is defined as Monday to Sunday
  - All submitted itineraries are counted:  There do not need to be per diem expenses for the time in order to count towards the accumulation
  - In transit dates: If the user departs on date 1 and arrives at their destination on date 2, the user has no address for date 1 and commences recording the location for date 2.
  - Shared dates: If the user has one trip in the morning to an address, and another in the afternoon, both addresses need to be tracked and considered for example, a short single day trip started and completed in the morning to client A, then travel to client B in the afternoon for a second, longer trip.
  - Personal/excluded dates: if the user has marked a day within a trip as personal or otherwise indicated they would receive no allowance, no allowance is received, and the address date does not need to be tracked.

**NOTE:** Option 1 does not support reduction of the allowance when it is taxable using defined percentage reductions.  Companies who wish to cease paying allowances when they are taxable under the three-month rule should select Option 2 or 3.

**NOTE:** Use of the single day itineraries input page is not currently supported when this option is enabled.  This page will not be displayed to the user.

**NOTE:** When Option 1 is enabled, the Trip Length (drop) list on the itinerary (option 2) and the Extended Trip check box on the Expenses & Adjustments page (option 3) will not be displayed on the user interface.

This option is enabled by checking the **Use Address List** option in the country-specific settings area of the travel allowance configuration.

*Option 2:* A user option may be displayed at the itinerary level to mark the entire trip as **3 months or less, Over 3 months**, or **Over 48 months**. The default is *3 months or less*, as the typical business trip is short. This selection then drives the extended trip treatment for the entire trip. The user selection of *Over 3 months* or *Over 48 months* will reduce the meals amount to the extended trip amount.

*Option 3:* The allowance amount can be reduced by a defined factor after 90 days of continuous travel within a single itinerary. If the system calculation of the extended trip days does not meet requirements, a check box can be displayed for the user to indicate which days should use the extended trip reduction.

Parameters for the allowance reduction for an extended trip (applies to options 2 and 3):

| Parameter | Default value | Description |
|---|---|---|
| Extended trip days | 90 | Any day after the defined number of days is considered an extended trip day |
| Extended trip government factor | 0 | The government allowance is multiplied by this factor, setting the allowed amount to zero based on the default value<br><br>For daily allowances based on government rates, this sets the allowance amount to zero. |
| Extended trip company factor | 100 | The company allowance is multiplied by this factor, setting the reimbursed amount to 100% of the allowance based on the default value |

## *48 month rule (Lodging)*

The government rules state that once the employee exceeds 48 months of travel, the lodging allowance is reduced to a maximum of 1000 EUR per month.

If the user enters the trip length on the itinerary via Option 1 above, the data is captured for identifying trips under this rule. With this information, the data in the reporting solutions can be used to identify any lodging reimbursement that exceeds the allowed limit.

If the trip length is not captured on the itinerary (drop) list, the report solutions may still be used to assist in identifying users who fall under this rule.

# Chapter 3:  System Calculation Logic

**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]

## Meals

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

1.  The system determines the number of hours traveled for each travel day.

    ♦   For the **first** day of travel, the system subtracts the trip start date/time from the next midnight to determine the number of hours traveled on that day.

        •   **Two-day trip:** If the total duration of the trip is greater than 8 hours without lodging/overnight **and** spans 2 calendar dates then the entire duration of the trip is considered as if during a single date and assessed based on the normal rules for a single-day trip.

    ♦   For the **last** day of travel, the system subtracts the previous midnight from the trip end date/time to determine the number of hours traveled on that day.

    ♦   Add all of the travel hours from multiple itineraries within a single day in order to determine the total hours for that day

    ♦   For each travel day that is **not** the first or last day of travel, the number of hours used to calculate the meals allowance is a full day, which is 24 hours.

2.  Once the system has determined the number of hours traveled, the system locates the applicable rate for the rate location in the rate tables. This is the calculated rate. For daily meals allowances, the calculated rate is now adjusted for:

    ♦   **Two-Day Trip:**

        •   **Lodging/Overnight:** If the user indicates that lodging or overnight is included in the trip, then the trip is treated as a multiple-day trip with both days receiving the first/last day allowance. (*Lodging (receipt)* is the value used when the lodging type (drop) list is not shown to the user.)

        •   **No lodging/overnight:** If the user indicates that no lodging or overnight is included in the trip, then the entire duration of the trip is considered as if during a single date and assessed based on the normal rules for a single-day trip.

    ♦   **First/Last Day of Multiple-Day Trips:**

        •   Allowance for the first and last day is assigned based on the travel duration defined in the following parameters. If the applicable parameter is blank, then the allowance is assigned based on the number of hours traveled (using the rules prior to 2014).

            –   domestic_partial_day_flat_minute_rate

            –   foreign_partial_day_flat_minute_rate

- ♦ **Extended Stay:**

    - Option 1:  Allowances paid to the employee after 3 months visiting the same location will be tracked as taxable income to the employee for payroll reporting purposes.  The allowance paid to the employee will not be adjusted because of the extended stay.

    - Options 2 and 3: If the day of the trip is over the defined limit [extended_trip_days] or if the user has selected the Extended Stay check box or marked the itinerary as over 3 months in duration, multiply the calculated rate by the extended day factor to determine the reduced calculated rate [extended_trip_govt_factor or extended_trip_company_factor].

- ♦ **Provided Meals:**

    - For each provided meal, the system evaluates the type of meal and subtracts the provided meal amount from the calculated rate where applicable.

    - If prorated meals are turned on and this is a partial day of travel [use_prorated_deductions = Y], the provided meal amount will be prorated against the full day's allowance to determine a prorated meal deduction amount

        (Partial day allowance/full day allowance) * provided meal amount = pro-rated provided meal amount

        – If the pro-rated provided meal amount is less than the benefit-in-kind amount for that meal and location, use the benefit-in-kind amount for the deduction.

- ♦ **Overnight:** If the user has selected the check box in the **Overnight** column *or* selected *Overnight Allowance* in the **Lodging Type** field and lodging is *not using the daily allowance method*, the system adds the overnight amount to the calculated meals rate.

Any deduction can reduce the allowance amount to zero but never less than zero, that is, it can never result in a charge to the employee.

# 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.

The system locates the applicable lodging rate for the rate location in the rate tables.

1. If the user selects **Overnight allowance** as the lodging type and:

     ♦ If lodging is a *daily* allowance or *actual expenses compared to limits*, the system sets the lodging amount to the government-defined overnight amount from the rate record.

     ♦ If lodging is Not Used (not using travel allowance) and meals are a *daily* allowance, the system adds the government-defined overnight amount to the meals amount.

2. If the user selects **No lodging** as the lodging type and:

     ♦ If lodging is a *daily* allowance or *actual expenses* allowance, the system sets the lodging amount 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.*** Changes must be made via a service request through Concur's technical support process.

The following properties are used for German 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. <br><br> When this option is set to Y, then provided meals deductions will not reduce the overnight allowance. |
| ctrycode_for_multiday_leg | AT | The rate location (country) used when the traveler is in transit over more than two calendar dates <br><br> The current German regulations define this as the allowance for Austria. |
| domestic_partial_day_flat_minute_rate | 540 | Duration of travel (time) to be used for first/last day allowance for domestic trips <br><br> This time value should be rounded <u>up</u> to the whole hour and then converted to minutes. |
| extended_trip_company_factor | 100 | Percentage of the company allowance reimbursed for the extended-trip allowance |
| extended_trip_days | 90 | The number of days allowed in the trip before the extended-trip reduction is made to the meals allowance |
| extended_trip_govt_factor | 0 | Percentage of the government allowance permitted for the extended-trip allowance <br><br> All amounts above this reduced amount are recorded against the over-limit account code. |
| foreign_partial_day_flat_minute_rate | 540 | Duration of travel (time) to be used for first/last day allowance for domestic trips <br><br> This time value should be rounded <u>up</u> to the whole hour and then converted to minutes. |
| use_prorated_deductions | N | Pro-rates the amount of a provided meal deduction for a partial day of travel when set to Y. |

# 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 = GERMAN.

The rate_feed_time_bands field must be set to 0-481.

| Travel Allowance *REQUIRED* Rates | |
| --- | --- |
| The settings below for the 100 record represent the <u>typical</u> settings for Germany and must be reviewed to ensure they are correct for a given client's needs. | |
| lodging_rate_required | Y |
| overnight_rate_required | N |
| 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 |
| custom_rate2_required | N |
| custom_rate3_required | N |

## TIMEBANDRATEIMPORTER (TRX_TYPE 200)

German rules require these records for first and last day calculations. A record should be included for every time band for each rate location (300 record).

Example:

200, Germany00,0,0
200, Germany00,481,12
300,DE,,,,EUR,G, 20160101,,20,20,24,,4.8,9.6,9.6,1.67,3.10,3.10,,,,,,,,,Germany00

## RATEIMPORTER (TRX_TYPE 300)

The typical German configuration would include breakdown for both provided meals and benefit-in-kind meals amounts.

## 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<br>Lodging Type | Typical settings are *Daily* for meals and *None* 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 German government specifies *Cumulative* |
| 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)<br>**NOTE:** This setting will result in an additional entry into the Lodging Type (drop) list when Use Lodging Type is enabled. |
| Use System Exception | Set based on client preferences |
| User Entry of Extended Trip | Typical setting is No (check box cleared)<br>**NOTE:** Must be set to No if Use Trip Length List is enabled. |
| Display Quick Itinerary Wizard | Set based on client preferences<br>Typical setting is Prompt |
| **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 | (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) |
| **Meals Options** | |
| Meals Deduction List | Typical setting is **Germany Deduction List** to enable a (drop) list of selections for the nature of provided meals |
| Deduct for Provided Meals - Breakfast<br>Deduct for Provided Meals - Lunch<br>Deduct for Provided Meals - Dinner | For breakfast, typical setting is Yes (check box selected)<br>For lunch and dinner, typical setting is No (check box cleared) or client preference |
| Default Lunch to Provided | Set based on client preferences |
| Default Dinner to Provided | Set based on client preferences |
| Itemize Daily Meals | Typical setting is No (check box cleared) |
| **Country-specific Options** | |
| Use Border Cross Time | ***Must*** be set to No (check box cleared);<br>not supported for German rules |

| Field | Country Specific Notes |
|---|---|
| Use Lodging Type | Typically set to Yes (check box selected);<br>to enable the user selection of the lodging type<br><br>**NOTE:** Use Overnight will add this option into the lodging Type when this option is turned on. Use Trip Length List will be ignored when this option is turned on. |
| Use Percent Rule | **_Must_** be set to No (check box cleared);<br>not supported for German rules |
| Use Short Distance | **_Must_** be set to No (check box cleared);<br>not supported for German rules |
| Use Address List | Set based on client preferences<br><br>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 | Typical setting is No (check box cleared) to disable the user entry of the length of trip<br><br>**NOTE:** User Entry of Extended Trip should not be enabled when this setting is used. |
| User Entry of Breakfast Amount | Typical setting is No (check box cleared) |
| User Entry of Meals Amount | **_Must_** be set to No (check box cleared);<br>not supported for German rules |
| User Entry of Within Municipality | **_Must_** be set to No (check box cleared);<br>not supported for German 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.

In a *typical* German configuration, set according to the following:

- calc_method_code – set to GERMAN
- domestic - N
- breakfast_deduction_pct – set to 20
- lunch_deduction_pct – set to 40
- dinner_deduction_pct – set to 40
- breakfast_bik_deduction_pct – set to 0

- lunch_bik_deduction_pct – set to 0

- dinner_bik_deduction_pct – set to 0

- All other fields must be left blank.

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**NOTE:** The amounts in this information represent the examples provided in the sections *Provided Meals* and *Benefit-in-kind Meals* and should always be verified against current German regulations.

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### DEDUCTAMOUNTIMPORTER (TRX_TYPE 800)

There are no special requirements for this country.

In a *typical* German configuration, set according to the following:

- calc_method_code – set to GERMAN

- domestic – Y

- crn_code – set to EUR

- meals_lookup_rate – set to 24.00

- breakfast_deduction_amt – set to 4.50

- lunch_deduction_amt – set to 9.60

- dinner_deduction_amt – set to 9.60

- breakfast_bik_deduction_amt – set to 1.67

- lunch_bik_deduction_amt – set to 3.10

- dinner_bik_deduction_amt – set to 3.10

- All other fields must be left blank.

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**NOTE:** The amounts in this information represent the examples provided in the section *Provided Meals* and *Benefit-in-kind Meals* and should always be verified against current German regulations.

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