

Concur Expense: Travel Allowance Austria Statutory Bundles

Setup Guide

Last Revised: December 8, 2023

Applies to these SAP Concur solutions:

- Expense
 - Professional/Premium edition
 - Standard edition
- Travel
 - Professional/Premium edition
 - Standard edition
- Invoice
 - Professional/Premium edition
 - Standard edition
- Request
 - Professional/Premium edition
 - Standard edition

Table of Contents

Section 1: Permissions	1
Section 2: Overview	1
Section 3: What the User Sees	2
Creating an Expense Report	2
Adding Additional Itineraries to an Expense Report.....	9
Deleting an Itinerary from an Expense Report.....	9
Section 4: View the Austria Statutory Bundles	10
Accessing the Travel Allowance Configuration Page.....	11
Viewing a Statutory Rate Bundle	11
Viewing the Contents of the Statutory Rate Bundle.....	14
Viewing Rate Types and Calculation Rules (Meals and Lodging)	14
Viewing Trip Types (None)	27
Viewing Meal Types (None)	27
Viewing Lodging Types (Overnight)	27
Viewing Overlap Types (None)	29
Viewing Deduction Category Types (Lunch, Dinner)	29
Viewing Rates	32
Viewing Adjustments	36
Viewing Deductions	40
Section 5: Austria-Specific Statutory Validations, Calculations Logic, and Adjustments	47
Rates	47
Meals Allowance	48
Domestic Trips.....	50
Foreign Trips	50
Lodging Allowance.....	51
Provided Meals.....	52
Recurring Trips	52
5-5-15-Day Rule	52
183-Day Rule	53
Example of Configuration	53
Example of Calculation.....	55
Section 6: Considerations for Creating Configurable Bundles (Collective Agreements / Company-specific Agreements)	56
Configurable Bundle for Collective Agreement in Information Technology (I.T.) Industry ...	57
Supported Features	57
Configuration	58
Configurable Bundle for Collective Agreement in Trade Industry.....	58
Supported Features	58
Configuration	60

Revision History

Date	Notes / Comments / Changes
December 8, 2023	Added support for collective agreements in Information Technology (I.T.) and Trade industries
November 9, 2023	Added new accumulation rules: <ul style="list-style-type: none">• 5-5-15-Day Rule• 183-Day Rule• 12-Day Rule
September 15, 2023	Created new guide for the travel allowance solution available with the NextGen UI for Concur Expense

Travel Allowance

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.

Section 1: Permissions

A company administrator may or may not have the correct permissions to use this feature. The administrator may have limited permissions; for example, they may be able to affect only certain groups and/or use only certain options (like *view* but not *create* or *edit*).

If a company administrator needs to use this feature and does not have the proper permissions, they should contact the company's Concur Expense administrator.

Also, the administrator should be aware that some of the tasks described in this guide can be completed only by SAP Concur. For tasks not completed during implementation, the client must initiate a service request with SAP Concur support.

Section 2: Overview

This document provides country-specific information about the following three SAP Concur managed statutory bundles for Austria:

- **SAP_CONCUR_AT_24HOURS:** Statutory rates for 24h intervals, Austria
Contains statutory rates, deductions, and adjustments as well as calculation rules for calculations using 24-hour intervals
- **SAP_CONCUR_AT_CALENDAR_DAYS:** Statutory rates for calendar days, Austria
Contains statutory rates, deductions and adjustments as well as calculation rules for calculations using calendar day intervals
- **SAP_CONCUR_AT_24H_FOREIGN:** Statutory rates for 24h intervals foreign, Austria
Contains statutory rates, deductions and adjustments as well as calculation rules for calculations using 24-hour intervals for foreign trips and calendar day intervals for domestic trips

! **IMPORTANT:** This guide is a **supplement** to the [Concur Expense: Travel Allowance Service Setup Guide](#) which contains essential information about the travel allowance features.

Clients who are using one or all of these statutory bundles, but also want to supersede some of the statutory rates, may also create their own configurable bundles.

NOTE: For more information, refer to [Section 6: Considerations for Creating Configurable Bundles \(Collective Agreements / Company-specific Agreements\)](#).



For more information about client-managed bundles, refer to the [Concur Expense: Travel Allowance Generic Configurable Bundle Setup Guide](#).

Section 3: What the User Sees

This section uses the most common method of reimbursement in Austria – daily allowance for meals and lodging.

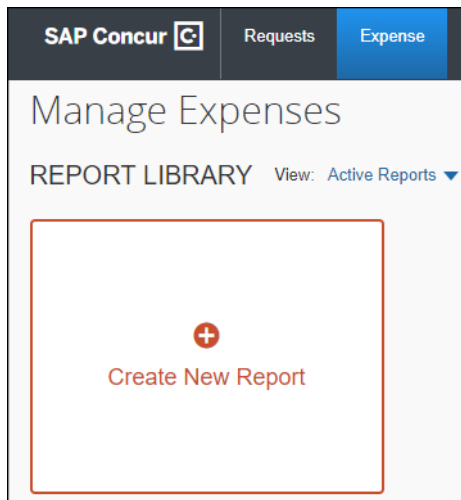
Creating an Expense Report

NOTE: The procedure in this section uses SAP_CONCUR_AT_24HOURS statutory bundle which is used for calculating rates using 24-hour intervals.

When the travel allowance feature is available to a user, after completing the header on a new expense report, the user is prompted for itinerary and adjustment information.

▶ **To create an expense report:**

1. From Concur Expense, click **Create New Report**.



NOTE: There are other valid paths to start a new expense report.

2. On the **Create New Report** page, commonly referred to as the report header, complete all required fields. An asterisk indicates a required field.

Create New Report
✕

* Required field

Report Name *

Report Key

Report Date

Company Hierarchy Level 2 2

Comment

Business Purpose

Policy * ▼

Company Hierarchy Level 1 1

Claim Travel Allowance

Select if your report includes travel and you require allowances for lodging, meals or incidentals.

Yes, I want to claim Travel Allowance

No, I do not want to claim Travel Allowance

Next: Create report and add itinerary details for your travel allowances

Cancel
Next

NOTE: The policy selected may impact which fields are displayed.

NOTE: When claiming travel allowance is available to the user, **Yes, I want to claim Travel Allowance** is selected by default.

3. Click **Next** to create the expense report and display the **Itinerary** page.

- On the **Itinerary** page, complete all required fields. An asterisk indicates a required field.

The following table shows the fields and their descriptions. An asterisk indicates a required field.

Field/Option	Description
Itinerary Name *	Enter an itinerary name or use the default name provided that matches the Report Name .
Start Location *	Enter the first few letters of the origination city for this itinerary and select it from the list of cities.
Start Date *	Enter a starting date for the time period covered by this itinerary.
Start Time *	Enter a starting time for the time period covered by this itinerary.
Add Destination	Click Add Destination to display and add another set of location to this itinerary. This option displays twice for convenience.
Arrival Location *	Enter the first few letters of the destination city and select it from the list of cities.
Arrival Date *	Enter the date on which you reached the Arrival Location .
Arrival Time *	Enter the time at which you reached the Arrival Location .

Field/Option	Description
Border Crossing Date*	Enter the date on which you crossed the Austria border on your way to the Arrival Location . NOTE: Set the Border Crossing Control field in the field controls of the configuration code to Based on departure location for outbound and based on arrival location for last inbound . The border crossing outbound field will then be auto-filled to match the Departure Date and Departure Time in the time zone of the Departure Location .
Border Crossing Time*	Enter the time when you crossed the Austria border on your way to the Arrival Location . NOTE: Set the Border Crossing Control field in the field controls of the configuration code to Based on departure location for outbound and based on arrival location for last inbound . The border crossing outbound field will then be auto-filled to match the Departure Date and Departure Time in the time zone of the Departure Location .
Departure Location *	Enter the first few letters of the last location at the Arrival Location and select it from the list of cities.
Departure Date *	Enter the date on which you left the Departure Location .
Departure Time *	Enter the time at which you left the Departure Location .
End Location *	Enter the first few letters of the final city for this trip and select it from the list of cities.
End Date *	Enter the end date for the time period covered by this itinerary.
End Time *	Enter the end time for the time period covered by this itinerary.
Border Crossing Date*	Enter the date on which you crossed the Austria border on your way to the End Location . NOTE: Set the Border Crossing Control field in the field controls of the configuration code to Based on departure location for outbound and based on arrival location for last inbound . The border crossing inbound field will then be auto-filled to match the End Date and End Time in the time zone of the End Location .
Border Crossing Time*	Enter the time when you crossed the Austria border on your way to the End Location . NOTE: Set the Border Crossing Control field in the field controls of the configuration code to Based on departure location for outbound and based on arrival location for last inbound . The border crossing inbound field will then be auto-filled to match the End Date and End Time in the time zone of the End Location .

- Click **Next** to save the itinerary and display the **Adjustments** page.

Adjustments (view)

This is the default view where a user can see a row for each calculated daily allowance.

Travel Allowance
✕

Adjustments

Adjustments allow you to adjust your specific travel allowances if meals were provided. For personal leave, you can exclude the day. Refer to your company policy guidelines.

View: Adjustments ▾ Show Filters

Date/Location	Exclude Day	Overnight	Lunch	Dinner	Reimbursement Amount ⓘ
All Days Dates: 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mon, 06/12/2023 Munich, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 35.30
Tue, 06/13/2023 Munich, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	€ 29.37
					Total: € 64.67

Back
Cancel Finish

The following table shows the fields seen on the **Adjustments** screen and their descriptions. An asterisk indicates a required field.

Column	Description
Exclude Day	Select this checkbox to mark a date as personal time and therefore not eligible for travel allowance benefit. NOTE: There is a Select All check box available for this column.
Overnight	Select this checkbox if you had an overnight stay with friends or family. This makes you eligible for an additional travel allowance benefit. NOTE: Overnight accommodation <i>increases</i> the daily allowance total shown in the Reimbursement Amount column. NOTE: Do <i>not</i> select this checkbox if the overnight accommodation was provided or if you stayed at a hotel and plan to submit the bills for reimbursement. NOTE: There is a Select All check box available for this column.
Lunch	Select this checkbox to mark the lunch as provided and therefore not eligible for travel allowance benefit. NOTE: Provided meals reduce the daily allowance total shown in the Reimbursement Amount column. NOTE: There is a Select All check box available for this column.

Column	Description
Dinner	<p>Select this checkbox to mark the dinner as provided and therefore not eligible for travel allowance benefit.</p> <p>NOTE: Provided meals reduce the daily allowance total shown in the Reimbursement Amount column.</p> <p>NOTE: There is a Select All check box available for this column.</p>

The user can select the provided meals and the final **Reimbursement Amount** changes according to the applicable deductions.

Date/Location	Exclude Day	Overnight	Lunch	Dinner	Reimbursement Amount
All Days Dates: 2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Mon, 06/12/2023 Munich, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 11.77
Tue, 06/13/2023 Munich, GERMANY	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	€ 11.77
					Total: € 23.54

NOTE: Additional fields may be visible to some end users depending on the collective agreement of their company.

Reimbursement Details (view)

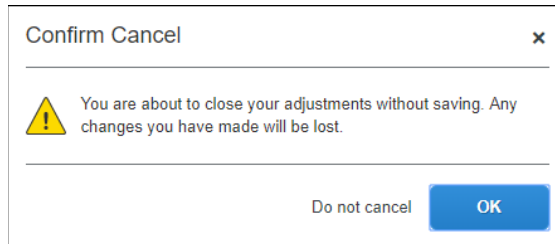
This view shows details for the adjustments based on any deductions for the meals provided and total reimbursable amounts.

Date	Location	Rate Type	Rate Amount	Factor	Adjustments	Calculated Amount	Reimbursement Amount
Mon, 06/12/2023	Munich, GERMANY	Meals	€ 35.30	1	(€ 23.53)	€ 11.77	€ 11.77
Tue, 06/13/2023	Munich, GERMANY	Meals	€ 35.30	0.333333	€ 0.00	€ 11.77	€ 11.77
	Vienna, AUSTRIA	Meals	€ 26.40	0.416667	(€ 11.00)	€ 0.00	€ 0.00
	Vienna, AUSTRIA	Meals	€ 26.40	0.25	(€ 6.60)	€ 0.00	€ 0.00
							Total: € 23.54

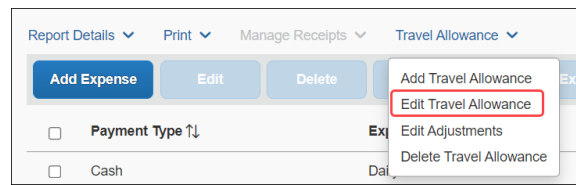
NOTE: Foreign trip time converted to the 12 part system is deducted from the total trip time converted to the 12 part system to get the domestic leftover. For 24-hour calculation, this is done for the total trip, whereas for the calendar day calculation, this is done per calendar day.

NOTE: For example of the calculation of travel allowance for foreign trips, refer to the [Foreign Trips](#) section.

6. (Optional) Click **Back** to edit the itinerary page.
7. (Optional) Click **Cancel** to close the adjustments page without saving your selections.



NOTE: Even if you cancel the adjustments, the expense report is not deleted and the itinerary and allowances can be edited later by selecting **Travel Allowance > Edit Travel Allowance**.



8. Click **Finish** to display the expense report for daily allowances.

Trip to Munich €23.54 Delete Report Copy Report Submit Report

Not Submitted | Report Number: CE4JZ2

Report Details Print/Share Manage Receipts Travel Allowance View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to View Standard

Receipt T1	Payment Type T1	Expense Type T1	Vendor Details T1	Date T1	Requested T1
<input type="checkbox"/>	Cash	Daily Allowance	Munch, GERMANY	08/13/2023	€ 11.77
<input type="checkbox"/>	Cash	Daily Allowance	Munch, GERMANY	08/12/2023	€ 11.77
					€ 23.54

It is important to understand the following about system-created expenses:

- ◆ As applicable, daily allowance expenses are assigned the default expense type of **Daily Allowance or Daily Allowance (Lodging)**.
- ◆ If there are both meals and overnight allowances on the same day, an expense is created for each expense type for each day.
- ◆ If the rate information is changed *after* the daily allowance expenses have been created, the amounts are not updated unless the user returns to the adjustments page and clicks **Finish** again.
- ◆ If the actual meals expenses are imported through the company card import but the user was reimbursed with daily allowances, then the user should mark the imported meals expenses as provided.

- Click **Add Expense** to add actual expenses. This step is not specific to the travel allowance feature and is accomplished in the same manner that is used to add non-travel allowance expenses to an expense report.

Trip to Munich €23.54
Not Submitted | Report Number: CE4JZ2

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to | View | Standard

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>	Cash	Daily Allowance	Munch, GERMANY	08/13/2023	€ 11.77
<input type="checkbox"/>	Cash	Daily Allowance	Munch, GERMANY	08/12/2023	€ 11.77
					€ 23.54

Adding Additional Itineraries to an Expense Report

▶ To add additional itineraries to an expense report

- Open the expense report and click **Travel Allowance > Add Travel Allowance**. The **Travel Allowance** wizard begins again from the **Itinerary** page.

Report Details | Print | Manage Receipts | **Travel Allowance** | Expense

Add Expense | Edit | Delete | Expense

Receipt | Payment Type | Expense | Vendor

Cash | Daily Allowance | Munich, Germany

Travel Allowance dropdown menu:
 Add Travel Allowance (highlighted)
 Edit Travel Allowance
 Edit Adjustments
 Delete Travel Allowance

NOTE: There is no restriction on the number of itineraries that may be associated with an expense report.

- Complete the wizard and click **Finish**.

Deleting an Itinerary from an Expense Report

▶ To delete an itinerary from an expense report

- Open the expense report and click **Travel Allowance > Delete Travel Allowance**.

Report Details | Print | Manage Receipts | **Travel Allowance** | Expense

Add Expense | Edit | Delete | Expense

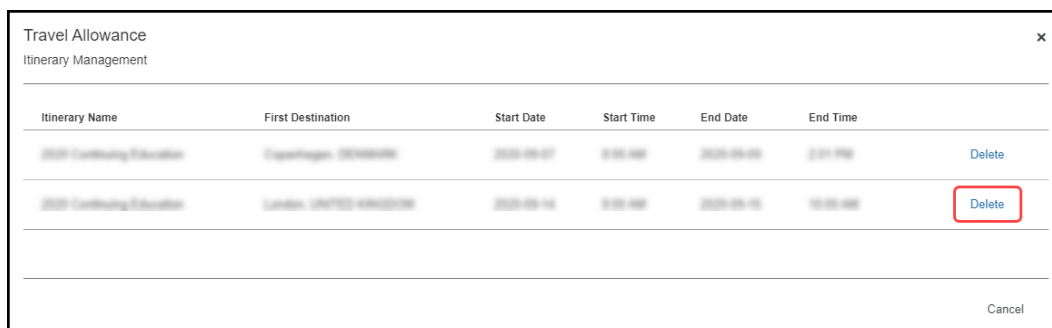
Receipt | Payment Type | Expense | Vendor

Cash | Daily Allowance | Munich, Germany

Travel Allowance dropdown menu:
 Add Travel Allowance
 Edit Travel Allowance
 Edit Adjustments
 Delete Travel Allowance (highlighted)

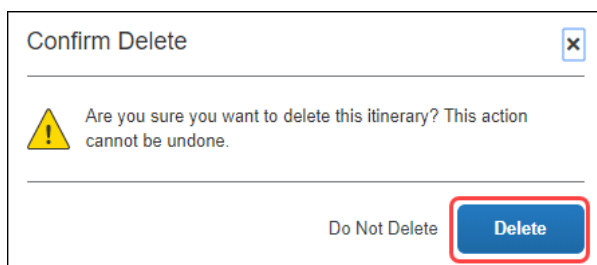
- On the **Itinerary Management** page of the **Travel Allowance** wizard, in the desired row, click **Delete**.

Section 4: View the Austria Statutory Bundles



Itinerary Name	First Destination	Start Date	Start Time	End Date	End Time	
2023 Conference Executive	Copenhagen, DE/NO/SE	2023-09-07	0:00:00	2023-09-09	23:59:59	Delete
2023 Conference Executive	London, GB/FR/IE/IT/PT/ES	2023-09-14	0:00:00	2023-09-15	10:00:00	Delete

3. Click **Delete**.



Section 4: View the Austria Statutory Bundles

A bundle is a set of rates. The simplest initial configuration of the travel allowance feature uses the statutory rate bundle provided by SAP Concur to create a configuration code.

- A **Rate Bundle** consists of rate types, calculation rules, trip types, meal types, lodging types, overlap types, deduction category types, rates, deductions, and adjustments. SAP Concur provides statutory bundles based on current data available from each country's government.

Administrators may create their own configurable bundles to supersede the provided statutory bundles.

A statutory rate bundle defines tax-free rates while a client rate bundle contains industry-specific rates defined in the collective agreements of various industries.



For more information about creating a (configurable) copy of an SAP-provided (read-only) statutory bundle, refer to the [Concur Expense: Travel Allowance Generic Configurable Bundle Setup Guide](#).

- A **Configuration Code** consists of a statutory and/or a configurable **Rate Bundle**.



For more information about enablement, hierarchy, mappings, configuration codes, and optional configuration, refer to the [Concur Expense: Travel Allowance Setup Guide](#).

NOTE: The procedure in this section uses SAP_CONCUR_AT_24HOURS statutory bundle to describe configuration unless otherwise specified.










Accessing the Travel Allowance Configuration Page

- ▶ **To access the Travel Allowance Configuration page:**
 - Click **Administration > Expense > Expense Admin > Travel Allowance Configuration**.

Viewing a Statutory Rate Bundle

- ▶ **To view a statutory rate bundle:**
 - On the **Travel Allowance Configuration** page, click **Rate Bundles**. The **Rate Bundles** page displays.

On the **Rate Bundles** page, in the row for the statutory bundle, click **View** (🔍).

Rate Bundles				
Add Upload		<input type="text" value="Search Rate Bundles"/>		
Rate Bundle ↕	Location ↕	Managed By ↕	Actions	
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria	Austria	SAP Concur		 
SAP_CONCUR_AT_24HOURS - Statutory rates for 24h intervals, Austria	Austria	SAP Concur		 
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria	Austria	SAP Concur		 

The **View Rate Bundle** page displays.

View Rate Bundle ?

[Back](#) [Save](#)

Rate Bundle Code
SAP_CONCUR_AT_24HOURS

Description
Statutory rates for 24h intervals, Austria

Country/Region ?
Austria

Rate Types ?
Lodging, Meals ⓘ

Trip Types ?

ⓘ

Meal Types ?

ⓘ

Lodging Types ?
Overnight ⓘ

Overlap Types ?

ⓘ

Deduction Category Types ?
Dinner, Lunch ⓘ

NOTE: All statutory rate bundles are read-only.

Click **View** (ⓘ) on the **Rate Types**, **Trip Types**, **Meal Types**, **Lodging Types**, **Overlap Types**, or **Deduction Category Types** to display the desired details such as codes, descriptions, rate categories, and calculation rules.



For more information about optional configuration for expense types, refer to the [Concur Expense: Travel Allowance Setup Guide](#).

Click **Back**.

Click **View contents** (☰).

Rate Bundles

Add Upload

Rate Bundle ↑↓	Location ↑↓	Managed By ↑↓	Actions	
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria	Austria	SAP Concur		
SAP_CONCUR_AT_24HOURS - Statutory rates for 24h intervals, Austria	Austria	SAP Concur		
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria	Austria	SAP Concur		

The **Statutory rates for 24h intervals, Austria** page displays.

← Go Back Show Advanced Filters

Statutory rates for 24h intervals, Austria

Filter by Country/Region: Filter by Rate Type: Validity Period:

Rates Deductions Adjustments

Download

Location ↑↓	Rate Type ↑↓	Applicable for ↑↓	Start - End	Amount	Valid From - To ↑↓	Actions
Afghanistan	Lodging	All days	23:59 - 23:59	€ 27.70	01/01/2021 - 31/12/9999	
Afghanistan	Meals	All days		€ 31.80	01/01/2021 - 31/12/9999	
Albania	Lodging	All days	23:59 - 23:59	€ 20.90	01/01/2021 - 31/12/9999	
Albania	Meals	All days		€ 27.90	01/01/2021 - 31/12/9999	
Algeria	Lodging	All days	23:59 - 23:59	€ 27.00	01/01/2021 - 31/12/9999	
Algeria	Meals	All days		€ 41.40	01/01/2021 - 31/12/9999	
Angola	Lodging	All days	23:59 - 23:59	€ 41.40	01/01/2021 - 31/12/9999	
Angola	Meals	All days		€ 43.60	01/01/2021 - 31/12/9999	
Argentina	Lodging	All days	23:59 - 23:59	€ 47.30	01/01/2021 - 31/12/9999	

Click **View** () on the **Rates**, **Deductions**, and **Adjustments** tab along with the filters to display the desired details.

NOTE: Click **Show Advanced Filters** to display more filters.

Show Advanced Filters toggles to and from **Hide Advanced Filters**.

Viewing the Contents of the Statutory Rate Bundle

Viewing Rate Types and Calculation Rules (Meals and Lodging)

Rate Bundles contain **Rate Types** and **Rate Types** contain calculation rules.

▶ **To view the rate types:**

- On the **Rate Bundles** page, in the row for the required statutory bundle, click **View** (🔍).

Rate Bundles

[Add](#) [Upload](#)

Rate Bundle ↑↓	Location ↑↓	Managed By ↑↓	Actions
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria	Austria	SAP Concur	🔍 ↓ ☰
SAP_CONCUR_AT_24HOURS - Statutory rates for 24h intervals, Austria	Austria	SAP Concur	🔍 ↓ ☰
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria	Austria	SAP Concur	🔍 ↓ ☰

On the **View Rate Bundle** page, click **View** (🔗) on the **Rate Types**.

The **View Rate Types** page displays.

Code 1%	Description 1%	Rate Category 1%	Calculation Rules 1%
LODGING	Lodging	Lodging	🔗
MEAL	Meals	Meal	🔗

Click **View** (🔗) on the desired row. The calculation rules display.

Lodging

View calculation rules of rate type: "Lodging" x

Rate Bundle: "Statutory rates for 24h intervals, Austria"

Rule Name	Rule
Reimbursement interval, domestic?	24-hour interval
Alternative calculation: Reimbursement interval, domestic?	No alternative calculation
Reimbursement interval, foreign?	24-hour interval
Location for rate determination, domestic?	Based on time of departure, including the last leg
Location for rate determination, foreign?	Based on time of departure, including the last leg
Several locations in a reimbursement interval, domestic?	Sum of rates of all locations
Several locations in a reimbursement interval, foreign?	Sum of rates of all locations
Several domestic locations in a domestic reimbursement interval, foreign?	No special handling for domestic locations
Alternative calculation result?	No alternative calculation
Several itineraries on one date, durations?	Keep all durations
Several itineraries on one date, reimbursement rates?	Keep all rates
Deductions?	Ignore deduction time
Day for exchange rate?	Current daily exchange rate

[Back](#)

The following table shows the read-only values that exist in the statutory bundle for rate types and calculation rules.



For more information about custom bundles, refer to the [Concur Expense: Travel Allowance Generic Configurable Bundle Setup Guide](#).

Rule Name	Rule Options
Reimbursement interval, domestic	<ul style="list-style-type: none"> • 24-hour interval
Alternative calculation: Reimbursement Interval, Domestic	<ul style="list-style-type: none"> • No alternative calculation
Reimbursement interval, foreign	<ul style="list-style-type: none"> • 24-hour interval
Location for rate determination, domestic	<ul style="list-style-type: none"> • Based on time of departure, including the last leg
Location for rate determination, foreign	<ul style="list-style-type: none"> • Based on time of departure, including the last leg

Rule Name	Rule Options
Several locations in a reimbursement interval, domestic	<ul style="list-style-type: none"> • Sum of rate of all locations
Several locations in a reimbursement interval, foreign	<ul style="list-style-type: none"> • Sum of rate of all locations
Several domestic locations in a domestic reimbursement interval, foreign	<ul style="list-style-type: none"> • No special handling for domestic locations
Alternative calculation result	<ul style="list-style-type: none"> • No alternative calculation
Several itineraries on one date, durations	<ul style="list-style-type: none"> • Keep all durations
Several itineraries on one date, reimbursement rates	<ul style="list-style-type: none"> • Keep all rates
Deductions	<ul style="list-style-type: none"> • Ignore deduction time
Day for exchange rate	<ul style="list-style-type: none"> • Current daily exchange rate

Meals

View calculation rules of rate type: "Meals" x

Rate Bundle: "Statutory rates for 24h intervals, Austria"

Rule Name	Rule
Reimbursement interval, domestic?	24-hour interval
Alternative calculation: Reimbursement interval, domestic?	No alternative calculation
Reimbursement interval, foreign?	24-hour interval, restarting at each change from domestic to foreign and vice versa
Location for rate determination, domestic?	First leg based on time of departure, then all based on time of arrival
Location for rate determination, foreign?	Used by Austria only – Based on border crossing time considering foreign parts less equal 3 ho...
Several locations in a reimbursement interval, domestic?	Rate of the last location
Several locations in a reimbursement interval, foreign?	Used by Austria only – Duration of all legs rounded to 12 hours preferring foreign time, with do...
Several domestic locations in a domestic reimbursement interval, foreign?	No special handling for domestic locations
Alternative calculation result?	No alternative calculation
Several itineraries on one date, durations?	Keep all durations
Several itineraries on one date, reimbursement rates?	Keep all rates
Deductions?	Used by Austria only – Require deduction time, taking domestic deductions from domestic leftover
Day for exchange rate?	Current daily exchange rate

Back

The following table shows the read-only values that exist in the statutory bundle for rate types and calculation rules.



For more information about custom bundles, refer to the [Concur Expense: Travel Allowance Generic Configurable Bundle Setup Guide](#).

Rule Name	Rule Options
Reimbursement interval, domestic	<ul style="list-style-type: none"> 24-hour interval
Alternative calculation: Reimbursement Interval, Domestic	<ul style="list-style-type: none"> No alternative calculation
Reimbursement interval, foreign	<ul style="list-style-type: none"> 24-hour interval, restarting at each change from domestic to foreign and vice versa
Location for rate determination, domestic	<ul style="list-style-type: none"> First leg based on time of departure, then all based on time of arrival
Location for rate determination, foreign	<ul style="list-style-type: none"> Used by Austria only – Based on border crossing time considering foreign parts less equal 3 hours as domestic

Rule Name	Rule Options
Several locations in a reimbursement interval, domestic	<ul style="list-style-type: none"> • Rate of the last location
Several locations in a reimbursement interval, foreign	<ul style="list-style-type: none"> • Used by Austria only – Duration of all legs rounded to 12 hours preferring foreign time, with domestic difference only being calculated where foreign allowance does not consume all 12th of the total trip time
Several domestic locations in a domestic reimbursement interval, foreign	<ul style="list-style-type: none"> • No special handling for domestic locations
Alternative calculation result	<ul style="list-style-type: none"> • No alternative calculation
Several itineraries on one date, durations	<ul style="list-style-type: none"> • Keep all durations
Several itineraries on one date, reimbursement rates	<ul style="list-style-type: none"> • Keep all rates
Deductions	<ul style="list-style-type: none"> • Used by Austria only – Require deduction time, taking domestic deductions from domestic leftover
Day for exchange rate	<ul style="list-style-type: none"> • Current daily exchange rate



For more information about rule options, refer to the [Concur Expense: Travel Allowance Service Setup Guide](#).

Calculation rules for SAP_CONCUR_AT_24H_FOREIGN statutory bundle display as below:

Lodging

Section 4: View the Austria Statutory Bundles

View calculation rules of rate type: "Lodging" x

Rate Bundle: "Statutory rates for 24h intervals foreign, Austria"

Rule Name	Rule
Reimbursement interval, domestic?	Calendar day
Alternative calculation: Reimbursement interval, domestic?	No alternative calculation
Reimbursement interval, foreign?	24-hour interval
Location for rate determination, domestic?	Based on time of departure, including the last leg
Location for rate determination, foreign?	Based on time of departure, including the last leg
Several locations in a reimbursement interval, domestic?	Sum of rates of all locations
Several locations in a reimbursement interval, foreign?	Sum of rates of all locations
Several domestic locations in a domestic reimbursement interval, foreign?	No special handling for domestic locations
Alternative calculation result?	No alternative calculation
Several itineraries on one date, durations?	Keep all durations
Several itineraries on one date, reimbursement rates?	Keep all rates
Deductions?	Ignore deduction time
Day for exchange rate?	Current daily exchange rate

[Back](#)

The following table shows the read-only values that exist in the statutory bundle for rate types and calculation rules.

Rule Name	Rule Options
Reimbursement interval, domestic	<ul style="list-style-type: none"> • Calendar day
Alternative calculation: Reimbursement Interval, Domestic	<ul style="list-style-type: none"> • No alternative calculation
Reimbursement interval, foreign	<ul style="list-style-type: none"> • 24-hour interval
Location for rate determination, domestic	<ul style="list-style-type: none"> • Based on time of departure, including the last leg
Location for rate determination, foreign	<ul style="list-style-type: none"> • Based on time of departure, including the last leg
Several locations in a reimbursement interval, domestic	<ul style="list-style-type: none"> • Sum of rate of all locations

Rule Name	Rule Options
Several locations in a reimbursement interval, foreign	<ul style="list-style-type: none"> • Sum of rate of all locations
Several domestic locations in a domestic reimbursement interval, foreign	<ul style="list-style-type: none"> • No special handling for domestic locations
Alternative calculation result	<ul style="list-style-type: none"> • No alternative calculation
Several itineraries on one date, durations	<ul style="list-style-type: none"> • Keep all durations
Several itineraries on one date, reimbursement rates	<ul style="list-style-type: none"> • Keep all rates
Deductions	<ul style="list-style-type: none"> • Ignore deduction time
Day for exchange rate	<ul style="list-style-type: none"> • Current daily exchange rate

Meals

View calculation rules of rate type: "Meals" ✕

Rate Bundle: "Statutory rates for 24h intervals foreign, Austria"

Rule Name	Rule
Reimbursement interval, domestic ?	Calendar day
Alternative calculation: Reimbursement interval, domestic ?	No alternative calculation
Reimbursement interval, foreign ?	24-hour interval, restarting at each change from domestic to foreign and vice versa
Location for rate determination, domestic ?	First leg based on time of departure, then all based on time of arrival
Location for rate determination, foreign ?	Used by Austria only – Based on border crossing time considering foreign parts less equal 3 ho...
Several locations in a reimbursement interval, domestic ?	Rate of the last location
Several locations in a reimbursement interval, foreign ?	Used by Austria only – Duration of all legs rounded to 12 hours preferring foreign time, with do...
Several domestic locations in a domestic reimbursement interval, foreign ?	No special handling for domestic locations
Alternative calculation result ?	No alternative calculation
Several itineraries on one date, durations ?	Keep all durations
Several itineraries on one date, reimbursement rates ?	Keep all rates
Deductions ?	Used by Austria only – Require deduction time, taking domestic deductions from domestic leftover
Day for exchange rate ?	Current daily exchange rate

[Back](#)

The following table shows the read-only values that exist in the statutory bundle for rate types and calculation rules.

Section 4: View the Austria Statutory Bundles

Rule Name	Rule Options
Reimbursement interval, domestic	<ul style="list-style-type: none"> • Calendar day
Alternative calculation: Reimbursement Interval, Domestic	<ul style="list-style-type: none"> • No alternative calculation
Reimbursement interval, foreign	<ul style="list-style-type: none"> • 24-hour interval, restarting at each change from domestic to foreign and vice versa
Location for rate determination, domestic	<ul style="list-style-type: none"> • First leg based on time of departure, then all based on time of arrival
Location for rate determination, foreign	<ul style="list-style-type: none"> • Used by Austria only – Based on border crossing time considering foreign parts less equal 3 hours as domestic
Several locations in a reimbursement interval, domestic	<ul style="list-style-type: none"> • Rate of the last location
Several locations in a reimbursement interval, foreign	<ul style="list-style-type: none"> • Used by Austria only – Duration of all legs rounded to 12 hours preferring foreign time, with domestic difference only being calculated where foreign allowance does not consume all 12th of the total trip time
Several domestic locations in a domestic reimbursement interval, foreign	<ul style="list-style-type: none"> • No special handling for domestic locations
Alternative calculation result	<ul style="list-style-type: none"> • No alternative calculation
Several itineraries on one date, durations	<ul style="list-style-type: none"> • Keep all durations
Several itineraries on one date, reimbursement rates	<ul style="list-style-type: none"> • Keep all rates
Deductions	<ul style="list-style-type: none"> • Used by Austria only – Require deduction time, taking domestic deductions from domestic leftover
Day for exchange rate	<ul style="list-style-type: none"> • Current daily exchange rate

Calculation rules for SAP_CONCUR_AT_CALENDAR_DAYS statutory bundle display as below:

Lodging

View calculation rules of rate type: "Lodging" ✕

Rate Bundle: "Statutory rates for calendar days, Austria"

Rule Name	Rule
Reimbursement interval, domestic?	Calendar day
Alternative calculation: Reimbursement interval, domestic?	No alternative calculation
Reimbursement interval, foreign?	Calendar day
Location for rate determination, domestic?	Based on time of departure, including the last leg
Location for rate determination, foreign?	Based on time of departure, including the last leg
Several locations in a reimbursement interval, domestic?	Sum of rates of all locations
Several locations in a reimbursement interval, foreign?	Sum of rates of all locations
Several domestic locations in a domestic reimbursement interval, foreign?	No special handling for domestic locations
Alternative calculation result?	No alternative calculation
Several itineraries on one date, durations?	Keep all durations
Several itineraries on one date, reimbursement rates?	Keep all rates
Deductions?	Ignore deduction time
Day for exchange rate?	Current daily exchange rate

[Back](#)

The following table shows the read-only values that exist in the statutory bundle for rate types and calculation rules.

Rule Name	Rule Options
Reimbursement interval, domestic	<ul style="list-style-type: none"> • Calendar day
Alternative calculation: Reimbursement Interval, Domestic	<ul style="list-style-type: none"> • No alternative calculation
Reimbursement interval, foreign	<ul style="list-style-type: none"> • Calendar day
Location for rate determination, domestic	<ul style="list-style-type: none"> • Based on time of departure, including the last leg
Location for rate determination, foreign	<ul style="list-style-type: none"> • Based on time of departure, including the last leg

Section 4: View the Austria Statutory Bundles

Rule Name	Rule Options
Several locations in a reimbursement interval, domestic	<ul style="list-style-type: none"> • Sum of rate of all locations
Several locations in a reimbursement interval, foreign	<ul style="list-style-type: none"> • Sum of rate of all locations
Several domestic locations in a domestic reimbursement interval, foreign	<ul style="list-style-type: none"> • No special handling for domestic locations
Alternative calculation result	<ul style="list-style-type: none"> • No alternative calculation
Several itineraries on one date, durations	<ul style="list-style-type: none"> • Keep all durations
Several itineraries on one date, reimbursement rates	<ul style="list-style-type: none"> • Keep all rates
Deductions	<ul style="list-style-type: none"> • Ignore deduction time
Day for exchange rate	<ul style="list-style-type: none"> • Current daily exchange rate

Meals

View calculation rules of rate type: "Meals" x

Rate Bundle: "Statutory rates for calendar days, Austria"

Rule Name	Rule
Reimbursement interval, domestic?	Calendar day
Alternative calculation: Reimbursement interval, domestic?	No alternative calculation
Reimbursement interval, foreign?	Calendar day
Location for rate determination, domestic?	First leg based on time of departure, then all based on time of arrival
Location for rate determination, foreign?	Used by Austria only – Based on border crossing time considering foreign parts less equal 3 ho...
Several locations in a reimbursement interval, domestic?	Rate of the last location
Several locations in a reimbursement interval, foreign?	Used by Austria only – Duration of all legs rounded to 12 hours preferring foreign time, with do...
Several domestic locations in a domestic reimbursement interval, foreign?	No special handling for domestic locations
Alternative calculation result?	No alternative calculation
Several itineraries on one date, durations?	Keep all durations
Several itineraries on one date, reimbursement rates?	Keep all rates
Deductions?	Used by Austria only – Ignore deduction time, preferring foreign location for all deductions
Day for exchange rate?	Current daily exchange rate

[Back](#)

The following table shows the read-only values that exist in the statutory bundle for rate types and calculation rules.

Rule Name	Rule Options
Reimbursement interval, domestic	<ul style="list-style-type: none"> • Calendar day
Alternative calculation: Reimbursement Interval, Domestic	<ul style="list-style-type: none"> • No alternative calculation
Reimbursement interval, foreign	<ul style="list-style-type: none"> • Calendar day
Location for rate determination, domestic	<ul style="list-style-type: none"> • First leg based on time of departure, then all based on time of arrival
Location for rate determination, foreign	<ul style="list-style-type: none"> • Used by Austria only – Based on border crossing time considering foreign parts less equal 3 hours as domestic
Several locations in a reimbursement interval, domestic	<ul style="list-style-type: none"> • Rate of the last location

Section 4: View the Austria Statutory Bundles

Rule Name	Rule Options
Several locations in a reimbursement interval, foreign	<ul style="list-style-type: none"> • Used by Austria only – Duration of all legs rounded to 12 hours preferring foreign time, with domestic difference only being calculated where foreign allowance does not consume all 12th of the reimbursement interval
Several domestic locations in a domestic reimbursement interval, foreign	<ul style="list-style-type: none"> • No special handling for domestic locations
Alternative calculation result	<ul style="list-style-type: none"> • No alternative calculation
Several itineraries on one date, durations	<ul style="list-style-type: none"> • Keep all durations
Several itineraries on one date, reimbursement rates	<ul style="list-style-type: none"> • Keep all rates
Deductions	<ul style="list-style-type: none"> • Used by Austria only – Ignore deduction time, preferring foreign location for all deductions
Day for exchange rate	<ul style="list-style-type: none"> • Current daily exchange rate

Click **Back**.

Viewing Trip Types (None)

The statutory bundle for Austria does not contain any **Trip Types**.

Viewing Meal Types (None)

The statutory bundle for Austria does not contain any **Meal Types**.

Viewing Lodging Types (Overnight)

Rate Bundles contain **Overnight** as the **Lodging Type**. If the user is not provided an accommodation by their employer and if they have to stay with friends and family, they are given an additional allowance for lodging.

► **To view the lodging types:**

1. On the **Rate Bundles** page, in the row for the required statutory bundle, click **View** (🔍).

Rate Bundles			
Rate Bundle ↕	Location ↕	Managed By ↕	Actions
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria	Austria	SAP Concur	🔍 ↓ ☰
SAP_CONCUR_AT_24HOURS - Statutory rates for 24h intervals, Austria	Austria	SAP Concur	🔍 ↓ ☰
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria	Austria	SAP Concur	🔍 ↓ ☰

Section 4: View the Austria Statutory Bundles

2. On the **View Rate Bundle** page, click **View** (🔗) on the **Lodging Types**.

View Rate Bundle ?

Back Save

Rate Bundle Code
SAP_CONCUR_AT_24HOURS

Description
Statutory rates for 24h intervals, Austria

Country/Region ?
Austria

Rate Types ?
Lodging, Meals

Trip Types ?

Meal Types ?

Lodging Types ?
Overnight

Overlap Types ?

Deduction Category Types ?
Dinner, Lunch

The **View Lodging Types** page displays.

View Lodging Types

Back

Rate Bundle: "Statutory rates for 24h intervals, Austria"

Code ↑	Description ↓
OVERNIGHT	Overnight

3. Click **Back**.

Viewing Overlap Types (None)

The statutory bundle for Austria does not contain any **Overlap Types**.

Viewing Deduction Category Types (Lunch, Dinner)

Rate Bundles contain **Lunch** and **Dinner** as **Deduction Category Types as only lunch and dinner are considered under meals provided**. For 24-hour calculations, meal times are required to make sure the meal is deducted from the correct rate – domestic or foreign. 13:00 is set as time for lunch and 19:00 is set as time for dinner. These times must be passed in the itinerary for the deductions to work.

► **To view the lodging types:**

1. On the **Rate Bundles** page, in the row for the required statutory bundle, click **View** (🔍).

Rate Bundles			
Add	Upload	<input type="text" value="Search Rate Bundles"/>	
Rate Bundle ↑↓	Location ↑↓	Managed By ↓↑	Actions
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria	Austria	SAP Concur	🔍 ↓ ☰
SAP_CONCUR_AT_24HOURS - Statutory rates for 24h intervals, Austria	Austria	SAP Concur	🔍 ↓ ☰
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria	Austria	SAP Concur	🔍 ↓ ☰

Section 4: View the Austria Statutory Bundles

2. On the **View Rate Bundle** page, click **View** (🔗) on the **Deduction Category Types**.

View Rate Bundle ?

Back Save

Rate Bundle Code
SAP_CONCUR_AT_24HOURS

Description
Statutory rates for 24h intervals, Austria

Country/Region ?
Austria

Rate Types ?
Lodging, Meals

Trip Types ?

Meal Types ?

Lodging Types ?
Overnight

Overlap Types ?

Deduction Category Types ?
Dinner, Lunch

The **View Deduction Category Types** page displays.

View Deduction Category Types ?

Back

Rate Bundle: "Statutory rates for 24h intervals, Austria"

Code ↕	Description ↕	View Values
DINNER	Dinner	View
LUNCH	Lunch	View

3. Click **View** (🔗) on the desired row. The calculation rules display.

Dinner

View values of deduction category type: "Dinner" ✕

Rate Bundle: "Statutory rates for 24h intervals, Austria"

Deduction Types

Deduction Type Code	Deduction Type Description
PROVIDED	Provided

Default Time for Deduction ?

19:00 ⌵

[Back](#)

Lunch

View values of deduction category type: "Lunch" ✕

Rate Bundle: "Statutory rates for 24h intervals, Austria"

Deduction Types

Deduction Type Code	Deduction Type Description
PROVIDED	Provided

Default Time for Deduction ?

13:00 ⌵

[Back](#)

4. Click **Back**.

Viewing Rates

► **To view rates:**

- On the **Rate Bundles** page, in the bundle's row, click **View contents** (☰).

Rate Bundles

Add Upload

Rate Bundle ↑↓	Location ↑↓	Managed By ↓↑	Actions
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria	Austria	SAP Concur	
SAP_CONCUR_AT_24HOURS - Statutory rates for 24h intervals, Austria	Austria	SAP Concur	
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria	Austria	SAP Concur	

The bundle's contents page displays the **Rates** tab and rates.

← Go Back Show Advanced Filters

Statutory rates for 24h intervals, Austria

Filter by Country/Region: Filter by Rate Type: Validity Period:

Rates Deductions Adjustments

Download

Location ↑↓	Rate Type ↑↓	Applicable for ↑↓	Start - End	Amount	Valid From - To ↑↓	Actions
Afghanistan	Lodging	All days	23:59 - 23:59	€ 27.70	01/01/2021 - 31/12/9999	
Afghanistan	Meals	All days		€ 31.80	01/01/2021 - 31/12/9999	
Albania	Lodging	All days	23:59 - 23:59	€ 20.90	01/01/2021 - 31/12/9999	
Albania	Meals	All days		€ 27.90	01/01/2021 - 31/12/9999	
Algeria	Lodging	All days	23:59 - 23:59	€ 27.00	01/01/2021 - 31/12/9999	
Algeria	Meals	All days		€ 41.40	01/01/2021 - 31/12/9999	
Angola	Lodging	All days	23:59 - 23:59	€ 41.40	01/01/2021 - 31/12/9999	
Angola	Meals	All days		€ 43.60	01/01/2021 - 31/12/9999	
Argentina	Lodging	All days	23:59 - 23:59	€ 47.30	01/01/2021 - 31/12/9999	

(Optional) Use filters to locate the desired rate.

(Optional) Use advanced filters to locate the desired rate.

Click **View** (📄) on the desired row.

← Go Back

Statutory rates for 24h intervals, Austria Show Advanced Filters

Filter by Country/Region: x Filter by Rate Type: x Validity Period: x

Rates Deductions Adjustments

Download

Location ↑↓	Rate Type ↑↓	Applicable for ↑↓	Start - End	Amount	Valid From - To ↑↓	Actions
Afghanistan	Lodging	All days	23:59 - 23:59	€ 27.70	01/01/2021 - 31/12/9999	📄
Afghanistan	Meals	All days		€ 31.80	01/01/2021 - 31/12/9999	📄
Albania	Lodging	All days	23:59 - 23:59	€ 20.90	01/01/2021 - 31/12/9999	📄
Albania	Meals	All days		€ 27.90	01/01/2021 - 31/12/9999	📄
Algeria	Lodging	All days	23:59 - 23:59	€ 27.00	01/01/2021 - 31/12/9999	📄
Algeria	Meals	All days		€ 41.40	01/01/2021 - 31/12/9999	📄
Angola	Lodging	All days	23:59 - 23:59	€ 41.40	01/01/2021 - 31/12/9999	📄
Angola	Meals	All days		€ 43.60	01/01/2021 - 31/12/9999	📄
Argentina	Lodging	All days	23:59 - 23:59	€ 47.30	01/01/2021 - 31/12/9999	📄

The details of the rate display.

Example

View Rate x

Rate Bundle: "Statutory rates for 24h intervals, Austria"

Required Fields

Rate Type [?]
Lodging

Amount [?] 20.90 Currency Euro

Valid From [?] 01/01/2021 Valid To [?] 31/12/9999

Applicable for (Days) [?]
All days

Location

Country/Region [?]
Albania

Subdivision [?]

Administrative Region [?]

Locality [?]

Overall Trip Length

Trip Length
 Days
 Minutes

Minimum Trip Length in Days [?] Maximum Trip Length in Days

Applicable Part of the Trip

From Day of Trip [?] To Day of Trip

Season Start Month [?] Season Start Day

Season End Month Season End Day

Time Spent on Trip in a Day

Minimum Duration in Minutes [?] Maximum Duration in Minutes

Set start and end times and itinerary coverage

Start Time [?] 23:59 End Time 23:59

Itinerary Coverage
 The itinerary must cover the whole period between start and end time
 The itinerary must not cover any part of the period between start and end time
 The itinerary must cover a part of the period between start and end time

Type Codes

Lodging Type [?]
Overnight

Back OK

The following table shows the read-only values that exist in the statutory rate bundle for Austria. An asterisk indicates a required field.



For more information about configurable bundles, refer to the [Concur Expense: Travel Allowance Generic Configurable Bundle Setup Guide](#).

Field	Description
Required Fields Rate Type *	The value is <i>Lodging</i> or <i>Meals</i> .

Field	Description
Required Fields Amount * Currency *	The value is an amount and a currency to which the rate applies. All the rates in Austria are usually given in euros. When creating an expense report, the currency displayed here will be converted into the user's reimbursement currency as determined by the user's User Administration settings.
Required Fields Valid From * Valid To *	This value is a date range. A date range allows previous rates to remain applicable when processing trips in the past. NOTE: Regulatory rates in Austria don't often change.
Required Fields Applicable for (days) *	This value is <i>First day</i> , <i>Last day</i> , <i>All days</i> , or <i>Intervening days</i> . Intervening days are the days between the first and last day of a trip. The <i>All days</i> value includes the first day, intervening days, and the last day.
Location Country/Region	If this field is used for this rate, the value is the country where these rates apply.
Trip Length Days -or- Minutes	If one of these constraints is used for this rate, the other cannot be used because these choices are mutually exclusive.
Time-Based Constraints Start Time End Time	If these fields are used for this rate, they display a clock time range during which the travel allowance is valid. For example, if a meal allowance is defined for travel at 13:00 and the trip ends at 12:30, then no meal allowance is provided.
Time-Based Constraints The itinerary must cover the whole period between start and end time -or- The itinerary must not cover any part of the period between start and end time -or- The itinerary must cover a part of the period between start and end time	If one of these constraints is used for this rate, the other cannot be used because these choices are mutually exclusive.
Types Codes Lodging Type	The value is <i>Overnight</i> as it is the only lodging type available in Austria.

Click **Back**.

Viewing Adjustments

A business trip, either domestic or foreign, where total travel time is less than or equal to 3 hours, is not eligible for a daily allowance. Starting with the travel duration of 3:01 hours, the user will receive 1/12 of the daily allowance for each started hour. Hence, the user will receive 4/12 for 3:01 hours.

If a foreign part of a business trip (calculated from border crossing to border crossing) is less than or equal to 3 hours, it is not eligible for a separate foreign daily allowance. The foreign part of less than or equal to 3 hours duration is considered domestic and reimbursed as per the domestic rates if the total travel time of the trip is more than 3 hours. The maximum allowance that can be paid for a day for domestic as well as foreign trips is 12/12.

Current tax-free limit of daily allowance is 26.40 EUR for domestic trips and depends on the country of visit for foreign trips.

Adjustments are used to arrive at the exact amount of travel allowance the user is eligible for. For this, the daily allowance rate is multiplied by the adjustment factor derived from the calculated 12th part of the daily allowance the user is eligible for. Adjustment factor is a representation of the 12 parts in the decimal form. For example, the adjustment factor for 1/12 is 0.0833, for 2/12 is 0.166, and for 12/12 is 1.

Duration	Expression	Factor for Daily Allowance	Adjustment Factor	Domestic Allowance
Up to 3 hrs	0 – 180 min	0	0.000000	0.00 EUR
Between 3 to 4 hrs	181 – 240 min	4/12	0.333333	8.80 EUR (4/12 th of 26.40 EUR or 0.333 * 26.40 EUR)
Between 4 to 5 hrs	241 – 300 min	5/12	0.416666	11.00 EUR
Between 5 to 6 hrs	301 – 360 min	6/12	0.500000	13.20 EUR
Between 6 to 7 hrs	361 – 420 min	7/12	0.583333	15.40 EUR
Between 7 to 8 hrs	421 – 480 min	8/12	0.666666	17.60 EUR
Between 8 to 9 hrs	481 – 540 min	9/12	0.750000	19.80 EUR
Between 9 to 10 hrs	541 – 600 min	10/12	0.833333	22.00 EUR
Between 10 to 11 hrs	601 – 660 min	11/12	0.916666	24.20 EUR
Between 11 to 24	661 – 1440 min	12/12	1	26.40 EUR

hrs				
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► **To view adjustments in a rate bundle:**

- On the **Rate Bundles** page, in the bundle’s row, click **View contents** (☰).

Rate Bundles

Add Upload

Rate Bundle ↓	Location ↓	Managed By ↓	Actions
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria	Austria	SAP Concur	
SAP_CONCUR_AT_24HOURS - Statutory rates for 24h intervals, Austria	Austria	SAP Concur	
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria	Austria	SAP Concur	

The bundle’s contents page displays with tabs for rates, deductions, and adjustments.

- Click the **Adjustments** (tab).
- In the desired row, click **View** (🔗).

← Go Back Show Advanced Filters

Statutory rates for 24h intervals, Austria

Filter by Country/Region: Filter by Rate Type: Validity Period:

Rates Deductions Adjustments

Download

Location ↓	Rate Type ↓	Applicable for ↓	Start - End	Adjustment Factor	Valid From - To ↓	Actions
	Lodging	All days		0.000000	01/01/2021 - 31/12/9999	
	Meals	All days	481 - 540 min	0.750000	01/01/2021 - 31/12/9999	
	Meals	All days	301 - 360 min	0.500000	01/01/2021 - 31/12/9999	
	Meals	All days	1 - 60 min	0.083333	01/01/2021 - 31/12/9999	
	Meals	All days	361 - 420 min	0.583333	01/01/2021 - 31/12/9999	
	Meals	All days	421 - 480 min	0.666667	01/01/2021 - 31/12/9999	
	Meals	All days		0.000000	01/01/2021 - 31/12/9999	
	Meals	All days	61 - 120 min	0.166667	01/01/2021 - 31/12/9999	

Section 4: View the Austria Statutory Bundles

- The **View Adjustment** page displays.

The following table shows the read-only values that exist in the statutory Austria adjustments. An asterisk indicates a required field.



For more information about custom bundles, refer to the [Concur Expense: Travel Allowance Generic Configurable Bundle Setup Guide](#).

Field	Description
Required Fields Rate Type *	The value is <i>Lodging</i> or <i>Meals</i> .
Required Fields Adjustment Factor *	This number either increases or reduces the rate. A number greater than 1 will increase the rate while a decimal number less than 1 will reduce the rate.

Field	Description
Required Fields Valid From * Valid To *	This value is a date range. The date range allows previous rates to remain applicable when processing trips in the past. NOTE: Regulatory rates in Austria don't often change.
Required Fields Applicable for (days) *	This value will be <i>First day, Last day, All days, or Intervening days</i> . Intervening days are the days between the first and last day of a trip. The <i>All days</i> value includes the first day, intervening days, and the last day.
Trip Length Days -or- Minutes	If one of these constraints is used for this rate, the other cannot be used because these choices are mutually exclusive.
Time-Based Constraints Minimum Trip Length in Minutes Maximum Trip Length in Minutes	If these fields are used for this adjustment, they display the duration of trip in minutes for which no rate should be paid. For example, no rate should be paid for a minimum trip length of 1 minute and a maximum trip length of 180 minutes; and the other way round, where the rate should only be paid for a minimum trip length of 181 minutes and a maximum trip length of 1438560 minutes (= 999 days).
Time-Based Constraints Minimum Duration in Minutes Maximum Duration in Minutes	If these fields are used for this adjustment, they display a number range of minutes to which this adjustment applies.
Time-Based Constraints The itinerary must cover the whole period between start and end time -or- The itinerary must cover any part of the period between start and end time -or- The itinerary must cover a part of the period between start and end time	If one of these constraints is used for this adjustment, the other cannot be used because these choices are mutually exclusive.

- Click **Back**.

Viewing Deductions

Deductions reduce the allowance amount given for the reimbursement interval that includes meal(s).

EXAMPLE

The following deduction times are used for meals in 24-hour calculation to assign the meals to the correct interval. As breakfast is usually included in the lodging, only lunch and dinner are considered as meals in Austria.

Meal type	Time
Lunch	13:00
Dinner	19:00

Deduction rates for domestic trips:

Deduction on meals provided during domestic trips is 13.20 EUR per meal provided. This deduction is irrespective of the daily allowance the user is eligible for.

Meal type	Deduction
Lunch	13.20 EUR
Dinner	13.20 EUR

CALCULATION EXAMPLE

Itinerary	Daily Allowance Calculation (EUR)	
	24-hour	Calendar day
Day 1: <ul style="list-style-type: none"> Departure: Vienna, AT (14:00) Arrival: Linz, AT (16:00) Dinner at AT Day 2: <ul style="list-style-type: none"> Lunch at AT Departure: Linz, AT (13:00) Arrival: Vienna, AT (15:00) 	Total travel time: <ul style="list-style-type: none"> Day 1 14:00 to Day 2 15:00 = 25 hrs = 24 hrs. + 1 hr. = 12/12 + 1/12 = 13/12 	Total travel time: <ul style="list-style-type: none"> Day 1 14:00 to 24:00 = 10 hrs. = 10/12 Day 2 00:00 to 15:00 = 15 hrs. = 12/12
	Deductions: <ul style="list-style-type: none"> Dinner on day 1 	Deductions: <ul style="list-style-type: none"> Dinner on day 1

	<p>and Lunch on day 2 are both in the same 24-hrs interval (from 14:00 to 14:00)</p> <ul style="list-style-type: none"> Hence day 1 deduction = 26.40 - 13.20 - 13.20 = 0.00 EUR OR 0/12 No meal in the second interval, hence, no deduction <p>Total after deduction:</p> <ul style="list-style-type: none"> Day 1 = 0/12 Day 2 = 1/12 	<ul style="list-style-type: none"> Hence deduction = 26.40 - 13.20 = 13.20 EUR 10/12 - 6/12 = 4/12 Lunch on day 2 Hence deduction = 26.40 - 13.20 = 13.20 EUR 12/12 - 6/12 = 6/12
	<p>Travel allowance: Day 1 + Day 2 = 0/12 + 1/12 = 1/12 = 2.20 EUR</p>	<p>Travel allowance: Day 1 + Day 2 = 4/12 + 6/12 = 10/12 = 22.00 EUR</p>

Deduction rates for foreign trips:

The daily allowance provided for foreign trips depends on the country you are visiting. 2/3rd of the allowance is deducted for two provided meals (lunch and dinner) in foreign interval. No allowance is deducted if only one meal is provided in foreign interval. It can be summarized as follows:

Meal type	Deduction
Lunch	-
Dinner	-
Lunch + Dinner	2/3 rd of the allowance

If the interval (24-hours or calendar day) has a foreign stop, the entire interval is considered foreign.

If an interval in a foreign trip is completely domestic, deduction for meals at domestic location is calculated according to the domestic deduction rates.

CALCULATION EXAMPLE

Itinerary	Daily Allowance Calculation (EUR)	
	24-hour	Calendar day
<p>Day 1:</p> <ul style="list-style-type: none"> Departure: Vienna, AT (9:00) Lunch at AT Border crossing: 14:00 	<p>Travel time:</p> <p>Total travel time:</p> <ul style="list-style-type: none"> Day 1 9:00 to Day 2 22:00 = 24 hrs. + 13 hrs. = 12/12 + 12/12 = 24/12 	<p>Total travel time:</p> <p>Day 1:</p> <ul style="list-style-type: none"> Total travel time = 9:00 to 24:00 = 15 hrs. = 12/12 Foreign travel time

Section 4: View the Austria Statutory Bundles

<ul style="list-style-type: none"> • Arrival: Munich, DE (16:00) • Dinner at DE <p>Day 2:</p> <ul style="list-style-type: none"> • Lunch at DE • Departure: Munich, DE (16:00) • Border crossing: 18:00 • Dinner at AT • Arrival: Vienna, AT (22:00) 	<p>Foreign travel time:</p> <ul style="list-style-type: none"> • Interval 1: 14:00 day 1 to 14:00 day 2 = 24 hrs. = 12/12 • Interval 2: 14:00 day 2 to 18:00 day 2 = 4 hrs. = 4/12 • 12/12 + 4/12 = 16/12 <p>Domestic leftover:</p> <ul style="list-style-type: none"> • Total travel time – foreign travel time = 24/12 - 16/12 = 8/12 	<p>= 14:00 to 24:00 = 10 hrs. = 10/12</p> <ul style="list-style-type: none"> • Domestic leftover = 12/12 – 10/12 = 2/12 <p>Day 2</p> <ul style="list-style-type: none"> • Total travel time = 00:00 to 22:00 = 22 hrs. = 12/12 • Foreign travel time = 00:00 to 18:00 = 18 hrs. = 12/12 • Domestic leftover = 12/12 – 12/12 = 0/12
	<p>Deductions:</p> <p>Foreign deductions:</p> <ul style="list-style-type: none"> • 2 meals in foreign interval (Interval 1: Dinner and Lunch in DE) = 2/3rd deduction from foreign travel allowance • 12/12 * 1/3 = 4/12 • No meal in interval 2, hence no deduction <p>Total after deduction: 4/12 + 4/12 = 8/12 DE</p> <p>Domestic deductions:</p> <ul style="list-style-type: none"> • Lunch on day 1: - 13.20 EUR Dinner on day 2: -13.20 EUR <p>Total after deduction: 8/12 – 13.20 – 13.20 = 00.00 EUR (OR 0/12 AT)</p>	<p>Deductions:</p> <p>Day 1:</p> <ul style="list-style-type: none"> • 2 meals = 2/3rd deduction from foreign travel allowance • 10/12 * 1/3 <p>Total after deduction: 1/3 * 10/12 DE</p> <p>Day 2:</p> <ul style="list-style-type: none"> • 2 meals = 2/3rd deduction from foreign travel allowance • 12/12 * 1/3 <p>Total after deduction: 1/3 * 12/12 = 1/3 DE</p>
	<p>Travel allowance:</p> <p>Total after deduction (foreign) + Total after deduction (domestic) = 8/12 + 0/12 = 8/12 DE</p>	<p>Travel allowance:</p> <p>(1/3 * 10/12 DE) + (1/3 DE) + (2/12 AT)</p>

► **To view deductions in a rate bundle:**

- On the **Rate Bundles** page, in the bundle’s row, click **View contents** (☰).

Rate Bundles

[Add](#) [Upload](#)

Rate Bundle ↕	Location ↕	Managed By ↓	Actions
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria	Austria	SAP Concur	
SAP_CONCUR_AT_24HOURS - Statutory rates for 24h intervals, Austria	Austria	SAP Concur	
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria	Austria	SAP Concur	

The bundle’s contents page displays with tabs for rates, deductions, and adjustments.

- Click the **Deductions** tab.
- In the desired row, click **View** (🔍).

← Go Back [Show Advanced Filters](#)

Statutory rates for 24h intervals, Austria

Filter by Country/Region: Filter by Rate Type: Validity Period:

[Rates](#) [Deductions](#) [Adjustments](#)

[Download](#)

Location ↕	Rate Type ↕	Category ↕	Percentage	Amount	Valid From - To ↕	Actions
	Meals	Lunch	66.67 %		01/01/2021 - 31/12/9999	
Austria	Meals	Lunch		€ 13.20	01/01/2021 - 31/12/9999	
Austria	Meals	Dinner		€ 13.20	01/01/2021 - 31/12/9999	

Section 4: View the Austria Statutory Bundles

- The **View Deduction** page displays.

The screenshot shows the 'View Deduction' configuration page. The 'Required Fields' section is highlighted in grey and includes: Rate Type (Meals), Deduction Category (Lunch), Deduction Type Code (Provided), Amount (13.20), and Valid From (01/01/2021). Other sections include Overall Trip Length (Days selected), Applicable Part of the Trip, Time Spent on Trip in a Day, Location (Country/Region: Austria), and Additional Deductions.

Here you can see the configuration for a domestic deduction for an amount of 13.20 EUR.

The following table shows the read-only values that exist in the statutory Austria deductions. An asterisk indicates a required field.



For more information about custom bundles, refer to the [Concur Expense: Travel Allowance Generic Configurable Bundle Setup Guide](#).

Field	Description
Required Fields Rate Type *	The value is <i>Meals</i> .
Required Fields Deduction Category *	This value is a further break-down of the Rate Type .
Required Fields Deduction Type Code *	This value is a further breakdown of the Deduction Category .

Field	Description
Required Fields Amount / Currency	This value is a fixed amount and a currency to which the deduction amount will apply. When creating an expense report, the currency displayed here will be converted into the user's reimbursement currency as determined by the user's User Administration settings. NOTE: The Percentage field and Amount field are mutually exclusive.
Required Fields Valid From * Valid To *	This value is a date range. The date range allows previous rates to remain applicable when processing trips in the past. NOTE: Regulatory rates in Austria don't often change.
Required Fields Applicable for (days) *	This value will be <i>First day, Last day, All days, or Intervening days</i> . Intervening days are the days between the first and last day of a trip. The <i>All days</i> value includes the first day, intervening days, and the last day.
Location Country/Region	If this field is used for this rate, the value is the country where these rates apply.
Trip Length Days -or- Minutes	If one of these constraints is used for this rate, the other cannot be used because these choices are mutually exclusive.

Click **Back**.

Foreign deduction configuration displays as below:

Section 4: View the Austria Statutory Bundles

View Deduction
✕

Rate Bundle: "Statutory rates for 24h intervals foreign, Austria"

Required Fields

Rate Type ?
Meals

Deduction Category ?
Lunch

Deduction Type Code ?
Provided

Percentage ?
66.66

Amount ?

Benefit in Kind Amount ?

Valid From ?
01/01/2021

Valid To ?
12/31/9999

Applicable for (Days) ?
All days

Overall Trip Length

Trip Length
 Days
 Minutes

Minimum Trip Length in Days ?

Maximum Trip Length in Days

Applicable Part of the Trip

From Day of Trip ?

To Day of Trip

Season Start Month ?

Season Start Day

Season End Month

Season End Day

Time Spent on Trip in a Day

Minimum Duration in Minutes ?

Maximum Duration in Minutes

Location

Country/Region ?

Subdivision ?

Administrative Region ?

Locality ?

Additional Deductions

First Deduction Category ?

First Deduction Type

Second Deduction Category ?

Second Deduction Type

Type Codes

Lodging Type ?

Back OK

Here you can see the 2/3rd deduction (66.66%) when both lunch and dinner are provided within a 24-hour interval in a foreign trip.

The following table shows the read-only values.

Field	Description
Required Fields Rate Type *	The value is <i>Meals</i> .
Required Fields Deduction Category *	This value is a further break-down of the Rate Type .
Required Fields Deduction Type Code *	This value is a further breakdown of the Deduction Category .
Required Fields Valid From * Valid To *	This value is a date range. The date range allows previous rates to remain applicable when processing trips in the past. NOTE: Regulatory rates in Austria don't often change.

Field	Description
Required Fields Applicable for (days) *	This value will be <i>First day, Last day, All days, or Intervening days</i> . Intervening days are the days between the first and last day of a trip. The <i>All days</i> value includes the first day, intervening days, and the last day.
Trip Length Days -or- Minutes	If one of these constraints is used for this rate, the other cannot be used because these choices are mutually exclusive.
Additional Deductions First Deduction Category *	This is where you add an additional deduction, if any, which is combined with the main one. Example: For foreign trips, a meal amount is only deducted when both lunch and dinner are checked and the total deduction is 66.67%. When you select only lunch or dinner only, there is no deduction.
Additional Deductions First Deduction Type *	This value is a further breakdown of the First Deduction Category .

Section 5: Austria-Specific Statutory Validations, Calculations Logic, and Adjustments

In the Austria travel allowance bundle, the definition of a business trip is when the user travels to a location that is not the regular workplace regardless of whether the trip is started from home or from the office. The system calculates reimbursements based on the duration the user is away from the user's home location during each day of the trip.

The most common method of reimbursement in Austria uses daily allowances for meals and lodging. If rates higher than the regulatory rates are used, the company should track the amount paid which is over the regulatory limit because that amount is viewed as income by the taxation authorities and thus taxable to the user.

Rates

The statutory rates for domestic travel in Austria are the same throughout Austria but vary for international travel depending on the country visited.

In Austria, both, domestic and foreign rates are usually published in euros (EUR).

Border Regions/Towns

Some customers require different rates for foreign locations sharing a border with Austria. There are 8 countries that share a border with Austria; however, the Austrian government only publishes rates for 6 of these. The table below shows the rates for these border areas:

Border Area	Meals Rate	Overnight Rate
Czech Republic Border Location	27.90 EUR	15.90 EUR
Germany Border Location	30.70 EUR	18.10 EUR
Hungary Border Location	26.60 EUR	18.10 EUR
Italy Border Location	30.70 EUR	18.10 EUR
Slovenia Border Location	27.90 EUR	15.90 EUR
Switzerland Border Location	30.70 EUR	18.10 EUR

Ask your implementation team / CIP to activate these rates.

Meals Allowance

All Austria travel allowance meals calculations are based on **location**. All rates for meals within a country are the same for all locations but vary depending on the length of the trip.

Business trips in Austria, whether single-day or multiple-day, domestic or foreign, use trip length logic to calculate partial day allowances. Trip time of less than or equal to 3 hours does not qualify for any allowance. Starting with the duration of 3 hours and 1 minute, the user will receive 1/12 of the daily rate for each hour started. Hence, the user will receive 4/12 of the daily allowance for 3:01 hours.

The maximum allowance that can be paid for a day is 12/12.

Duration	Expression	Factor for Meal Allowance	Domestic Allowance
Up to 3 hrs	0 – 180 min	0	0.00 EUR
Between 3 to 4 hrs	181 – 240 min	4/12	8.80 EUR (4/12 th of 26.40 EUR)
Between 4 to 5 hrs	241 – 300 min	5/12	11.00 EUR
Between 5 to 6 hrs	301 – 360 min	6/12	13.20 EUR
Between 6 to 7 hrs	361 – 420 min	7/12	15.40 EUR
Between 7 to 8 hrs	421 – 480 min	8/12	17.60 EUR
Between 8 to 9 hrs	481 – 540 min	9/12	19.80 EUR
Between 9 to 10 hrs	541 – 600 min	10/12	22.00 EUR
Between 10 to 11 hrs	601 – 660 min	11/12	24.20 EUR
Between 11 to 24 hrs	661 – 1440 min	12/12 = 1	26.40 EUR

In the statutory bundle, the rates are displayed on the **Rates** tab.

Section 5: Austria-Specific Statutory Validations, Calculations Logic, and Adjustments

← Go Back

Statutory rates for 24h intervals, Austria

Show Advanced Filters

Filter by Country/Region: Austria x v Filter by Rate Type: x v Validity Period: x v

Rates Deductions Adjustments

Download

Location ↑↓	Rate Type ↑↓	Applicable for ↑↓	Start - End	Amount	Valid From - To ↑↓	Actions
Austria	Lodging	All days	23:59 - 23:59	€ 15.00	01/01/2021 - 31/12/9999	📄
Austria	Meals	All days		€ 26.40	01/01/2021 - 31/12/9999	📄

NOTE: The view shown has been filtered by "Austria".

The details of this setting can be viewed on the **View Rate** page.

EXAMPLE

The screenshot shows a 'View Rate' configuration window. The title is 'View Rate' and the subtitle is 'Rate Bundle: "Statutory rates for 24h intervals, Austria"'. The form is divided into several sections:

- Required Fields:**
 - Rate Type: Lodging
 - Amount: 15.00 (highlighted with a red box)
 - Currency: Euro
 - Valid From: 01/01/2021
 - Valid To: 31/12/9999
 - Applicable for (Days): All days
- Location:**
 - Country/Region: Austria
 - Subdivision: (empty)
 - Administrative Region: (empty)
 - Locality: (empty)
- Overall Trip Length:**
 - Trip Length: Days (selected)
 - Minimum Trip Length in Days: (empty)
 - Maximum Trip Length in Days: (empty)
- Applicable Part of the Trip:**
 - From Day of Trip: (empty)
 - To Day of Trip: (empty)
 - Season Start Month: (empty)
 - Season Start Day: (empty)
 - Season End Month: (empty)
 - Season End Day: (empty)
- Time Spent on Trip in a Day:**
 - Minimum Duration in Minutes: (empty)
 - Maximum Duration in Minutes: (empty)
 - Set start and end times and itinerary coverage:
 - Start Time: 23:59
 - End Time: 23:59
 - Itinerary Coverage:
 - The itinerary must cover the whole period between start and end time
 - The itinerary must not cover any part of the period between start and end time
 - The itinerary must cover a part of the period between start and end time
- Type Codes:**
 - Lodging Type: Overnight

At the bottom right, there are 'Back' and 'OK' buttons.

Domestic Trips

The current tax-free rate of daily allowance is 26.40 EUR for domestic trips.

Foreign Trips

The tax-free limit of daily allowance for foreign trip is different for different foreign countries.

Foreign trips require border crossing times to calculate the correct foreign and domestic travel allowances. Border crossing time is the time when the traveler leaves Austria (outbound) and when the traveler returns to Austria (inbound). For the

outbound leg of the trip, the time the flight departs Austria should be taken as the border crossing time. For the inbound leg of the trip, the time the flight lands in Austria should be taken as the border crossing time. In case of travel by a car or a train, the time of actual border crossing should be considered. If a traveler visits multiple countries, the departure time of the flight is taken as the border crossing time.

The calculation of daily allowance is done in 3 steps:

1. Calculation of the total duration of the trip:

The total duration of the trip is calculated in hours. Each started hour is rounded to the next full hour and then converted to the 12-part system as per the table above.

2. Calculation of the total duration of the foreign part of the trip:

This is calculated by counting the hours between border crossing from Austria to foreign (outbound) and border crossing back to Austria (inbound). Each started hour is rounded to the next full hour. This is then converted to the 12-part system to get the rate of the allowance.

3. Calculation of the domestic allowance:

This is calculated by subtracting the foreign trip time converted to the 12-part system from the total trip time converted to the 12-part system.

For the 24-hour calculation, this calculation is done over the total trip time. For the calendar day calculation, this calculation is done for each calendar day of the trip.

Example

NOTE: For example of the calculation, refer to the [Viewing Deductions](#) section.

Lodging Allowance

Overnight allowance is provided for lodging if the employer doesn't provide an accommodation and the employee is not submitting hotel bills for reimbursement. The amount for overnight allowance is 15.00 EUR for domestic trips and varies from country to country for foreign trips. The overnight allowance also includes breakfast. Usually, the maximum duration for which an employee can get tax-free overnight allowance is 183 days.

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.

Provided meal	Deduction
Domestic	
Lunch	13.20 EUR
Dinner	13.20 EUR
Foreign	
Lunch	-
Dinner	-
Lunch + Dinner	2/3 rd of the allowance

Recurring Trips

When an employee frequently travels to the same location, it is assumed that they become familiar with the place after the initial starting phase. Travel allowance paid during the starting phase is tax-free but after the starting phase, it becomes taxable in the hands of the employee. The duration of the starting phase differs depending on whether the employee returns home from the trip each day or chooses an overnight stay.

For domestic travel, locations within Austria are identified by their community codes, while for the international travel, the locations outside Austria are identified by their postal codes. Thus, if an employee frequently travels to a location with the same community code or postal code, it is considered that they are making recurring trips to the same location. Most foreign locations considered for this calculation are typically located near the border.

The following accumulation rules are used to calculate the starting phase of an employee's travel.

5-5-15-Day Rule

This calculation is used when the employee returns home from the trip without requiring an overnight stay. This calculation is used for trips to domestic as well as foreign locations.

The starting phase is calculated as follows:

1. 5 days of continuous trip to the same location:

The allowances become taxable from day 6. The starting phase of 5 days starts over if there is no travel to the same location for 6 calendar months.

OR

2. 5 days of regular trips to the same location with at least 1 trip per week:

The allowances become taxable from day 6. The starting phase of 5 days starts over if there is no travel to the same location for 6 calendar months.

OR

3. 15 trips to the same location per calendar year:

The allowance becomes taxable from day 16. The starting phase of 15 days starts over in the new calendar year.

183-Day Rule

This calculation is used when the employee takes a trip that requires an overnight stay. The trip can be to a domestic or foreign location. The starting phase in such situations is the period of 183 days (nearly half a year). Adding up days towards the calculation of 183 days is done retroactively before the start of the trip. Trip days over the period of last 24 months are counted. The starting phase of 183 days starts over if there is no travel to the same location for 6 calendar months.

Example of Configuration

This configuration allows the admin to select between 5-5-15-Day Rule and 183-Day Rule.

Edit Configuration

Configuration Code [?]
AT_STAT_24H

Description *
Austria statutory rates, 24h

Statutory Rate Bundle [?] *
Statutory rates for 24h intervals, Austria

Client Rate Bundle [?]

5-5-15-Day Rule [?] [?] Only takes effect if set in an adjustment entry, in one of the rate bundles linked to this configuration.

183-Day Rule [?] [?] Only takes effect if set in an adjustment entry, in one of the rate bundles linked to this configuration.

12-Day Rule [?]

Validate overlapping expenses on submit [?]

Allowances as Fixed Amounts or Limits

Rate Category "Meal" [?] Daily Allowance	Rate Category "Lodging" [?] Daily Allowance
Rate Category "Incidental" [?] Daily Allowance	<input type="checkbox"/> Default hotel room tax for foreign travel only [?]
Combine Rate Categories [?] None	Over Limit Distribution Method [?] None

Back OK

12-Day Rule can be used by the customers that are a part of the collective agreement in the Trade industry, provided they have a client rate bundle set up for it. The 12-Day Rule calculates starting phase as 12 days of domestic travel to any location in a calendar month, after which, the travel allowance is paid with a reduced rate.

Advanced Adjustment Rule field on the **View Adjustment** page shows the accumulation rule chosen by the admin.

The screenshot shows the 'View Adjustment' form for a rate bundle titled 'Statutory rates for 24h intervals, Austria'. The form is divided into several sections:

- Required Fields:** Includes fields for Rate Type (Meals), Adjustment Factor (0), Valid From (01/01/2021), Valid To (12/31/9999), and Applicable for (Days) (All days).
- Location:** Includes fields for Country/Region, Subdivision, Administrative Region, and Locality.
- Overall Trip Length:** Includes Trip Length (Days selected), Minimum Trip Length in Days (1), and Maximum Trip Length in Days (1).
- Applicable Part of the Trip:** Includes fields for From Day of Trip, To Day of Trip, From Month of Trip, To Month of Trip, Season Start Month, Season Start Day, Season End Month, and Season End Day.
- Advanced Adjustment Rule:** This field is highlighted with a red box and contains the value '5-5-15-Day Rule'.
- Time Spent on Trip in a Day:** Includes Minimum Duration in Minutes and Maximum Duration in Minutes.
- Itinerary Coverage:** Includes radio buttons for 'The itinerary must cover the whole period between start and end time' (selected), 'The itinerary must not cover any part of the period between start and end time', and 'The itinerary must cover a part of the period between start and end time'.
- Type Codes:** Includes a field for Lodging Type.

A 'Back' button is located at the bottom right of the form.

View Adjustment
✕

Rate Bundle: "Statutory rates for 24h intervals, Austria"

Required Fields

Rate Type ?

Adjustment Factor ?

Valid From ? Valid To ?

Applicable for (Days) ?

Location

Country/Region ?

Subdivision ?

Administrative Region ?

Locality ?

Overall Trip Length

Trip Length
 Days
 Minutes

Minimum Trip Length in Days ? Maximum Trip Length in Days

Applicable Part of the Trip

From Day of Trip ? To Day of Trip

From Month of Trip ? To Month of Trip

Season Start Month ? Season Start Day

Season End Month Season End Day

Advanced Adjustment Rule ?

Time Spent on Trip in a Day

Minimum Duration in Minutes ? Maximum Duration in Minutes

Set start and end times and itinerary coverage

Start Time ? End Time

Itinerary Coverage
 The itinerary must cover the whole period between start and end time
 The itinerary must not cover any part of the period between start and end time
 The itinerary must cover a part of the period between start and end time

Type Codes

Lodging Type ?

[Back](#)

Once an accumulation rule is hit, the tax-free travel allowance amount becomes zero.

Example of Calculation

The Recurring Trips screen shows the employee all their trips that are calculated as recurring trips.

Following is the calculation example for 5-5-15-Day Rule.

Section 6: Considerations for Creating Configurable Bundles (Collective Agreements / Company-specific Agreements)

Travel Allowance Adjustments

Here you can declare any free meals received to reduce your daily allowance. Days can be excluded from your trip, for example if you are on personal leave. Always refer to your company policy guidelines.

View: 5-5-15-Day Rule

Destinations (1)

Destination	Itinerary	Start Date	End Date	Effective Date	Number of Days
<input checked="" type="checkbox"/> 30201, AUSTRIA					
30201, AUSTRIA	5-5-15-Day Rule	2023-11-01	2023-11-01	2023-11-10	0
30201, AUSTRIA	5-5-15-Day Rule	2023-11-02	2023-11-02	2023-11-10	0
30201, AUSTRIA	5-5-15-Day Rule	2023-11-06	2023-11-06	2023-11-10	0
30201, AUSTRIA	5-5-15-Day Rule	2023-11-07	2023-11-07	2023-11-10	0
30201, AUSTRIA	5-5-15-Day Rule	2023-11-09	2023-11-09	2023-11-10	0
30201, AUSTRIA	5-5-15-Day Rule	2023-11-10	2023-11-10	2023-11-10	1

Back Cancel Save

Effective Date shows the date from which the tax-free travel allowance becomes zero. **Number of Days** shows the number of travel days for which no travel allowance will be paid.

As per one of the conditions of the 5-5-15-Day Rule, an employee can take a total of 5 days of regular trips to the same location, after which, no tax-free travel allowance amount is paid. In the example above, effective date of November 10 marks the 6th day of travel and thus, no tax-free travel allowance will be paid for the last itinerary.

! IMPORTANT: All accumulation rules require users to create their itineraries in chronological order once the accumulation rule is hit.

Section 6: Considerations for Creating Configurable Bundles (Collective Agreements / Company-specific Agreements)

This section lists important considerations and options available to clients who choose to create custom configurable bundles to supersede portions of the Austria statutory bundle.

NOTE: When using a configurable bundle along with a statutory bundle, the configurable bundle only needs to contain the settings that will supersede the statutory bundle and not all settings. In order to create a client rate bundle, the customers should first copy the appropriate statutory rate bundle with the desired calculation rules. For example, for using 24-hour calculation, SAP_CONCUR_AT_24HOURS rate bundle should be copied.

Most customers in Austria follow at least one collective agreement. In September 2023, SAP Concur delivered the statutory rate bundles according to the Austrian Income Tax Law (Lohnsteuerrichtlinie LStR).

Select collective agreements will be supported in a phased manner. SAP Concur will provide templates for client rate bundles which can be set up and modified as per the customers' need. Check with your implementation team / CIP to verify if your requirements are supported or will be supported in coming future.

SAP Concur supports rate deviations such as:

- 50% deductions for lunch or dinner
- Rates higher than the statutory allowance
- Reduced rates after 28 days for a travel that lasts over 28 days.
- Special rates for special trip types like traveling to a fair
- Using time bands for determining travel allowance instead of the 12-part calculation. For example, allocating 25% allowance for travel time between 3:01 to 6 hours, 50% allowance for travel time between 6:01 and 9 hours, and so on.

Configurable Bundle for Collective Agreement in Information Technology (I.T.) Industry

An editable template SAP_CONCUR_AT_TEMPLATE_IT can be used to set up a client rate bundle for IT industry. The template is tailored to the needs of the collective agreement in the industry. Files containing deductions and adjustments can also be uploaded onto the client rate bundle to further customize it as per the client-specific requirements.

Supported Features

The collective agreement Information Technology (I.T.) basically mirrors the statutory tax-free government rules for calendar day calculation. The following additional rules are provided in the collective agreement template files:

Prorated Deductions

This is for the clients who wish to prorate domestic deductions based on the actual daily allowance the employee is eligible for, instead of deducting EUR 13.20 flat per meal provided. In this calculation, 50% of the amount is deducted for each meal provided from the total daily allowance an employee is eligible for.

Example:

For an employee on a 2-day domestic trip where lunch is provided on both days, the calculation would work as follows:

On day 1, if the employee is eligible for 6/12th of the domestic rate for 6 hours, then:

Allowance before deduction = 6/12th of 26.40 EUR = 13.20 EUR

Deduction = 50% of 13.20 EUR = 6.60 EUR

Allowance after deduction = 6.60 EUR

On day 2, if the customer is eligible for 10/12th of the domestic rate for 10 hours, then:

Allowance before deduction = 10/12th of 26.40 EUR = 22.00 EUR

Deduction = 50% of 22.00 EUR = 11.00 EUR

Allowance after deduction = 11.00 EUR

Trip > 30 Days without Interruption

This calculation rule reduces the meal and lodging (overnight) allowance by 25% from day 31, for trips longer than 30 days.

Example:

If a trip starts on October 1, 2023, then from October 31, 2023, meal and lodging allowance is paid with a reduction of 25% in the rate.

Configuration

Clients who follow the collective agreements in the IT industry need to use the provided template files to create a custom configurable bundle that supersedes the portions of the Austria statutory bundle. This custom configurable bundle is then added as a client rate bundle to the configuration code of the client.

Clients can create configuration code with statutory rate bundle
SAP_CONCUR_AT_CALENDAR_DAYS - Statutory rates for calendar days, Austria, and their custom configured rate bundle.

Contact your implementation team to set up the client rate bundle from the template and configure it.

Configurable Bundle for Collective Agreement in Trade Industry

An editable template SAP_CONCUR_AT_TEMPLATE_TRADE can be used to set up a client rate bundle for Trade industry. The template is tailored to the needs of the collective agreement in the industry. Files containing rates and adjustments can also be uploaded onto the client rate bundle to further customize it as per the client-specific requirements.

Supported Features

The collective agreement Trade basically mirrors the statutory tax-free government rules of 24h calculation for foreign trips and calendar day calculation for domestic trips. The following additional rules are provided in the collective agreement template files:

12-Day Rule

This is an accumulation rule used mainly in the Trade industry. The 12-Day Rule calculates starting phase as 12 days of domestic travel to any location in a calendar month, after which, the travel allowance is paid with a reduced rate of EUR 14.40 per day and EUR 1.20 (1/12th of EUR 14.40) for each started hour for all subsequent domestic trip days in the same calendar month.

Only domestic trips with travel time greater than 3 hours are considered for this calculation and domestic parts of foreign trips are not considered.

NOTE: For more information about other accumulation rules, refer to [Recurring Trips](#).

Example:

Destination	Itinerary	Start Date	End Date	Effective Date	Number of Days
▼ AUSTRIA					
AUSTRIA	12-day rule test	2023-11-01	2023-11-01	2023-11-16	0
AUSTRIA	12-day rule test	2023-11-02	2023-11-02	2023-11-16	0
AUSTRIA	12-day rule test	2023-11-03	2023-11-05	2023-11-16	0
AUSTRIA	12-day rule test	2023-11-06	2023-11-12	2023-11-16	0
AUSTRIA	12-day rule test	2023-11-16	2023-11-17	2023-11-16	2

Here, **Effective Date** shows the date from which the travel allowance is paid with a reduced rate. **Number of Days** shows the number of travel days for which the allowance will be paid with a reduced rate.

The effective date of November 16 marks the 13th day of travel. As the employee’s travel ends on November 17, the allowance will be paid with a reduced rate for 2 days of the last itinerary.

Trip > 28 Days without Interruption

This calculation rule reduces the meal and lodging (overnight) allowance by 25% from day 29, for trips longer than 28 days.

Example:

If a trip starts on October 1, 2023, then from October 29, 2023, meal and lodging allowance is paid with a reduction of 25% in the rate.

Special Rates for Fairs

A special daily rate of EUR 20.36 is paid when an employee attends a fair or exhibition in Austria. This rule requires trip time greater than three hours.

Configuration

Clients who follow the collective agreements in the Trade industry, need to use the provided template files to create a custom configurable bundle that supersedes the portions of the Austria statutory bundle. This custom configurable bundle is then added as a client rate bundle to the configuration code of the client.

Clients can create configuration code with statutory rate bundle
SAP_CONCUR_AT_24H_FOREIGN - Statutory rates for 24h intervals foreign, Austria,
and their custom configured rate bundle.

Contact your implementation team to set up the client rate bundle from the template and configure it.