Travel and Expense Management with SAP®

Anja Marxsen
Jörg Edinger

Agenda

- Overview and Integration of SAP T&E
- The standard process in ESS / MSS
- Proven ways to improve the approval process
Overview and Integration

- Request - Plan - Expenses
- FI/CO vs. HCM
- Payment with payroll, with or without vendors?
- Transfer to FI/CO

Request – Plan – Expenses

- **Request**
  - Information on trip for manager and travel department
  - Approval scenario with workflow optional

- **Plan**
  - Book hotel, tickets etc. for the trip
  - Receipt data transferred into the trip
  - Current solution means to connect 3rd-party solutions

- **Expenses**
  - Enter data and receipts from trip
  - Reimburse the expenses
  - Post the expenses to G/L Accounts
Which system to choose?
FI/CO vs. HCM

HCM-System
- Use of structural authorisation
- Additional payroll amounts
- Use of Employee Self-Service
- HCM is regularly patched

FICO-System
- Payment of reimbursement
- Availability of cost objects (order, sales order etc.)

Further points depending on context of use
- System on which travel admin staff works
- System on which workflows already run

Payment – which way to choose?

Payroll
- Time-lag
- Only one payment per payroll-period

Without vendors
- Periodicity flexible
- Repayments difficult to monitor

With vendors
- Masterdata to create vendors necessary
- Repayments and clearings easy
Transfer travel expense results to FI

Wage types are the basis

Trip
• approved
• settled

Posting run
• create
• test and check
• post

Posting documents
• post to G/L accounts
• allocated to cost centers

Agenda

- Overview and Integration of SAP T&E
- The standard process in ESS / MSS
- Proven ways to improve the approval process
The standard process in ESS / MSS

- Travel request
- Travel expenses
- Travel express expense sheet
- Approval via UWL
- Approval via POWL
ESS Travel and Expenses

Travel and Expenses

Overview
- Trip Overview
- My Employees

Create New
- Create Travel Request
  - You can create or change travel requests.
- Create Travel Plan
  - You can create or change travel plans.
- Create Expense Report
  - You can create or change expense reports.
- Express Expense Sheet
  - You can create or change multiple expense reports at the same time.

General Information
- Find Route
  - You can determine a driving route.

Personal Information
- Open Travel Profile
  - You can change your travel profile.
- Unlock Personnel Number
  - You can unlock your personnel number.

Overview of my trips and expenses

My Trips and Expenses (Raja Miller, 00000000)

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Destination</th>
<th>Reason</th>
<th>Processing Status</th>
<th>Approval Status</th>
<th>Attachments</th>
<th>Expense Report</th>
<th>Travel Plan</th>
<th>Alert</th>
</tr>
</thead>
<tbody>
<tr>
<td>01.10.2012</td>
<td>01.10.2012</td>
<td>Dresden</td>
<td>best</td>
<td>Released for Approval</td>
<td>Request Recieved</td>
<td>Add</td>
<td>Create</td>
<td>Create</td>
<td></td>
</tr>
<tr>
<td>02.05.2012</td>
<td>02.05.2012</td>
<td>best</td>
<td>In Processing</td>
<td>Request Open</td>
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<td>Create</td>
<td>Create</td>
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<td>In Processing</td>
<td>Request Open</td>
<td>Add</td>
<td>Create</td>
<td>Create</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Create travel request

Travel request: enter services

Travel Services

- Add Flight
- Add Hotel
- Add Car Rental
- Add Rail
- Add Other Service

Service

- Flight

From: London
To: Fontenay-sous-Bois
Comment: 

Delivery of Travel Documents

Requested Delivery Date: 
Delivery Location/Area: 
Recipient: 00000000

Credit Card Information

Credit Card(s): American Express 123456789

www.iprocon.com
Travel request has been saved and sent

Create Travel Request

Employee: Anja Müller (000001000 Chef von Dienst Active)
Start Date: 01.12.2012
End Date: 01.12.2012

If you have questions, contact one of the following persons:

Contact Persons

Name | Phone Number | Fax Number | Email Address | Inhouse Mail | Building | Floor | Room
--- | --- | --- | --- | --- | --- | --- | ---
Ms. Karin v. Witt | 06227 712345 | | | | | | |

Create travel plan

Create Travel Plan

Employee: Anja Müller (00001000 Chef von Dienst Active)

Start

Trip Selection

Available Travel Requests

<table>
<thead>
<tr>
<th>Trip Number</th>
<th>Trip Begins On</th>
<th>Trip Ends On</th>
<th>Reason</th>
<th>Destination</th>
<th>Trip Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002500391</td>
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<td>01.10.2012</td>
<td>test</td>
<td>Dresden</td>
<td>DE</td>
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</tbody>
</table>
## Travel plan: Bookings

**General Data**
- **Start Date:** 01.12.2012 07:00
- **End Date:** 01.12.2012 18:00
- **Address:** Home: Antony-sous-Bosq (94432) Avenue des Olympiades, France
- **Reason:** SAP HCM Training
- **Activity:** Internal Training

**Additional Bookings:**
- Add Flight
- Add Hotel
- Add Car Rental
- Add Fax
- Add Other Service

**Itinerary**

### Flight -
- **From:** Paris, France
- **To:** Antony-sous-Bosq, France
- **Departure:** Saturday, 01.12.12 00:00
- **Status:** Open

---

## Complete travel plan

**Create Travel Plan**

**Employee:** Annette Müller (1100001000 Chief von Dienst Active)

**Additional Comment**
- **Comment for Manager:**

**Costs and Cost Assignment for Entire Trip**
- **Total:** 8.00 EUR
- **Estimated Costs of Trip:** 0.00 EUR
- **Cost Assignment:** 100.00% Cost Center 2200 (Human Resources), Company C
- **Advances:** 0.00 EUR

[www.iprocon.com](http://www.iprocon.com)
### Expense report: Enter receipts

<table>
<thead>
<tr>
<th>Receipt in This Expense Report</th>
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<tbody>
<tr>
<td>No.</td>
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<tr>
<td>-----</td>
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<tr>
<td>1</td>
</tr>
</tbody>
</table>

### Expense report: Receipt details

<table>
<thead>
<tr>
<th>Receipt in This Expense Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
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<tr>
<td>-----</td>
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<tr>
<td>1</td>
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</tbody>
</table>
Expense report: Save and send

Final Action
- Save Draft
- Save and Send for Approval

Summary
- Total Neto per Day: 140.00 EUR
- Total Individual Receipts: 100.00 EUR
- Total Travel Expenses: 240.00 EUR
- Amount Reimbursed: 240.00 EUR
- Amount Paid Out: 240.00 EUR

Cost Assignment
- 2408: EUR, Company Code 1234, Business Area 5678, Cost Center 90123 (Finance)

Display Expense Form:

EXPRESS EXPENSE SHEET: Select period

Express Expense Sheet
Employees: Anja Müller (0000100 Company)

Start

Time Frame: Days, Week, Month, Other Time Frame

Date Entry Time Frame: 01.09.2012 - 20.09.2012

Travel Request [ ] Travel Plan [ ] Expense Report
**Express Expense Sheet: Enter multiple trips at once**

**Employee:** Anna Müller (00001000 Chef von Dienst Active)

### Destinations in Month 09.2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Cost Center</th>
<th>WBS Element</th>
<th>Destination</th>
<th>Receipts</th>
<th>Additional Destinations</th>
<th>Cost Assignment</th>
<th>Mileage Details</th>
<th>Deductions</th>
<th>Steaks Per Diem</th>
<th>Reason</th>
<th>Submit</th>
<th>Trip Status</th>
<th>Trip Number</th>
<th>Request/Trip</th>
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<tbody>
<tr>
<td>01.09.2012</td>
<td>10:00</td>
<td>22:00</td>
<td>2200</td>
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<td>Berlin</td>
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<td>Fontenay-sous-Biois, Avenue des Olympiades</td>
<td>0</td>
<td>(1)</td>
<td>Submitted</td>
<td>0020200401</td>
<td>Trip Completed</td>
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</tbody>
</table>

**Approve trips and expenses without workflow**

**Approval of Trips and Expenses**

### Details of Trips: Fontenay-sous-Biois (00001000)

<table>
<thead>
<tr>
<th>Employee</th>
<th>Start Date</th>
<th>End Date</th>
<th>Destination</th>
<th>Reason</th>
<th>Country</th>
<th>Estimated Costs</th>
<th>Currency</th>
<th>Assign</th>
<th>Personnel assignment</th>
<th>Attachments</th>
<th>Start Time</th>
<th>End Date</th>
<th>Estimated Costs</th>
<th>Currency</th>
</tr>
</thead>
</table>
## Enter reason for rejection

**Details of Trip: Fontenay-sous-Bois (#002600354)**

<table>
<thead>
<tr>
<th>Details</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Ana Müller</td>
</tr>
<tr>
<td>Personal No.</td>
<td>00001000</td>
</tr>
<tr>
<td>Country</td>
<td>France</td>
</tr>
<tr>
<td>Destination</td>
<td>Fontenay-sous-Bois</td>
</tr>
<tr>
<td>Start Date</td>
<td>01.12.2012</td>
</tr>
<tr>
<td>Start Time</td>
<td>07:00</td>
</tr>
<tr>
<td>End Date</td>
<td>01.12.2012</td>
</tr>
<tr>
<td>End Time</td>
<td>19:00</td>
</tr>
</tbody>
</table>

**Decision Options**: Approve, Reject, E-Mail, Display/Print

**Reason for Rejection**

Enter reason for rejection

### Approve trips and expenses with workflow

**Universal Worklist**

<table>
<thead>
<tr>
<th>Subject</th>
<th>From</th>
<th>Sent</th>
<th>Priority</th>
<th>Due</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Trip of Ana Müller (Standard)</td>
<td>Junold, Anja</td>
<td>Yesterday</td>
<td>Normal</td>
<td>1</td>
<td>New</td>
</tr>
<tr>
<td>Approve trip of Ana Müller</td>
<td>Junold, Anja</td>
<td>Yesterday</td>
<td>Normal</td>
<td>1</td>
<td>New</td>
</tr>
<tr>
<td>Approve travel request of Ana Müller</td>
<td>Junold, Anja</td>
<td>Sep 11, 2012</td>
<td>Normal</td>
<td>1</td>
<td>New</td>
</tr>
</tbody>
</table>
2 approval scenarios

(Travel) **POWL**
- Without portal possible (like PRAP)
- **without** workflow only
- Simple implementation
- User friendly
- One-level approval process

**UWL**
- With portal only, otherwise BWP
- **with** workflow only
- High flexibility
- Maintenance effort
- Maybe already in use

---

**Agenda**

- Overview and Integration of SAP T&E
- The standard process in ESS / MSS
- Proven ways to improve the approval process
Ways to improve the approval process

- Selecting the approver
- Specific assignment in POWL
- Approval workflow with correction process
- Approval workflow with random generator

Who is the right approver?

**Requirement:** The traveler should select the right approver.

**Solution:** Enhance Web Dynpro FITE_VC_REVIEW and create custom search help with authorised approvers.
Specific assignment in POWL

**Requirement:** approver can only see trips which are part of his responsibility

**Solution:** enhance functional module PTRM_WEB_TRIPS_FOR_APPROVAL

How to optimise the correction process

**Requirement:** Enter a reason while declining a trip

**Solution:** Customer Web Dynpro
Save time with an automatic approval for random selection

Traveler creates expenses → Manager approves → Automatic approval / random selection

Travel manager checks

Reimbursement