

DAILY APP- Foreign travel claim

In this article, we are going to show you how you easily can create a Foreign Travel Claim.

Select **Expense** and tap the plus sign to start creating your travel claim. Click **Claim**, then select **Foreign**.

Enter the duration of your trip, select your country and fill out the mandatory fields under **Basic information**. Tap **Create**!

The image displays two screenshots from the DAILY APP interface for creating a foreign travel claim.

Left Screenshot: "Velg type utlegg"

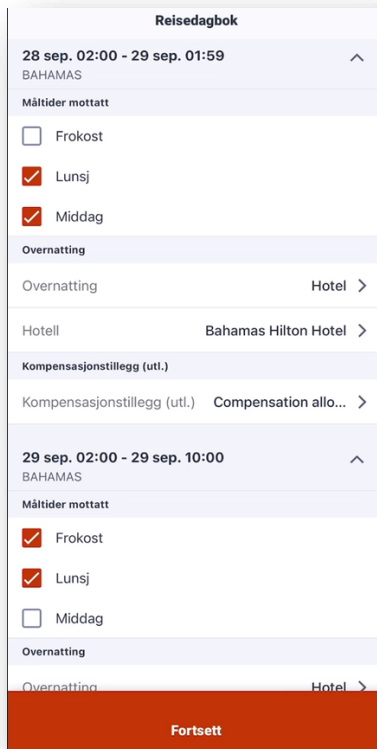
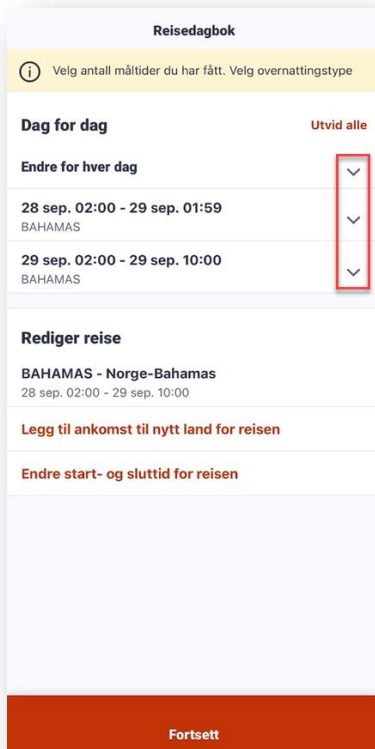
- Header: "Velg type utlegg"
- Info: "Opprett en diettreise når du har diettgodtgjørelse. Knytt utleggene til reiseregningen."
- Section: "Jeg har reist"
- Option: "Utland" (highlighted with a red box)
- Option: "Innland"
- Section: "Reise på regning"
- Option: "Reise på regning"

Right Screenshot: "Utenlandsreise"

- Header: "Utenlandsreise"
- From: "Fra 28 sep. 2022 08:00"
- To: "Slutt 29 sep. 2022 16:00"
- Calendar view showing dates from Monday, 26 Sep to Sunday, 2 Oct.
- Selected date: "tor. 29. sep. 16" (highlighted with a red box)
- Red callout box: "Husk å velge riktig ansattforhold om du har flere"
- Field: "Ansattforhold 999901, Oslo, HR Manager, Hot..." (highlighted with a red box)
- Text: "Det finnes flere ansattforhold på valgte dato, velg hvilket ansattforhold reiseregning/utlegg skal gjelde."
- Field: "Land (område) BAHAMAS"
- Info: "Dersom reisen inkluderer besøk av flere land, start med det første landet her, og legg senere ankomster for reisen på neste side."
- Section: "Grunndata"
- Field: "Norge-Bahamas"
- Field: "Kundetur"
- Button: "Opprett"

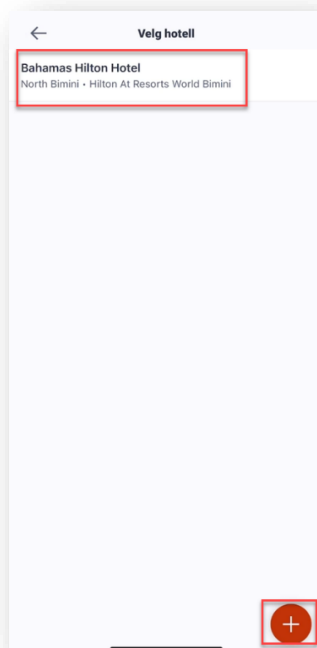
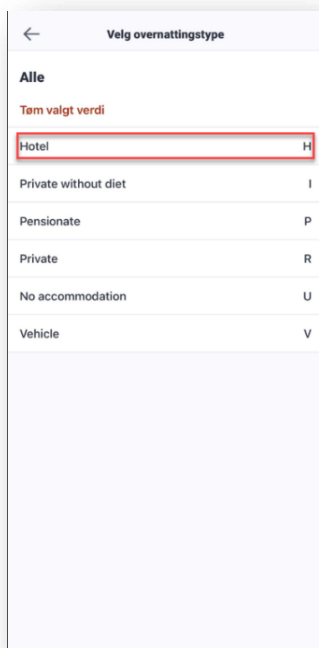
Furthermore, enter information about the type of accommodation and, meals you have been served.

If the meals you have been served and the accommodation type and place are the same for the entire trip, the information can be entered in the fields under **Change for each day**. If it varies from day to day, click on the arrows and enter information by date.



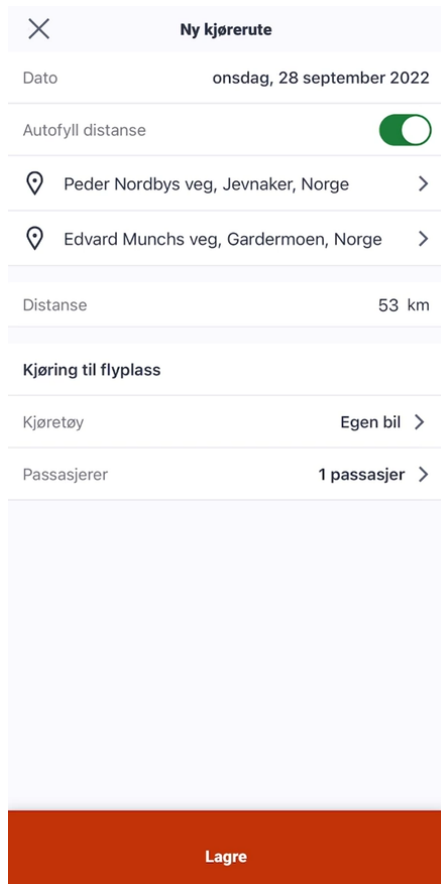
Select Compensation allowance by tapping the field and selecting **Compensation allowance abroad (K)**.

Click on accommodation to enter accommodation type (e.g. hotel), if your hotel is not on the list it can be added by clicking on the plus sign. Enter hotel information and click **Add**. Then select the hotel and continue.



If you are going to register driving regarding your trip, press the plus sign and select **'drive'**.

Fill in your route and the distance will be calculated automatically. Add a description and remember to add passengers if relevant. Press **Save!**



Ny kjørerute

Dato onsdag, 28 september 2022

Autofyll distanse

Peder Nordbys veg, Jevnaker, Norge >

Edvard Munchs veg, Gardermoen, Norge >

Distanse 53 km

Kjøring til flyplass

Kjøretøy Egen bil >

Passasjerer 1 passasjer >

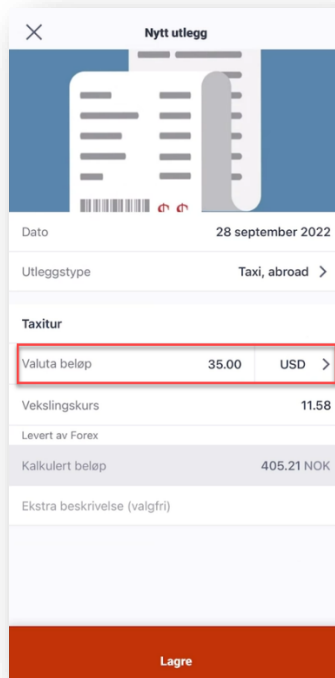
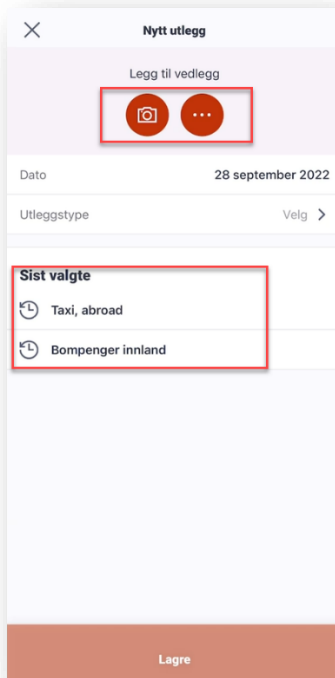
Lagre

To register expense claims regarding your trip, click on the plus sign and select **Expense**. Set the date and choose cost type, e.g., taxi, abroad. Under **Recently selected**, the most recent expenses you have used are saved, so if you have frequently used expense claims you can choose from the list.

To register attachments, you can choose to take a picture of the receipt directly by tapping on the camera symbol or you can upload the photo from your mobile camera roll by tapping the three dots and select **Use saved photo**.

Remember to add the correct currency to the expense claim. The exchange rate is automatically calculated by Forex.

Then click save and you will be redirected to the summary.



Check to see if the information and the dates are correct, then select **Send for approval**. Your manager will be notified.

