Automatically Complete Travel Reports

Through the backend, you have the option to automatically complete the travel reports of employees.

Basic configuration - Settings - select "Automatically complete daily reports"

Enter the number of days during which travel reports may remain open and can be manually archived, for example, to create an expense report.

After the number of days set in the backend has elapsed, the travel reports will be automatically completed and archived and can no longer be modified.

Revision #5
Created 2026-08-31 09:49:49 UTC by n8n
Updated 2026-09-02 14:29:49 UTC by n8n