

Travel Report

Title	Widget	Widget Description
Trip	<div>START</div> <div>▶</div> <div>TRIP</div>	<p>This widget is displayed when there is no trip for today yet.</p> <p>On click</p> <ol style="list-style-type: none">1. Start is set to the current time.2. Location is taken from the last end of trip.3. End km from the last end of trip is taken as start km.
Continue trip	<div>CONTINUE</div> <div>▶</div> <div>TRIP</div>	<p>This widget is displayed when a trip for today has already been started and ended.</p> <p>On click</p> <ol style="list-style-type: none">1. End time is deleted.
End of trip	<div>ENDE</div> <div>■</div> <div>REISE</div>	<p>This widget is displayed when a trip has been started.</p>

General

Form

Field	Right	Reference
Date		
Travel day	DAILY REPORT / No travel day	

General

Start and end of trip

Field	Right	Reference
Start		
Start - Location		
End		
End - Location		
Start km	DAILY REPORT / No start/end km in daily report	
End km	DAILY REPORT / No start/end km in daily report	
Non-business km	DAILY REPORT / Non-business km	
Car reg. number	DAILY REPORT / Car reg. number in start/end of day	

Per diem rate

Field	Right	Reference
Use of private vehicle	DAILY REPORT / Third party car	
Overnight stay	DAILY REPORT / Overnight stay	
Breakfast	DAILY REPORT / Breakfast	
Lunch	DAILY REPORT / Lunch	
Dinner	DAILY REPORT / Dinner	

Miscellaneous

Field	Right	Reference
Note		

Visits

Icon	Explanation
+	Creation of a new visit .

Grid

Click	Swipe	Views
Visit	1. Delete	1. Table

Column definition

Name	Visible	Sort	Full text	Explanation
Period	Forced			
Customer/address	Forced			

Expenses

Icon	Explanation
+	Creation of a new expenses entry.

Grid

Click	Swipe	Views
Expenses	1. Delete	1. Table

Column definition

Name	Visible	Sort	Full text	Explanation
Document type	Forced			
Amount	Forced			

Remarks

Icon	Explanation
+	Creation of a new daily report remark .

Grid

Click	Swipe	Views
Daily report remark	1. Delete	1. Table

Column definition

Name	Visible	Sort	Full text	Explanation
Remark	Forced			
Start	Forced			
End	Forced			
Note	Forced			

Validation

- Exit
 - Start and end time and location must be stored.
 - There must not be a second open travel report: "There is already an open travel report on dd.mm.yyyy."
- Save
 - If end km is before start km, an enquiry is made.
 - There must not be a second open travel report: "There is already an open travel report on dd.mm.yyyy."
- Two travel reports for the same day are not possible.

Action buttons

Name	Function	Visibility
Start	Saves your entries and starts the trip.	Clicked on widget "Start trip".
Continue	Saves your entries and removes the "Ended" status.	Clicked on widget "Continue".
Save	Deletes the end time. Saves your entries.	Clicked on widget "End". The open trip is edited via reports. Created today via reports.
Exit	Saves your entries and ends the trip.	Clicked on widget "End". The open trip is edited via reports. Trip created via reports.
Archive	Saves your entries. The trip can no longer be edited.	A trip before today accessed via reports.

FAQ

Release

Revision #9
Created 2026-08-31 09:31:50 UTC by n8n
Updated 2026-10-31 02:27:10 UTC by n8n