

Business Trip Manager

User Guide

Thank your for using NusantaraSoft Business Trip Manager!

The following User Guide shows you all the features of Business Trip Manager and helps you to get started with managing your business trips.

Business Trip Manager will be frequently updated. Watch out for updates and download the newest version of this User Guide from: http://www.btm.nusantarasoft.net/download.aspx.

If you have questions or need support please visit <u>http://www.btm.nusantarasoft.net/help.aspx</u> or <u>e-mail</u> our support.

If you haven't gotten Business Trip Manager yet, download it now from the <u>Windows Store</u>!

Contents

- 1. <u>Get Started, Enter and modify your personal data and settings and create your first</u> <u>trip</u>
- 2. Add and Edit Trip Participants
- 3. Add and Edit Travel Data and Create a Driver's Log
- 4. Add and Edit Accommodation Data
- 5. Add and Edit Expenses
- 6. Using the File Cabinet
- 7. <u>Create and Print an Invoice</u>
- 8. Create and Print an Expense Claim
- 9. Export Data to Excel as .csv File
- 10. <u>Duplicate a trip</u>
- 11. Backup and Restore your Trip Data
- 12. Fix File References
- 13. Clean up your Trip Folder
- 14. Import and Export your Trip Data
- 15. Good Luck!

1. Get Started

Learn in this chapter how to set up Business Trip Manager for the first use and <u>create your</u> <u>first business trip</u>.

Get Sta	rted		
	Business Trip Manager needs	a few data from you to work properly	
	Your Name:		
	Company:		
	Home Country:	Afghanistan 🗸	
	Home Currency:	Albanian lek - ALL	
	Employee Number:		
	Tax Number:		
	Address:		
	City:		
	ZIP:		
	Phone:		
	Mobile:		
	Fax:		
	E-mail:		
	You can change all settings later in the Applicati	on Settings Charm. All data will be stored locally and not submitted to Nusa	
		Continue with the Business Trip Manager	

Figure 1: Start screen for the first use

When you start Business Trip Manager for the first time, you will be asked to enter a few personal data. These data are required for Business Manager to work properly. The following input is required:

- Your Name to personalize your Business Trip Manager
- Company to address claims and invoices
- Home Country and Home Currency to calculate exchange rates and allowances
- Employee Number to address claims and invoices
- Tax Number to address claims and invoices
- Address to address claims and invoices

The entries for phone, fax and e – mail are optional. Please note that **none of the data you enter here will be submitted to NusantaraSoft or any third party**.

b<u>Hint:</u>

Selecting the country from the dropdown list will in most cases automatically select the corresponding currency.

Get Star	ted		
	Business Trip Manager needs	a few data from you to work properly	
	Your Name:	Johnny Traveller	
	Company:	Big Business Inc.	
	Home Country:	São Tomé and Príncine	
	Home Currency:	Saudi Arabia	
	Employee Number:	Senegal	
	Tax Number:	Serbia	
	Address:	Seychelles	
	City:	Sierra Leone	
	ZIP:	Singapore	
	Phone:	Slovakia	
	Mobile:	Slovenia	
	Fax:		
	E-mail:		
	You can change all settings later in the Applicati	on Settings Chan . All data will be stored locally and not submitted to Nusant.	arasoft or any third party.
		Continue with the Business Trip Manager	
	t a al		
Get Star	ted		
	Business Trip Manager needs	a few data from you to work properly	
	Your Name:	Johnny Traveller	
	Company:	Big Business Inc.	
	Home Country:	Singapore 🗸	
	Home Currency:	Singapore dollar - SGD 🗸 🗸	
	Employee Number:		
	Tax Number:		
	Address:		
	City:		
	ZIP:		
	Phone:		
	Mobile:		
	Fax:		
	E-mail:		
	You can change all settings later in the Applicati	on Settings Charm. All data will be stored locally and not submitted to Nusant	arasoft or any third party.
		Continue with the Business Trip Manager	

Figure 2: Country and currency selection.

Get Started		
Business Trip Manager needs	a few data from you to work properly	
Your Name:	Johnny Traveller	
Company:	Big Business Inc.	
Home Country:	Singapore 🗸	
Home Currency:	Singapore dollar - SGD 🗸 🗸	
Employee Number:	000-000-0815	
Tax Number:	999-999-999	
Address:	Corporate Avenue 1	
City:	Singapore	
ZIP:	333666	
Phone:	+651212121212	
Mobile:	+651313131313	
Fax:	+651414141414	
E-mail:	john.trav@bigbiz.com	
You can change all settings later in the Applicat	ion Settings Charm. All data will be stored locally and not submitted to Nusanta	rasoft or any third party.
	Continue with the Business Trip Manager	

Figure 3: Personal Data complete.

Please note, that you can always change your settings in the Settings – Menu.



Figure 4: Settings Menu

If you have entered all required data click or tap on the "Continue with the Business Trip Manager" – button and we you are ready to create your first trip.

The Business Trip Manager Start Screen will be shown. Click or tap the box "New Trip". Alternatively you can swipe from the bottom and select the "Add Trip" – Menu.

Business Trip	Manager for Johnny Traveller
Actual Trip >	Upcoming Trips > Past Trips >
③	
New Trip Add a trip	
19 January 2015 - 19 January 2015	

Figure 5: Business Trip Manager Start Screen. Tap the "New Trip"- Box to create a new trip or swipe from the bottom and select the "Add Trip" – Menu.

Business Trip	Manager for Johnny Traveller
Actual Trip >	Upcoming Trips > Past Trips >
New Trip Add a trip 20 January 2015 - 20 January 2015	
Add Trip Duplicate Trip Delete Trip	Export Trip Data Import Trip Data

The "New Trip"- page will be shown.

€ /	٩dc	l Nev	v Trip					ļ	dd Trip Add To d	Calendar
	1	Му	/ Trip							^
		Trip Name:	My Trip					Trip Type: Busin	ess Trip	~
-		Customer:								
6		Country:	Afghanistan			✓ Location:				
Change Image	Reset	Address:				ZIP:				
Allowances		Trip Summary:								
Total Allowance:		Travel Plan								
[Total] Allowance Left:	SGD	Trip Start: 19	V January V 20 Monday	015 🗸 From: Si	ngapore	Currency:	Singapore dollar - SGD	Conversion R	ate: 1.0000	$\overline{\mathbf{O}}$
[Total]	SGD	Destinations:							~	
		-	Country:	Afghanistan	~	Location:			•	
		Arrival:		Departure:		Currency:	Conversio	on Rate:	Add Destination	
		19 🗸 Ja	nuary 🗸 2015 🗸	26 🗸 January	✓ 2015 ✓	Albanian lek - AL	L 🗸 1.00		(\mathbf{x})	
			Monday	Mor	uay	Allowan	ce per Day: 0.00	SGD		
			Reductions:	0	days Breakfast	15% 🗸	0.00	SGD		~

Figure 6: The New Trip Page.

Enter first the trip data as follows:

- 1. Trip Name a unique name for the trip needs to be specified. The trip cannot be created if there was no Trip Name given!
- 2. Trip Type select the type of the trip from the dropdown list. Different trip types are used in most companies to determine the amount of allowances and reimbursement of expenses.
- 3. Customer address can be left blank. This is used to create invoices and claims.

Fill in the Travel Plan Trip Start Section (Figure 7):

- 1. Select the trip start date and start country. By default your home country is selected as the start country and actual date as start date. Selecting the country from the dropdown list will in most cases automatically select the corresponding currency.
- Enter the conversion rate either manually or click on the magnifier symbol. The most actual conversion rate will be displayed. Copy and paste the shown rate. Please ensure you always enter the rate as follows: 1 Foreign Currency = Home Currency as shown in figure 7. The foreign currency is Indonesian Rupiah, the Home currency is Singapore Dollar.

€ (Cus	tome	er Visit								B Save	Add To Cale) endar
		Cu	stomer Vis	it					XE Currency	Convei	rter		^
0	2				_	_			Converter				81
	XLX	Trip Name:	Customer Visit						Rates				
		Customer:	Thai Power Compa	ny					News				
		Country:	Thailand				✓ Location: R	layong	IIIO				
Change Image	Reset	Address:	Soi 8				ZIP: 2	00100	1.00 I Indonesian R	DR=0.00	010587 ore Dollar	6 SGD	
Allowances		Trip Summary:	Meeting regarding	Power Upgrade	U.				1 IDR = 0.000105876	ISGD 1 SGD	= 9,444.97 ID	R	~
Total Allowance:		Travel Plan									Con		1000
0 Allowance Left:	SGD	Trip Start: 19	January V Monday	2015 🗸 F	om: Indones	ia	Currency:	Indonesian	rupiah - IDR 🖌 🤇	onversion Ra	ate: 1.000	» 📀	
0	SGD	Destinations:											
			Cour	try: Thailand		~	Location:)	
		Arrival:		Departure			Currency:		Conversion Rate:		Add De	stination	
		19 🖌 Ja	nuary 🗸 2015	✓ 26 ✓	January 🗸	2015 🗸	Thailand baht - Th	HB 🗸	1.00	(\circ)	()	()	
			Monday		Monday					_	Delete De	estination	
				1	20		Allowand	e per Day:	0.00	SGD			
			Reducti	ons: 0	days	Breakfast	15% 🗸		0.00	SGD			

Figure 7: The New Trip Page.

Enter Trip Destinations (Figures 8 – 10):

Enter all the destinations of your trip. You can enter multiple destinations even in different countries. You need at least to enter one destination. Here, you will also set the amount of daily allowances and any deductions from it. Steps for entering a destination are as convenient as the steps for specifying the trip start and end dates.

- 1. Select the arrival date, departure date and country. Selecting the country from the dropdown list will in most cases automatically select the corresponding currency.
- Enter the conversion rate either manually or click on the magnifier symbol. The most actual conversion rate will be displayed. Copy and paste the shown rate. Please ensure you always enter the rate as follows: 1 Foreign Currency = Home Currency as shown in figure 8. The foreign currency is Thai Bhat, the Home currency is Singapore Dollar.
- 3. Specify the amount of daily allowance. The total amount will be automatically computed.
- 4. Specify the deduction from the daily allowance. Usually, a percentage of the daily allowance is deducted if meals are paid by the company or customer.
- 5. Click on the "Plus" Button to add another destination. You can enter as many destinations as you want. You repeat steps 1 4 for each destination.

€ (Cust	om	er V	isit				Converter		A	^ "		
		Trip Summar Travel Plan Trip Start:	y: Meeting r 19 V Janu	egarding Pow ary v 20 Aonday	er Upgrade	rom: Indonesi	a	v Cu	urrency: Inc	News Info	Read important inform .00 THB = 0.04 Thai Baht ++ Singa	tion about the TH 109158 SG[pore Dollar	в. Э
Change Image Allowances Total Allowance:	Reset	Destination Arrival:	January 🗸	Country: 2015 🗸	Thailand Departure 26 🗸	e: January 🗸	∨ 2015 ∨	Location: Currency: Thailand	Rayong I baht - THB	1 THB = 0	1.0409158 SGD 1 SGD	= 24.4404 THB Convert again C 0.04:51 UTC	~
0 Allowance Left: 0	SGD		мопоау	Reductions:	0 0 0	days days days days Allowances	Breakfast Lunch Dinner	15% 25 % 25 %	Allowance per Da	y: 0.00 0.00 0.00 0.00 e: 0.00	SGD SGD SGD SGD SGD SGD		
		Trip End: 2	i6 🗸 Janua M	ry 💙 201 onday	15 🗸 In	Singapore	0	Currer	Singapore do	llar - SGD 🗸	Conversion Rate:	1.0000	\oslash

Figure 8: Setting up the first destination: Arrival and departure date, country, currency and exchange rate.

€ (Cust	ome	r Vis	it					E Sav	Add To Calendar
6-11		Trip Summary:	Meeting regard	ling Power Upgrade)			200100		^
A 9-	310	Travel Plan								_
		Trip Start: 19	✓ January Monda	✔ 2015 ✔ F	rom: Indonesia	a	Currency:	Indonesian rupiah - IDR 💊	Conversion Rate:	0.0001 05861
		Destinations:								
Change Image	Reset		c	ountry: Thailand	1	~	Location: Rayon	g		$(\mathbf{ \mathbf{ \ominus }})$
Allowances	- Contract	Arrival:		Departur	e:	1	Currency:	Conversion Ra	ite: A	dd Destination
Total Allowance:	_	19 🗸 Jar	nuary 🗸 201	15 v 26 v	January 🗸	2015 🗸	Thailand baht - T	HB 🗸 0.0409158		(\mathbf{x})
826	SGD		Monday		Monday				-0	lete Destination
Allowance Left:							Allowan	ce per Day. 118.00	sgr	
826	SGD		Redu	uctions: 0	days	Breakfast	15% 🗸	0.00	SGD	
				0	days	Lunch	25 % 🗸	0.00	SGD	
				0	days	Dinner	25 % 🖌		SGD	
				Claim	Allowances		Total	Allowante: 826.00	5 SD	
		Trip End: 26	January Monda	✔ 2015 ✔ In Y	Singapore		Currency: Sir	gapore dollar - SGD 🗸 Co	onversion Rate: 1.00	×

Figure 9: Enter the daily allowance. The total allowance will be automatically computed.

e (Cust	tome	r Visit						e Sar	ve Add To Calendar
		Trip Summary:	Meeting regarding Pow	er Upgrade			200100			^
A	510	Travel Plan								
		Trip Start: 19	✓ January ✓ 20 Monday	15 🗸 From: Indo	nesia	✓ Currer	ncy: Indonesian	rupiah - IDR 🗸 🤇	Conversion Rate:	0.0001 05861
	\bigcirc	Destinations:								
Change Image	Reset	=	Country:	Thailand	~	Location: R	ayong			()
Allowances		Arrival:		Departure:		Currency:		Conversion Rate:	A	dd Destination
Total Allowance:		19 🗸 Jar	nuary 🗸 2015 🗸	26 V January	✓ 2015 ✓	Thailand bat	nt - THB 🗸	0.0409158	0	
719.8	SGD		Monday	Monda	iy .	5%			. O	lete Destination
Allowance Left:						10 %	wance per Da /:	118.00	2 GD	
719.8	SGD		Reductions:	6 d	ays Breakfust	15%		106.20	sGI	
				0 d	ays Lunch	20 %		0.00	SGE	
				0 d	avs Dinner	25 %		0.00	sco	
				Claim Allowances		30 %	fotal Allowance:	719.80	SGD	
				Claim Allowances			otal Anowance.	1980		
		Trip End: 26	✔ January ✔ 201	15 🐱 In: Singapo	re	Currency:	Singapore dolla	r - SGD 🖌 Conve	ersion Rate: 1.0	··· (2)
			Monday							

Figure 10: Specify any deductions from your daily allowance. All allowances will be automatically recalculated.

Enter the Trip End Section:

The trip end section will be automatically updated as you set up your trip destinations. Just check the entries Business Trip Manager has made for you. Steps to modify the entries in the trip end section are the same as for the <u>start section</u>.

Add Trip to your Calendar:

You can add your trip to your windows calendar. All your trip data will be automatically synchronized with all your devices and Outlook accounts.



Figure 11: Click the "Add to Calendar" – Button and confirm the data in the popup.

Removing the trip from the calendar is just as easy:

۲	Cus	tome	er Visit) Save	Remove from Calendar
		Cu	stomer Visit								
N-R	111	Trip Names	Customer Visit							Trip Type: Meeting	~
AU		Customer:	Amata Steel								
	0	Country:	Thailand				🗸 Los	cation: Rayo	ng		
Change Image	Reset	Address	Soi 8				ZIP	2001	00		
Allowances		Trip Summary:	Meeting regarding Power	r Upgrade							
Total Allowance:		Fravel Plan									
272.4 Allowance Left	SGD	Trip Start: 22	✓ February ✓ 20	15 🗸 From Indones	a i	Currency: Indonesian	nupiah - IDR 👻	Conversion Ra	0.000105861		(\mathcal{A})
272.4	SGD	Destinations	Sunday								<u> </u>
		-	Country:	Singapore	v	Location: Singapore - Visa	Application	_	\odot		
		Arrivat		Departure:		Currency:	Conversion Rate	8	Add Destination		
		22 🗸 Fe	ebruary 🗸 2015 🗸	24 🗸 February 🗸	2015 🗸	Singapore dollar - SGD 🗸	1.0000		۲		
			Sunday	Tuesday		Allowance per Da	72.00	SGD			
			Reductions	2 days	Breakfast	105	2160	son			
				0 day	Lunch	25%	0.00	SGD			
				0 days	Dinner	25%	0.00	sco			
				Claim Allowances	Chine	Total Allowance	122.40	sco			
		_		Chair Peronances			the state of the s				
		=	Country:	Thailand	*	Location: Rayong					
		Arrivak	14.11	Departure:		Currency:	Conversion Rate				
		24 🗸 Fe	sbruary 🗸 2015 🗸	26 🗸 February 🗸	2015 🗸	Thailand baht - THB 🗸	0.0417807	\odot			
			rocsuay	mulsday			30				

Figure 12: Click the "Remove from Calendar" – Button and ...

۲	Cus	tom	er Visit								E Save	Contraction Calendar
		Trip Name: Customer:	Customer Visit								Calendar You're about to del event. Customer Visit	lete this recurring
Change Image	e Bat	Country: Address: Trip Summary	Thailand Soi 8 Meeting regarding Powe	r Upgrade			← Location ZIP:	20010	ng 10		Customer visit	
Total Allowance: 272.4 Allowance Left: 272.4	SGD SGD	Travel Plan Prip Start: 2 Destinations	2 V February V 20 Sunday	115 👻 From Indonesi	~	Currency: Indonesian	rupiah - IDR 🖌 Com	ersion Rate	0.000105861			Delete
		Arrivak 22 🗸	Country: February V 2015 V Sunday	Singapore Departure: 24 V February V Tuesday	✓ Locat Curre 2015 ✓ Sing	ion: Singapore - Visa A ncy: apore dollar - SGD 🗸	Application Conversion Rate: 1.0000	Ð	Add Destination			
			Reductions:	2 days 0 days 0 days	Breakfast 15% Lunch 25% Dioner 25%	Allowance per Day	72.00 21.60 0.00	SGD SGD SGD SGD				
		Arrivak	Country:	Claim Allowances	✓ Locat Curre	Total Allowance Ion: Rayong	Conversion Rate:	SGD				
		24 🗸	February 🗸 2015 🗸 Tuesday	26 🗸 February 🗸 Thursday	2015 🗸 Thai	land baht - THB 🗸 🗸	0.0417807	୬				

Figure 13: ... Confirm deleting the trip from the calendar in the popup.

Note: If you have added a trip to your calendar, the calendar data will be updated automatically when you edit your trip data.

۲	Cust	ome	er Visit							B	Add To Calendar
Change Image Alterance Total Altowance	Reset	Trip Name: Customer: Country: Address: Trip Summary: Trip Summary:	Istomer Visit Customer Visit Amata Steel Thailand Soi 8 Meeting regarding Powe	e Upgrade :			Uocai ZiP:	ion: Rayong 200100	1	Trip Type: Meeting	~
				Trip The by	Success was succesful	fully Deleted Iv deleted from your calendar.			Close		
		22 🗸 1	ebnary v 2015 v Sunday Reductions:	24 v February v Tuesday 2 days 0 days	2015 V Breakfast Lunch	Singapore dollar + SGD V Allowance per Day	1.0000 72.00 21.60 0.00	SGD SGD SGD	*		
		Arrhat		Gaim Altowances Thistand Departure:	Dinner	25 % Total Allowance Location: Rayong Currence	0.00 122.40	SGD SGD			
		24 -	ebruary - 2015 -	26 V February V Thursday	2015 🛩	Thailand baht - THB	0.0417807	Ø			

Figure 14: Please wait for the confirmation that the trip has been deleted from the calendar.

Finally, click the "Add Trip" – Button on top of the page to add your trip to the trip list.

€ A	٩dc	l Nev	v Trip							Add Trip	Add To Calendar
		Cu	stomer Visit								
	AL	Trip Name:	Customer Visit					1	rip Type: Me	eting	~
		Customer:	Thai Power Company								
		Country:	Thailand			✓ Location:	Rayong				
Change Image	Reset	Address:	Soi 8			ZIP:	200100				
Allowances		Trip Summary:	Meeting regarding Pow	er Upgrade							
Total Allowance:		Travel Plan									
[Total] Allowance Left:	SGD	Trip Start: 19	✓ January ✓ 20 Monday	15 🗸 From: Indon	nesia	✓ Currency.	Indonesian	rupiah - IDR 🔹	Conversio	n Rate: 1.00	•• 📀
[Total]	SGD	Destinations:									
		=	Country:	Thailand	~	Location:				ī (Ð
		Arrival:		Departure:		Currency:		Conversion R	ate:	Add De	stination
		19 🗸 Ja	enuary 🗸 2015 🗸	26 🗸 January 🔪	2015 🗸	Thailand baht -	THB 🗸	1.00			$\mathbf{\hat{s}}$
			Monday	Monday		Allowa	ince per Day:	0.00	SGD		estination
			Reductions:	0 da	ys Breakfast	15% 🗸		0.00	SGD		

Figure 15: Click the "Add Trip" – Button to add the trip to your trip list.

Congratulations! You have just added your first trip! You now can start to enter data and add documents to your trip.

Business Trip Manager for Johnny Traveller



Figure 16: Trip successfully created!

🖲 Actı	ual Trip		<u> </u>			\$€ Claim
Customer: Thai Power Co soi 8 200100 Trip Summar Meeting rega	Meeting Cust Rayon Thaila from: 19 until: 2 empany Y rding Power Upgrade	ng tomer Visit ng and 19 January 2015 Frebruary 2015	Participants	ravel 📀	Accomodati	ion (
Travel Plan						
Start: Indor	nesia	19 January 2015				
Destinations	5					
	Thailand Ra From: Till 19 January 2015 26 Allowances: 719 Malaysia	tayong II: I5 January 2015 19.80				
	Thailand Ra From: Till 19 January 2015 26 Allowances: 719 Malaysia	Vayong II: 5 January 2015 19.80				

Figure 17: You can always edit your trip data by clicking on the little gear symbol on the top right panel of the trip overview pane.

Note: When you edit the currency and conversion rates, **the prices and conversion** for accommodation, travel and expenses will be updated **automatically**.

The trip **<u>dates</u>** for flight tickets, participants and accommodation need to be updated **<u>manually</u>**.

Business Trip Manager Version 1.0 1. Add and Edit Trip Participants

Add the people who will join you on your trip.

There are two ways of adding trip participants to your list. You can enter the participants' data manually or you can select the participants from the Windows People's Hub.

Entering the data manually:

¢	Upc	oming	, Trips						\$£ Claim
	Meeting Customer Visit Rayong Thailand Tom: 22 February 2015 until: 26 February 2015 Until: 26 February 2015 Customer: Amata Steel Soi 8 200100 Trip Summary Meeting regarding Power Upgrade			٢	2 Participants	🛪 Travel	•	Accomod	ation (
	Travel Plan								
	Start: Indon	esia	22 February 2015						
	Destinations	Singapore	Singapore - Visa						
	C	Singapore	Application						
		From:	Till:						
		Allowances:	122.40						
		Thailand	Rayong						

Figure 18: Click or tap the "+" – Button on top of the participants list.

		Add Participant			
	Name:				
A CONTRACTOR OF	Address:				
	City:				
	ZIP:				
	Country:				
Change Image Camera Clear Image	Phone:	Mobile:			
Select Avatar	Fax:	e-mail:			
- IN	Homepage:	·			
	Joins Trip From: 26 V February V 2015 V Thursday	Till: 22 V February V 2015 V Stunday			

Figure 19: The participants' page will be shown. Enter all the relevant data, like name, phone numbers, address and e – mail.

		Add Participant
	Name: Johnny Cash Address: City: Nashville ZIP: Country: United States	
Change Image Camera Clear Image	Phone: 1-555-876543	Mobile:
select Avatar	Fax Homepage:	e-mail: johnny.cash@nass.com
	Joins Trip From: 22 V February V 2015 V Sunday	Tril: 26 V February V 2015 V Traissay

Figure 20: You can assign an avatar for the participant ...

		Add Participant
	Name:	
	Johnny Cash	
	Address:	
	City:	
199	Nashville	
	ZIP:	
	Country:	
	United States	
	Phone:	Mobile:
Select Avatar	1-555-876543	
	Faxc	e-mail:
		johnny.cash@nass.com
	Homepage:	
	Joins Trip From:	
	22 🗸 February 🗸 2015 🗸	26 🗸 February 🗸 2015 🗸
	Sunday	Thursday

Figure 21: Avatar assigned.

You can also assign an image for the participant. Choose and image saved on your computer or take an image with your built – in Webcam.

		Add Participant
<image/> <complex-block><complex-block><complex-block></complex-block></complex-block></complex-block>	Name: Johnny Cash Address: City: Nashville ZIP: Country: United States Phone: 1-555-876543 Fax: Homepage:	Mobile: e-mail: johnny.cash@nass.com
	22 V February V 2015 V Sunday	26 V February V 2015 V Theresey

Figure 22: To select an images stored on your computer, click the "Change Image" – Button.

	This	P	C ~ Save	d pictures								
	Go up	Sor	rt by name 🗸									
141666_jpg.jpg 4 22:12			1443993945455_jpg 24-Dec-14 22:12 92.7 KB	jpg		1455057079253_jpg.jpg 24-Dec-14 22:12 66.3 KB		74	1465591552252_jpg.jpg 24-Dec-14 22:12 66.0 KB			Alcoa_Freo_0111 16-Nov-14 22:54 655 KB
146211_jpg.jpg 4 22:12			1452744644908_jpg 24-Dec-14 22:12 97.3 KB	jpg	13ª	1455060048409_jpg.jpg 24-Dec-14 22:12 23.3 KB			1468314735031_jpg.jpg 24-Dec-14 22:12 56.6 KB			C360_2013-12-2 24-Dec-14 22:11 484 KB
5 89641_jpg.jpg 4.22:12			1452744674746_jpg 24-Dec-14 22:12 95.2 KB	jpg		1461369964323_jpg.jpg 24-Dec-14 22:12 99.1 KB	~		1743444563655.jpg 24-Dec-14 22:12 84.7 KB		NC.	Coles_28102014 16-Nov-14 22:54 591 KB
951754_jpg.jpg 4 22:12			1452744702860_jpg. 24-Dec-14 22:12 95.2 K8	jpg	7/1	1465589127366_jpg.jpg 24-Dec-14 22:12 68.6 KB			1825563171223.jpg 16-Nov-14 22:54 54.6 KB	1	â	DSC02926JPG 10-May-14 20:17 332 KB
319323_jpg.jpg 4 22:12		<u>Ş</u>	1455055186345_jpg. 24-Dec-14 22:12 46.5 KB	ipg	70	1465590382687_jpg.jpg 24-Dec-14 22:12 76:2 KB			1977075963570.jpg 24-Dec-14 22:12 165 KB			FB_20140224_17 24-Dec-14 22:11 160 KB
K		-			_			-			-	> =
										Open	Ca	ncel

Figure 23: Select an image from the file dialog.

		Save Delete
Change Image Select Avatar	Name: Johnny Cash Address: City: Nashville ZIP: Country: United States Phone: 1-555-876543 Fax:	Mobile: e-mail:
	Homepage: Joins Trip From: 22 V February V 2015 V Sunday	johnny.cash@nass.com Trilt: 26 V February V 2015 V Trunsday

Figure 23: The selected image will appear on the page. To take an image with your Webcam, click on the camera button next to the image button.

€ Johnny Cash		Add Participant
<image/> Image: And Series Constraints Image: And Series Constraints	Name: Johnny Cash Address: City: Nashville ZiP: United States Phone: 1-555-876543 Fax: Homepage: Joins Trip From: 22 v February v 2015 v	Mobile: e-mail: johnny.cash@nass.com

Figure 24: Click the "Add Participant" – Button in the top right corner when you are done.

۲	Upc	coming	g Trips						\$ Claim
	Meting Customer Visit Analand Tor: 22 February 2015 Customer: Anata Steel Soi 8 20100 Trip Summary Meting regarding Power Upgrade		0	Contractions of the second sec			Contraction of the second seco		
	Travel Plan								
	Start: Indor	nesia	22 February 2015						
	Destinations	s:							
		Singapore From: 22 February 2015 Allowances:	Singapore - Visa Application Till: 24 February 2015 122.40						
<		Thailand	Rayong						<u> </u>

Figure 25: The Participant is added to the list.

Clicking on the participants' entry in the list will bring you back to the participant's page. Here you can make necessary changes. Click the "Save" – Button to save the changes otherwise they will be discarded.

		Save Delete
<image/> Image: And	Name: Johnny Cash Address: City: Nashville ZiP: Country: United States Phone: 1-555-876543 Fax: Homepage: Joins Trip From: 22 v February v 2015 v	Mobile: e-mail: johnny.cash@nass.com Tilk 26 v February v 2015 v Teursday

Figure 26: Edit Participant.

¢	Upcomir	ng Trips					\$£ Claim
	Customer: Amata Steel Soi 8 200100 Trip Summary Meeting regarding Power Upgrad	Meeting Customer Visit Rayong Thailand from: 22 February 2015 until: 26 February 2015	۲	Participants Johnny Cash United States Johnny.cash@nass.co	om	🛪 Travel	
	Travel Plan						
	Start: Indonesia	22 February 2015					
	Destinations:						
	From: 22 February 2015 Allowances:	Singapore - Visa Application Till: 24 February 2015 122.40					
<	Thailand	Rayong					>

Figure 27: Updated list entry.

b<u>Hint:</u>

If you ever have entered participant data on previous trips a list with previous participants will be shown when you want to add a new participant. This is a convenient way to add people who frequently join your trips without doing all the typing again. Please note that this list will not be shown if you choose participants from the people's hub.



Figure 27: List of previous participants.

Choosing participants from the people's hub:

۲	Upo	coming	g Trips					\$ £ Claim
	Customer: Amata Steel Soi 8 200100 Trip Summa Meeting reg	WY parding Power Upgrade	eeting ustomer Visit ayong hailand mr: 22 February 2015 til: 26 February 2015	٩	Participants Johnny Cas United Stat	h es i@nass.com	🛪 Travel	•
	Travel Plan	n						
	Start: Indo	onesia	22 February 2015					
	Destination	ns:						
	<u>C:</u>	Singapore	Singapore - Visa Application					
		From:	Till:					
		22 February 2015	24 February 2015					
		Anowances:	122.40					
		Thailand	Rayong					

Figure 28: Click on the "People's Hub" – Button.

Pec	ople ~				
ank 24	Dave Hurst	Dieter Rimmel	Duncan Osborne	Eko Cahyo	Ferizal Kantor
ank Singap	Dave Millard	Directory Assist	Duong Dinh Lan	El Pequeno	Ferry Widjaja
ank Singap	David Aquilina	Dirk Ernst	Dwi Sunu Akhadi	Eric Chong	Finance
Uebel	David Hurst	Dissaya Archasu	E	Erwin Meier	Forum Nokia
ponentOn	Daw 🖌	Djohan	EC	Esplanade Frem	Fotze Blasbeere
Svcs	Dedhie Prast Jovi	Donko Skokandic	EC	F	Frank Hergesell
	Detlef Pilz	Dorsangkap Sig	Edy Sunarto	Fabian Alves	Frank Kauschke
en Elliott	Deutsche Teleko	Downloads	Efi Yuliana	Fahmi	Frank Schmidt
Bowles	Dieter Meyer	Driver AA	Eko	Fatin Erisha Balt	Frank Steinstrass
Syncing_	1.1				Connected to

Figure 29: Select the participant from the People's Hub dialog and click the "Add Participant" – Button.



Figure 30: The participant's page will be opened with all the data retrieved from the people's hub already entered.



Figure 31: You can edit the participant's entries, change avatars and picture as in manual entering mode. Click the "Save" – Button to save the participant to your list.

۲	Upcoming	g Trips							\$€ Claim
	Customer: Anata See Source Sou	Aterting Customer Visit Jayong huiland om: 22 february 2015 nii: 26 february 2015 24 february 2015	•	Participants Events Cash United States Coheny Cash United States Cohen	¥ timet	0	Accommodation	Sort By.	× 0
	Destinations	22 February 2015							
	Singapore From: 22 February 2015 Allowances: Thaland From: 24 February 2015 Allowances:	Singapore - Visa Application Til: 24 February 2015 12240 Raycong Til: 26 February 2015 150.00							
	End: Indonesia	26 February 2015							
	Total Allowance: Allowance after Expenses:	272.40 SGD 272.40 SGD							
	Total Expenses: 0.00	SGD							
	Reimbursable: 0.00	SGD							
	Not Reimbursable: 0.00	SGD							

Figure 32: Save Entry from the people's hub.

Note: Any editing of the participant taken from the people's hub will only be saved in the Business Trip Manager App and will <u>not affect the original entry in the people's hub</u>.

Deleting a Participant:

Select the participant to delete from the list. The participant's page will open. Click the "Delete" – Button in the top right corner of the page.

€ Daw		Save Delete
	Name:	
	Daw	
	Address:	
	City:	
	Rayong	
	ZIP:	
	Country:	
	Thailand	
	Phone:	Mobile:
Change Image Camera Clear Image		+66845379335
Select Avatar	Fax:	e-mail:
		daw@daw.info
- 🎊 🐸 🐸 🗶 🛸 🐘 🗶	Homepage:	
	Joins Trip From:	Till:
	22 🗸 February 🗸 2015 🗸	26 🗸 February 🗸 2015 🗸
	Sunday	Thursday

Figure 33: Click the "Delete" – Button in the top right corner of the page.



Figure 34: Confirm the delete dialog.

د ل	Jpcoming	g Trips					\$£ Claim
Cu An se 20 Trii	Interview of the second	eeting ustomer Visit ayong hailand m: 22 February 2015 tili: 26 February 2015	٢	Participants Johnny Cas United Stat	sh tes h@nass.com	🛪 Travel	•
	ravel Plan						
SI	tart: Indonesia	22 February 2015					
D	estinations:						
	Singapore	Singapore - Visa Application					
	From:	Till:					
	22 February 2015	24 February 2015					
	Allowances:	122.40					
ſ	Thailand	Rayong					,

Figure 34: Participant deleted.

b<u>Hint:</u>

Deleted Participants will only be removed from the actual trip. The will still appear in the list of previous participants. So, if you want to add this participant to your trip again or he joining you on another trip it's just two clicks and he is "in" again!

Images you select from your computer or take with your Webcam will automatically downscaled in dimension and file size, so they will not occupy much space on your device. You don't need to edit them manually. So, don't be afraid to select large, beautiful images for your participants.

Business Trip Manager Version 1.0 3. Add and Edit Travel Data and Create a Driver's Log

There is no trip without travelling. So, let's add the travel data to the trip. Travel data are air, train or ship tickets, rental car bookings or even the use of your private car.

۲	Upc	coming	g Trips				\$£ Claim
	Customer: Amata Steel Soi 8 200100 Trip Summa Meeting reg	ry arding Power Upgrade	eeting ustomer Visit ayong nailand m: 22 February 2015 til: 26 February 2015	٢	Participants Johnny Cash United States Johnny.cash@nass.com	Travel	
	Travel Plan	ו					
	Start: Indo	nesia	22 February 2015				
	Destination	ns:					
		Singapore From: 22 February 2015 Allowances:	Singapore - Visa Application Till: 24 February 2015 122.40				
4		Thailand	Rayong				

Figure 35: Click or tap the "+" – Button on top of the travel list.

The Travel Page will open:



Figure 36: Select from the Dropdown – List the kind of travel you want to add.



Figure 37: Enter all relevant data.

€ SQ 931	Add Travel
Change ImageComeraCameraCeste ImageComeraCeste ImageComer	Singapore Airlines Flight Number: SQ 931 From: Surabaya To: Singapore Departure: 22 v February v 2015 v 10:10 v Sunday Arrival: 22 v February v 2015 v 10:10 v Sunday Ticket Price: 438.97 Singapore dollar - SGD v V Ticket Paid by Company / Customer Non - Reimbursable Non - Reimbursable

Figure 38: Enter the price for the ticket.



Figure 39: Select the currency of the ticket price click the "Add Travel" – Button and the Travel will be shown in the list.

Note:

All currencies of the destination countries are shown. The ticket price will be converted into your home currency according the exchange rate you have entered.

۲	Upc	coming Trips						چې Claim
er Visit ruary 2015 vary 2015	۲	Participants Johnny Cash United States johnny.cash@nass.com	019	Travel Flight SQ 931 Surabaya 22 Februar 10:10	Singapore ty 2015 22 February 2015 13:30	⊙ ■	Accomodation	
February 2015 ore - Visa ation								
Jary 2015								>

Figure 40: Travel added to the list.

Entering Expenses, Select Currencies and Specifying Reimbursable / Non – Reimbursable Expenses

This chapter is very important. It explains how to enter expenses and how Business Trip Manager calculates the expenses. We use the air ticket just added to the travel as example. For "Accommodation" and "Expenses" the method is the same.

There is a checkbox (except on the "Expenses" – Page) "Ticket Paid by Company/Customer". If this checkbox is ticked the expense amount will not be shown in the trip overview page and also not calculated in your trip expenses (as shown in Figure 40). You can, however, enter the expense amount just for your record.

When you uncheck the "Ticket Paid by Company/Customer" – Box, you can choose between Reimbursable and Non – Reimbursable. Reimbursable means you will get the expenses paid back by your company or customer.

Let's make the ticket reimbursable:



Figure 41: "Ticket Paid by Company/Customer" – Box is unchecked, the "Reimbursable" – Radio Button is selected.



Figure 42: The Expense amount is now shown in a green box. The green box means the amount is reimbursable.

۲	Upcomin	g Trips							\$ Claim
		Application		2. Participants	5	+ 10	🗶 Travel		
	From: 22 February 2015 Allowances:	Till: 24 February 2015 122.40		ot UU ot	hnny Cash nited States hnny.cash@nass.com		-	Flight SQ 931 Surabaya	Singa
	Thailand	Rayong						22 February 2015	22 Fet 13:30
	24 February 2015	Till: 26 February 2015						438.97 Singap	ore dollar
	Allowances:	150.00	ļ						
	End: Indonesia	26 February 2015							
	Total Allowance: Allowance after Expenses:	272.40 SGD 272.40 SGD							
	Total Expenses: 438	97 SGD							
	Reimbursable: 438.9	7 SGD							
	Not Reimbursable: 0.00	20D							
	Trip Status								
	Trip is Closed								
	Expenses are Claimed								
<									>

Figure 43: You can also see the total of your reimbursable expenses in the expense section of the trip overview page.

Let's now make the ticket Non – Reimbursable:

€ SQ 931		Save Delete
Change ImageChange Image <td>Singapore Alrilines Flight Number: SQ 931 From: Surabaya To: Singapore Departure: 22 ✓ February ✓ 2015 ✓ 10:10 ✓ Jonday Arrival: 22 ✓ February ✓ 2015 ✓ 13:30 ✓ Sunday Arrival: Sunday Constrained Sunday Arrival: 0.00 Singapore dollar - SGD ✓ Úso 0.00 Singapore dollar - SGD ✓ Úso 0.00 Singapore dollar - SGD ✓ Úso I Ticket Paid by Company / Customer Feimbursable Non - Reimbursable</td> <td></td>	Singapore Alrilines Flight Number: SQ 931 From: Surabaya To: Singapore Departure: 22 ✓ February ✓ 2015 ✓ 10:10 ✓ Jonday Arrival: 22 ✓ February ✓ 2015 ✓ 13:30 ✓ Sunday Arrival: Sunday Constrained Sunday Arrival: 0.00 Singapore dollar - SGD ✓ Úso 0.00 Singapore dollar - SGD ✓ Úso 0.00 Singapore dollar - SGD ✓ Úso I Ticket Paid by Company / Customer Feimbursable Non - Reimbursable	

Figure 44: "Ticket Paid by Company/Customer" – Box is unchecked, the "Non - Reimbursable" – Radio Button is selected.

¢	Upcoming	g Trips						\$ £ Claim
		Application	2. Participant	s	+	🛪 Travel		
	From: 22 February 2015 Allowances:	Till: 24 February 2015 122.40		ohnny Cash nited States rhnny.cash@nass.com		-	Flight SQ 931 Surabaya	Singar
	Thailand	Rayong	A. 10.000			-10	22 February 2015	22 Fet
	From: 24 February 2015	Till: 26 February 2015				200897.000.00	438.97 Singap	ore dollar
	Allowances:	150.00						
	End: Indonesia	26 February 2015						
	Total Allonance. Allowance after Expenses:	-166.57 SGD						
	Total Expenses: 438.9	97 SGD						
	Reimbursable: 0.00 s	SGD						
	Not Reimbursable: 438.97	7 SGD						
	Trip Status Trip is Closed							
<								>

Figure 45: The Expense amount is now shown in a red box. The red box means the amount is non - reimbursable. You can also see the total of your non - reimbursable expenses in the expense section of the trip overview page. The non – reimbursable amount will be automatically deducted from your daily allowance.

Entering expense amounts from a credit card statement:

If you have paid expenses in a foreign currency with your credit card, the amount reflected in the credit card statement might be quite different from the amount Business Trip Manager has calculated from the exchange rate you entered for the country. You can easily overwrite this and enter the amount from your credit card statement:

€ SQ 931	Add Travel
Image: Constraint of the sector of the sec	Singapore Arlines Flight Number: SQ 931 From: Surabaya To: Singapore Departure: 22 February 22 February 21 February 22 February 21 Sunday Arrival: 3unday Ticket Price: 438.97 Singapore dollar - SGI Ticket Paid by Company / Customer Incent Paid by Company / Customer

Figure 46: Click the "Visa" – Symbol next to the value calculated by Business Trip Manager. Enter the amount from your credit card statement into the popup and click "Save".

€ Upo	coming Trips				چُر Claim
er Visit	Participants Johnny Cash United States johnny.cash@nass.com	Travel Flight SQ. 931 Surabaya Si 20 February 2015 2 10:10 438.97	ingapore 2 February 2015 1330 Jollar - SC	Accomodation	
February 2015 ore - Visa ation iary 2015					,

Figure 47: The "Visa" – Symbol will be also shown in the trip overview list, indicating that this amount was paid by credit card.

€ SQ 931	Save Delete
Image: Change ImageImage: Change Image <tr< th=""><th>Singapore Airlines Flight Number: SQ 931 From: Surabaya To: Singapore Departure: 22 February 22 February 2015 Sunday Arrival: 22 February 2015 Sunday Ticket Price: 438.97 Singapore dollar - SG Ticket Paid by Company / Customer Reimbursable</th></tr<>	Singapore Airlines Flight Number: SQ 931 From: Surabaya To: Singapore Departure: 22 February 22 February 2015 Sunday Arrival: 22 February 2015 Sunday Ticket Price: 438.97 Singapore dollar - SG Ticket Paid by Company / Customer Reimbursable

Figure 48: To reset the amount to value calculated by Business Trip Manager, click the "Visa" – Symbol again and click reset in the popup.

The Calculator – Tool:

Business Trip Manager provides a simple calculator for the "Travel", "Accommodation" and "Expense" Pages. So, there is no need to use an external calculator.

The calculator result will be inserted into the "Price" - Field.



Figure 49: To open the calculator, click the "Calculator" – Button. Click "Insert" on the calculator to insert the result into the "Price" – Field.

9 € SQ 931 Singapore Airlines SQ 931 ingapore 10:10 🗸 22 🗸 February 🖌 2015 🗸 ٦ (5 Arrival 13:30 🗸 22 🗸 February 🗸 2015 🗸 1 2 3 4 Ticket Price Singapore dollar - SGD 🗸 🚺 438.97 438.97 Singapore dollar - SGD ✓ Ticket Paid by Company / Custome Reimbursable 🔵 Non - Reimbui

Personalizing the Travel Data and Adding Receipts:

Figure 50: Buttons to personalize your travel data and attach receipts. See explanations below:

- 1. "Change Image": Select a file from your computer to be shown instead of the default image. For flights, i.e. this could be the boarding pass.
- 2. "Camera": Replace the default image with a picture taken with the Webcam of your device.
- 3. "Reset Image": Reset the image to its default.

 "Attach Documents": Attach the documents related to this travel, like e – tickets, rental car bookings or bills, etc. You can attach documents of all common file formats (see Figures 51 – 53).



Figure 51: To attach a document you can also choose between selecting a file from your device or taking a shot with your Webcam.

€ SQ 931	Save Delete
- TERMINE - PER	Singapore Airlines Flight Number: SQ 931 From: Surabaya To: Singapore Departure:
Type a Name for this Receipt: E - Ticket Notes / Remarks: Select File Cancel	22 February 2015 10:10 Arrival: Sunday 22 February 2015 13:30 Sunday Sunday Ticket Price: Sunday 438.97 Singapore dollar - SGD Image: Company / Customer Ticket Paid by Company / Customer Reimbursable Non - Reimbursable Non - Reimbursable

Figure 52: Type a name for the document to attach. Optionally, you can add notes to easier identify the attachment.



Figure 53: Attachment will be shown in the attachment list. To delete the attachment, click the delete – button in the upper right corner of the attachment.

Note:

Business Trip Manager will save a copy of the attachment in your Business Trip Folder. So, even if you delete the original file, on purpose or not Business Trip Manager will still have a copy!

Deleting the attachment will also delete the copy of the file.

b<u>Hint:</u>

If you ever have entered travel data on previous trips a list with previous travel data will be shown when you want to add a new travel. This is a convenient way to add travel you do frequently without doing all the typing again.

Choose	from Prev	vious trave	IS Clear List						
	Flight SQ 931 Surabaya 22 February 2015	Singapore 22 February 2015							
Change Image	Camera	Reset Image	Attach Documents	22 🗸	February 🗸 Sunday	2015 ¥ 2015 ¥	00:00	× ×	

Figure 54: Previous Travels shown.

Copyright Heiko Blasius 2015

Create a Driver's Log:

The law of some countries or the regulations of some companies require you to maintain a Driver's Log when using a rental or private car on company expenses or when the expenses are reimbursed by the company.

Business Trip Manger provides an easy and convenient way to create and maintain such a Driver's Log. The Log can be printed and attached to the claim.

Repeat the above described steps to create a new travel. You need to select "Rental Car" or "Private Car" in order to create a Driver's Log.



Figure 55: Enter the necessary data and thick the "Create Driver's Log" – Checkbox.

€ Travel	Add Travel
	Trip Type: Rental Car V Rental Company: Car Plate Number:
Driver's Logbook Created Your Driver's Logbook can be found in the F	d File Cabinet.
Change Image Camera Reset Image Attach Documents	Takeover: 22 V February V 2015 V 00:00 V Sunday Return: 22 February V 2015 V 01:00 V Sunday Rental Price:
	Singapore dollar - SGD 🗸

Figure 56: The Driver's Log will be created and can be found in the "File Cabinet".

۲	Upcomin	g Trips				\$ر Claim
Singapore	Accomodation		xpenses Sort By 🗸 🖨	File Cabinet	×	
22 February 2015 13:30 Jollar - SGD						
Bangkok 28 February 2015 01:00						

Figure 57: Driver's Log in the "File Cabinet". Click or tap the Log to open it.

€ Driver'	s Log		Save Delete Print
Rental Company:		Logbook	
Hertz			
Country:			
Thailand	~		
Car Type:			
Economy			
Plate Number:			
BTM 01-2015			
Rental Contract Number:			
1111-11111-11111			
Rental Start Station:	Rental Return Station:		
Bangkok - Suvarnabhumi	Bangkok - Suvarnabhumi		
Rental Start Date:	Rental End Date:		
22 🗸 February 🖌 2015 🗸	28 🗸 February 🗸 2015 🗸		
Sunday Start Km:	Saturday End Km:		
22834	22834		
Unit: Km 🗸	Total Km: 0		

Figure 58: Enter the necessary data on the left side of the Driver's log. Note: The End and Total km will be updated automatically as you add trips.

€ Driv	ver's	s Lc	g				Save Delete Print
Rental Company:					Logbook	•	
Hertz							
Country:							
Thailand				~			
Car Type:					_		
Economy							
Plate Number:							
BTM 01-2015							
Rental Contract Number:							
1111-11111-11111							
Rental Start Station:		Rental Retu	Irn Station:				
Bangkok - Suvarnabhumi		Bangkok	- Suvarnabhumi				
Rental Start Date:		Rental End	Date:				
22 🗸 February 🗸	2015 🗸	28 🗸	February 🗸	2015 🗸			
Sunday Start Km:		End Km:	Saturday				
22834	Km	22834					
Unit:	mi	otal Km:	0				

Figure 59: Select the preferred unit for your Driver's Log, Miles or Kilometer. Click the "+" – Button on the "Logbook" – Column to add a trip.

€ Driver's Log	Save Delete Print
Rental Company:	Logbook
Hertz	Start
Country:	Start Date: Time: From: km
Thailand 🗸	22 V February V 2015 V 14:30 V Bangkok - 22834
Car Type:	End
Economy	End Date: Time: To: km
Plate Number:	22 V February V 2015 V 15:30 V JW Marriot Hotel 22858
BTM 01-2015	Sunday Drivinta Trin
Rental Contract Number:	
1111-11111-11111	
Rental Start Station: Rental Return Station:	
Bangkok - Suvarnabhumi Bangkok - Suvarnabhumi	
Rental Start Date: Rental End Date:	
22 🗸 February 🗸 2015 🗸 28 🖌 February 🖌 2015 🗸	
Sunday Saturday Start Km End Km	
22834 22834	
Unit: Km 🗸 Total Km 0	

Figure 60: Enter the trip data and click the "Save" – Button on the "Logbook" – Column. Thick the "Private Trip" – Checkbox if necessary. Note: The Total Km will be calculated automatically.

€ Driver's	s Log					Save Delete Print
Rental Company:		Logbook			e	
Hertz		Trip #: 1				
Country:		From:			km	
Thailand	~	Bangkok - Suvarnabhumi	22 February 2015	14:30 hrs.	22834	
Car Type:		To:			km	
Economy		JW Marriot	22 February 2015	15:30 hrs.	22858	
Plate Number:		Tioter	2015	Total:	24	
BTM 01-2015						
Rental Contract Number:						
1111-11111-11111						
Rental Start Station:	Rental Return Station:					
Bangkok - Suvarnabhumi	Bangkok - Suvarnabhumi					
Rental Start Date:	Rental End Date:					
22 🗸 February 🗸 2015 🗸	28 🗸 February 🖌 2015 🗸					
Sunday Start Km	Saturday End Km					
22834	22858					
Unit: Km 🗸	Total Km 24					

Figure 61: Trip is added to the trip list. The End km and Total Km are updated automatically. Click the "Save" – Button to save the changes of the Log.

b<u>Hint:</u>

All destinations you enter into the Driver's Log will be saved and you can select them later from a dropdown list. This is a convenient way to select frequent destinations without doing all the typing again. All saved destinations will be available also in all future Driver's logs you create.

€ Driver's	s Log					Save Delete Print
Rental Company:		Logbook				
Hertz		Start				
Country:		Start Date:		Time:	Fom:	Km
Thailand	~	22 🗸 February	/ 🗸 2015 🗸	00:00 🗸	Bangkok - Suvarnabhu	^{imi} 23.00
Car Type:		Sun	day		JW Marriot Hotel	
Economy		End		-	Rayong	
Plate Number:		End Date:		lime:		Km
BTM 01-2015		22 V February	/ 🛩 2015 🛩	01:00 🗸		
Rental Contract Number:		PrivateTrip			Total Km	0
1111-11111-11111						
Rental Start Station:	Rental Return Station:	Trip #: 1				
Bangkok - Suvarnabhumi	Bangkok - Suvarnabhumi	From:	22 February		km	
Rental Start Date:	Rental End Date:	Suvarnabhumi	2015	14:30 hrs.	22834	
22 × February × 2015 ×	28 ¥ February ¥ 2015 ¥	To:			km	
Sunday	Saturday	JW Marriot Hotel	22 February 2015	15:30 hrs.	22858	
Start Km:	End Km:			Total:	24	
22834	23000					
Unit: Km 🗸	Total Km: 166	From:			km	

Figure 62: Dropdown list of frequent trip destinations.

€ Driver'	's Log					Save Delete Print
Rental Company:		Logbook			•	
Hertz		Trip #: 1				
Country:		From:			km	
Thailand	~	Bangkok - Suvarnabhumi	22 February 2015	14:30 hrs.	22834	
Car Type:		To:			km	
Economy		JW Marriot	22 February	15:30 hrs.	22858	
Plate Number:		noter	2015	Total:	24	
BTM 01-2015						
Rental Contract Number:						
1111-11111-11111						
Rental Start Station:	Rental Return Station:					
Bangkok - Suvarnabhumi	Bangkok - Suvarnabhumi					
Rental Start Date:	Rental End Date:					
22 🗸 February 🗸 2015 🗸	28 🗸 February 🖌 2015 🗸					
Sunday Start Km	Saturday End Km					
22834	22858					
Unit: Km 🗸	Total Km 24					

Figure 63: To Print the Driver's Log click on the "Print" – Button.

€ Driver's Log	Print Business Trip Manager					
Rental Company:	Logbook					Send To OneNote 2013
Hertz	Suvarnabhumi	2015				
Country:	To:			km	-	Adobe PDF
Thailand	JW Marriot Hotel	22 February 2015	15:30 hrs.	22858		Microsoft XPS Document Writer
Car Type:			Total:	24	8	
Economy	Trip #: 2					
Plate Number:	From:			km		
BTM 01-2015	JW Marriot Hotel	23 February 2015	08:00 hrs.	22858		
Rental Contract Number:	To:			km		
1111-11111-11111	Rayong	23 February 2015	10:00 hrs.	23000		
Rental Start Station: Rental Return Station:			Total:	142		
Bangkok - Suvarnabhumi Bangkok - Suvarnabhumi			C Provencia.			
Rental Start Date: Rental End Date:	Trip #: 3					
22 x Eshnippi x 2015 x 28 x Eshnippi x 2015 x	From:			Km		
Sunday Saturday	Rayong	2015	17:00 hrs.	23000		
Start Km: End Km:	To:			Km		
22834 23144	JW Marriot Hotel	23 February 2015	21:00 hrs.	23144		
Unit: Km 🗸 Total Km: 310			Total:	144		

Figure 64: The Print Charm will open and show you all installed printers. Select the printer you want to use.

€ Driver's Log					Adobe PDF Copies					
Rental Company: Hertz Country: Thailand Car Type:	~	Logbook Suvarnabhumi To: JW Marriot Hotel		Control Contro	river's Logg tomer Vet Wer (Wer ())) (Wer ())) ()	ik di add Alfrana Mat Jilia Ji	1 X Orientation Portrait Color mode Color	+ - ~ ~		
Economy Plate Number: BTM 01-2015 Rental Contract Number: 1111-11111-11111 Rental Start Station:	Rental Return Station:	Trip #: 2 From: JW Marriot Hotel To: Rayong		Ng Bart Kan Martan Martan Martan Martan Martan Martan	200 JUN Topha JUN Tophan JUN Tophan JUN Tophan Sector Sect	in a cont in a c	Use these settings in all app Off More settings	rint		
Bangkok - Suvarnabhumi Rental Start 22 February 2015 Start Km: 22834 Unit: Km	Bangkok - Suvarnabhumi Rental End Date: 28 v February v 2015 v Sabuday End Km: 23144 Total Km: 310	Trip #: 3 From: Rayong To: JW Marriot Hotel			1	of 1				

Figure 65: Check / adjust the printer settings and click the "Print" – Button in the Charm.



Figure 66: The printed Driver's Log!

Note:

Please do not call the print function directly from the charm. This will not work and you will get an error message.

Deleting of a Driver's Log:

There are three ways of deleting a Driver's Log:

- 1. From the Travel Page: Just uncheck the "Create Driver's Log" Checkbox. This will delete the Driver's Log and Remove it from the "File Cabinet".
- From the "File Cabinet": Click the "Delete" Button in the upper right corner of the Log. This will delete the Driver's Log and remove it from the "File Cabinet". The "Create Driver's Log" Checkbox will be unchecked the next time you open the Travel Page.
- 3. From the Log itself: Click the "Delete" Button on the Driver's Log Page. This will delete the Driver's Log and remove it from the "File Cabinet". The "Create Driver's Log" Checkbox will be unchecked the next time you open the Travel Page.

4. Add and Edit Accommodation Data

The principle for adding and editing accommodation data is the same as for adding participants or travel. Here you also can create a new accommodation <u>manually</u> or choose one from your <u>people's hub.</u>

Entering accommodation prices and declaring them reimbursable or non – reimbursable is the same as described under travel. <u>Please read this section for more information</u>.

Orchard Parade Hotel Singapore					
	Accomodation Type: Hotel Guesthouse Mansion Serviced Apartment Camp Trailer Park Friend's House				
Add Image Camera Clear Image Attach Bill	247905				
Hotel Booking Confirmation 🛪	+6567371133				
	Fax				
	e-mail:				
Hotel Bill ×	reseasy@fareast.com				
	Website:				
	Arrival				

Figure 67: You can choose from different accommodation types.

€ Orchard Parade Ho	Orchard Parade Hotel Singapore					
Add Image Image	Accomodation Type: Hotel Accomodation Name: Orchard Parade Hotel Singapore City: Singapore Country: Singapore Address: 1 Tanglin Road ZIP: 247905 Phone:	~				
Hotel Booking Confirmation X Hotel Bill X	+6567371133 Fac e-mail: reseasy@fareast.com Website:					

Figure 68: Completed Accommodation entry with Booking Confirmation and Hotel Bill attached.

¢	Past	Trips						چې Claim
		🕒 🏥 Accomod	lation	÷ 19	VISA Expenses	Sort By 🗸 🕀) 🚺 File C	abinet
ıt 131 Jaya Ibruary 2015 0	Singapore 22 February 2015 13:30		Hotel Orchard Parade Hotel Sing Singapore Singapor 22 February 2015 24 Febr 588.50 Singapore dollar -	apore ore ruary 2015 - SGD	Segura and a second sec	22 February 2015 Airport tax Surabaya Airport Tax 200000.00 Indonesian rupiah - IDR 21.14 Singapore dollar - SGD		Visa App Completed
it 178 Ipore Ibruary 2015	Bangkok 24 February 2015 20:10		Hotel JW Marriott Hotel Bangkok Bangkok Thailan 24 February 2015 26 Febr 499.60 Singapore dollar -	k id ruary 2015 - SGD	A second	23 February 2015 Visa Fee Thailand (Multiple) Visa Fee 250.00 Singapore dollar - SGD 250.00 Singapore dollar - SGD		TEC Cust Steel Th
ıt 173 kok	Singapore					Airport - Hotel Taxi 30.11 Singapore dollar - SGD		TEC Custom
bruary 2015	26 February 2015				The second secon	30.11 Singapore dollar - SGD	POF	Claim Re
s it 26 ipore sbruary 2015	13:15 Surabaya 26 February 2015				ITTER TRANSPORT	23 February 2015 Thai Embassy - Office Taxi 8.30 Singapore dollar - SGD 8.30 Singapore dollar - SGD		Receipts for

Figure 69: Accommodation added to the accommodation list.

6<u>Hint:</u>

If you ever have entered accommodation data on previous trips a list with previous accommodation data will be shown when you want to add a new accommodation. This is a convenient way to add accommodation you frequently use without doing all the typing again.



Figure 70: List of previous accommodation.

5. Add and Edit Expenses

The principle for adding and editing expenses is the same as for adding participants or travel. Entering expenses and declaring them reimbursable or non – reimbursable is the same as described under travel. <u>Please read this section for more information</u>.



Figure 71: You can choose from different expense types.



Figure 72: Completed expense entry.

¢	Past	Trip	DS									\$ £ Claim
		•	Accomoda	tion	3	19	VISA Expenses		Sort By	\odot	File G	abinet
it 131 Jaya Ibruary 2015 O	Singapore 22 February 2015 13:30			Hotel Orchard Parade H Singapore 22 February 2015 588.50 Singapore	otel Singapore Singapore 24 February 2015 e dollar – SGD		Support States	22 February 2015 Airport tax Surabaya Airport Tax 20000.00 Indonesia 21.14 Singapore dol	by Date by Price Reimbursable by Type			Visa App Completed
it 178 Ipore Ibruary 2015	Bangkok 24 February 2015 20:10		蠿	Hotel JW Marriott Hotel Bangkok 24 February 2015 499.60 Singapor	Bangkok Thailand 26 February 2015 e dollar - SGD			23 February 2015 Visa Fee Thailand (Mu Visa Fee 250.00 Singapore do 250.00 Singapore do	Itiple) Illar - SGD Illar - SGD			TEC Cust Steel Tha
ıt 173							Constant Constant 1. Support All Andrewson Constant 1. Support States and Andrewson Constant 1. Support States	Airport - Hotel Taxi				TEC Custom
kok :bruary 2015 5	Singapore 26 February 2015 13:15						Harris Ray, C. M. College, March M. Strandson, and S. S. Santasa, and San	30.11 Singapore dol 30.11 Singapore dol	lar - SGD lar - SGD		POF	Claim Re
it 26 ipore ibruary 2015	Surabaya 26 February 2015						THERE DESCRIPTION OFFICE THE ACCOUNTS FOR THE CONTRACT OF THE DESCRIPTION OF THE DESCRIPT	Thai Embassy - Office Taxi 8.30 Singapore dolla 8.30 Singapore dolla	r - SGD r - SGD			Receipts for

Figure 73: You can sort your expense list by Date, Price, Type and whether it is reimbursable or not.



Figure 74: Expense list sorted by Date.

Business Trip Manager Version 1.0 6. Using the File Cabinet

The File Cabinet is a very convenient way to store files related to the trip, which do not fit into the categories travel, accommodation and expenses. This could for instance e-Visa granted to you, passport copies or medical certificates and many, many more. It greatly helps to keep your trips organized.

Adding a file to the File Cabinet



Figure 75: Click the "+" – Button to add a file to the File Cabinet.



Figure 76: Enter a name or description for the file into the dialog box. To enter a name is mandatory.

€ Past Trip	S	\$ E Claim
on 🕒 🗐	🕼 Expenses by Date 🗸 💿 🚺 File Cal Tune a Name for this Receipt	
Hotel Orchard Parade Hotel Singapore Singapore Singapore 22 February 2015 24 February 2015	22 February 2015 Airport tax Surabaya Airport Tax 200000.00 Indonesian rupiah - IDR 2014. Singanore dollar - SCD	
588.50 Singapore dollar - SGD	22 February 2015 Airport - Hotel	
JW Marnost Hotel Bangkok Bangkok Thailand 24 February 2015 26 February 2015	Select File Cancel 30.11 Singapore dollar - SGD 30.11 Singapore dollar - SGD	
499.60 Singapore dollar - SGD	23 February 2015 Thai Embassy - Office Text visit Taxi	
	8.30 Singapore dollar - SGD 8.30 Singapore dollar - SGD Claim Receipts	
C	Visa Fee Thailand (Multiple) Visa Fee Thailand (Multiple) 250.00 Singapore dollar - SGD 250.00 Singapore dollar - SGD	

Figure 77: Optionally, you can enter Notes and Remarks to make the file easier identifiable later. Click the "Select File" – Button.

This PC ~ _{Desktop}	
Go up \sim Sort by name \sim	
01_2015.pdf 30-Jan-15 09:02 216 KB	
Customer Visit- Drivers Log.pdf 20-Feb-15 13:12 26.5 KB	
Passport C4KH449K0.pdf ✓ 0.2-Feb-15 09:57 430 KB	
Receipts_Shell ECC.pdf 30-Jan-15 08:45 778 KB	
	Open Cancel

Figure 78: Pick the File you want to add from File Dialog. All common file types are supported.

Note:

The files in the File Cabinet will be opened with their associated application. You need to have this application installed on your device. You can, however, add a file to the File Cabinet without the necessary application installed on your system.

€ Past Tri	ps	€ Claim
on 🕒	🕐 🚥 Expenses 🛛 by Date 🗸 💿 👔 File Cabinet 💿	
Hotel Orchard Parade Hotel Singapore	22 February 2015 Airport tax Surabaya Airport Tax	
22 February 2015 24 February 2015	200000.00 Indonesian rupiah - IDR	
588.50 Singapore dollar - SGD	21.14 Singapore dollar - SGD Flight Ticket	
Hotel	Weiter - 一 可能 Airport - Hotel Winter - マリンの Airport - Hotel	
Bangkok Thailand 24 February 2015 26 February 2015	Product is view Taxi 30.11 Singapore dollar - SGD 30.11 Singapore dollar - SGD	
499.60 Singapore dollar - SGD	23 February 2015 Herrit Heri	
	How approve year Taxi How approve year Singapore dollar - SGD How have been year Singapore dollar - SGD 8.30 Singapore dollar - SGD	
	23 February 2015 Visa Fee Thailand (Multiple)	
	Visa Fee 250.00 Singapore dollar - SGD 250.00 Singapore dollar - SGD 250.00 Singapore dollar - SGD 250.00 Singapore dollar - SGD	
3 6		>

Figure 79: The file was added to the File Cabinet.

Deleting a file from the File Cabinet

● Past Trip	S				\$ £ Claim
on 📀 😫	Visit Expenses by Date	e 🗸 🕣 🚺 File (•	
Hotel Orchard Parade Hotel Singapore Singapore Singapore	22 February 2015 Airport tax Surabaya Airport Tax	PDF	Visa Application Completed Visa Application Form	×	
22 February 2015 24 February 2015 588.50 Singapore dollar - SGD	20000.00 Indonesian rupial 21.14 Singapore dollar - SG		Flight Ticket	×	
Hotel JW Marriott Hotel Bangkok Bangkok Thailand 24 Jebruar 2015 26 Februar 2015	Airport - Hotel Airport - Hotel Airport - Hotel Airport - Hotel Airport - SGI 30.11 Singapore dollar - SGI 30.11 Singapore dollar - SGI		TEC Customer Visit Amata	×	
499.60 Singapore dollar - SGD	23 February 2015 29 February 2015 Thai Embassy - Office		Steel Thailand TEC Customer Visit Amata Steel Thailand		
	8.30 Singapore dollar - SGD 8.30 Singapore dollar - SGD		Claim Receipts	×	
	23 February 2015 Visa Fee Thailand (Multiple) Visa Fee 250.00 Singapore dollar - SG 250.00 Singapore dollar - SG		Receipts for TEC without Exchange Rates Passport Copy Passport Copy with Thailand Visa	×	

Figure 80: Click the "Delete" – Button of the file you want to delete.



Figure 81: The file will be deleted and the entry removed from the File Cabinet.

Note:

Business Trip Manager will save a copy of the files in the File Cabinet in your Business Trip Folder. So, even if you delete the original file, on purpose or not, Business Trip Manager will still have a copy! If you delete the file from the File Cabinet, the copy of the file will be also deleted.

7. Create and Print an Invoice

Business Trip Manager provides you an easy feature to create and print a simple invoice for your trip. You can send the invoice together with the supporting document to your customer. The invoice can be also saved in your File Cabinet for easy reference later.

Creating an Invoice



Figure 82: Click on the "Claim" – Button in the top right corner.



Figure 83: Select "Create Invoice" from the menu.

E	€ Invoice for: Customer Visit Amata										
Dunno	Dunno Consultants Pte.										
Street Address:	60 MacDonalds Roa	4		Phone:	+6592	23636052					
Address 2:				Fax:							
City, Country, ZIP:	City, Country, ZIP: Singapore , Singapore , 344455 E-Mail: johnny.traveller@dunno.com										
Invoice											
Statement #:	e Bill To:										
Date:	01-03-2015			Company Name:	Am	ata Nakorn					
Customer ID:				Street Address:							
				Address 2:							
				City, Country, Zl	P: Ray	yong, Thailand ,					
Date:		Туре:	Description:			Amount:	Balance:				
24-02-2015		Hotel	Orchard Parade	Hotel Singapor	e	588.50 SGD	588.50 SC	3D			
26-02-2015	26-02-2015 Hotel JW Mar			tel Bangkok		11954.00 THB	499.60 SC	3D			
22-02-2015 Airport Tax Airport t			Airport tax Sura	baya		200000.00 IDR	21.14 SG	D			
22-02-2015	22-02-2015 Taxi Airpor			Airport - Hotel 30.11 SGD			30.11 SG	D			
23-02-2015 Taxi			Thai Embassy - Office 8.30 SGD			8.30 SGD	8.30 SGD	~			

Figure 84: The invoice will be created. The personal data you have entered in the Business Trip Manager settings will be used. All Fields, however, are editable.

€ Invoice for: Customer Visit Amata											
Invoice											
Statement #:				Bill To:							
Date:	01-03-2015			Company Name:	Am	ata Nakorn					
Customer ID:				Street Address:							
	Address 2:										
	City, Country, ZIP: Rayong, Thailand ,										
Date:		Туре:	Description:			Amount:		Balance:			
24-02-201	5	Hotel	Orchard Parade	Hotel Singapore		588.50 SGD		588.50	GD		
26-02-201	5	Hotel	JW Marriott Ho	tel Bangkok		11954.00 THB		499.60	GD		
22-02-201	5	Airport Tax	Airport tax Sura	ibaya		200000.00 IDR		21.14 S	GD		
22-02-201	5	Тахі	Airport - Hotel			30.11 SGD		30.11 S	GD		
23-02-201	5	Taxi	Thai Embassy -	Office		8.30 SGD		8.30 SG	D		
23-02-201	5	Visa Fee	Visa Fee Thailar	nd (Multiple)		250.00 SGD		250.00	GD		
24-02-201	5	Taxi	Hotel - Airport			26.78 SGD		26.78 S	GD		
						Total:		1424.43	SGD		
The above amount is due within 30 days from the date of this invoice.											

Figure 85: All expenses marked as reimbursable are reflected in the invoice.

€	Invoice for: Customer Visit Amata										
,, ,,-		,					5%				
Invoice	Invoice										
5mmmm #											
Statement #				Dill IO.	_		20%				
Date:	01-03-2015			Company Name:	Am	nata Nakorn					
Customer ID:				Street Address:							
	City, Country, ZIP: Rayong, Thailand ,										
Date:		Туре:	Description:			Amount:		Balar	ice:		
24-02-2015	5	Hotel	Orchard Parade	Hotel Singapore		588.50 SGD		588	.50 SGD		
26-02-2015	5	Hotel	JW Marriott Ho	tel Bangkok		11954.00 THB		499	.60 SGD		
22-02-2015	5	Airport Tax	Airport tax Sura	baya		200000.00 IDR		21.	4 SGD		
22-02-2015	5	Taxi	Airport - Hotel			30.11 SGD		30.1	1 SGD		
23-02-2015	5	Taxi	Thai Embassy -	Office		8.30 SGD		8.30) SGD		
23-02-2015	5	Visa Fee	Visa Fee Thailar	d (Multiple)		250.00 SGD		250	.00 SGD		
24-02-2015	ō	Taxi	Hotel - Airport			26.78 SGD		26.	'8 SGD		
						Total:		1424	.429899 SC	3D	
The above amount is due within 30 days from the date of this invoice.											

Figure 86: Select a Handling Charge you may want to add to your invoice.

€ Invoice for: Customer Visit Amata										
Invoice										
Statement #: 8ill To:										
Date: 01-03-2015 Company Name: Amata Nakorn										
Customer ID: Street Address:	_									
Address 2:	_									
City, Country, ZIP: Rayong, Thailand ,										
Date: Type: Description: Amount: Balance:	_									
24-02-2015 Hotel Orchard Parade Hotel Singapore 588.50 SGD 588.50 SGD										
26-02-2015 Hotel JW Marriott Hotel Bangkok 11954.00 THB 499.60 SGD	_									
22-02-2015 Airport Tax Airport tax Surabaya 200000.00 IDR 21.14 SGD										
22-02-2015 Taxi Airport - Hotel 30.11 SGD 30.11 SGD										
23-02-2015 Taxi Thai Embassy - Office 8.30 SGD 8.30 SGD										
23-02-2015 Visa Fee Visa Fee Thailand (Multiple) 250.00 SGD 250.00 SGD										
24-02-2015 Taxi Hotel - Airport 26.78 SGD 26.78 SGD	_									
Handling Fee 20% 284.89 SGD										
Total: 1709.3 19899 SGD										

Figure 87: Invoice with Handling Charge

Printing the Invoice

€	€ Invoice for: Customer Visit Amata											
, ,		,				· ·						
Invoice										^		
Statement #:	Statement #: Bill To:											
Date:	01-03-2015			Company Name:	An	nata Nakorn						
Customer ID:				Street Address:								
				Address 2:								
			City, Country, ZIP:	Ra	yong, Thailand ,							
Date:		Туре:	Description:			Amount:		Balance				
24-02-2015	5	Hotel	Orchard Parade	Hotel Singapore		588.50 SGD		588.50	SGD			
26-02-2015	5	Hotel	JW Marriott Ho	tel Bangkok		11954.00 THB	Ē	499.60	SGD			
22-02-2015	5	Airport Tax	Airport tax Sura	ibaya		200000.00 IDR	Ē	21.14 S	GD			
22-02-2015	5	Taxi	Airport - Hotel		_	30.11 SGD	ī	30.11 S	GD			
23-02-2015	5	Тахі	Thai Embassy -	Office	_	8.30 SGD	ī	8.30 SG	D			
23-02-2015	5	Visa Fee	Visa Fee Thailar	nd (Multiple)	۲	250.00 SGD	ī	250.00	SGD			
24-02-2015	5	Taxi	Hotel - Airport		۲	26.78 SGD	f	26.78 S	GD			
						Handling Fee 20%	_	284.89 SC	SD			
	Total: 1709.319899 SGD											
										~		

Figure 88: Click the "Print" – Button.

€	Invoice	e for: Custor	ner V	isit Ar	mata	Hans Pr 20 Bus	int iness Trip Manager
		,			, <u> </u>	-	Send To OneNote 2013
Invoice							Adobe PDF
Statement #:				Bill To:		•	
Date:	01-03-2015			Company Name:	Amata Nakorn		Microsoft XPS Document Writer
Customer ID:				Street Address:			-
				Address 2:		Moi	
				City, Country, ZIP:	Rayong, Thailand ,	Add	l a printer
Date:		Туре:	Description:		Amount:		
24-02-2015	i	Hotel	Orchard Parade	Hotel Singapore	588.50 SGD		
26-02-2015	i .	Hotel	JW Marriott Ho	tel Bangkok	11954.00 THB		
22-02-2015	i	Airport Tax	Airport tax Sura	abaya	200000.00 IDR		
22-02-2015	i	Taxi	Airport - Hotel		30.11 SGD		
23-02-2015	i	Taxi	Thai Embassy -	Office	8.30 SGD		
23-02-2015	i .	Visa Fee	Visa Fee Thailar	nd (Multiple)	250.00 SGD		
24-02-2015	i	Тахі	Hotel - Airport		26.78 SGD		
					Handling Fee 20%		

Figure 89: Select the printer you want to use and ...

Invoice	e for: Custor	ner Visit	€ Adobe PDF
Invoice Statement #: Date: 01-03-2015 Customer ID:	· · · · · · · · · · · · · · · · · · ·	Bill To: Compa Street / Addres	Dunno Consultants Pre. 1 × + - Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Description function Image: Descr
Date:	Туре:	Description:	24-02/211 Test Rest-August RC1900 24/19/00 More settings
24-02-2015	Hotel	Orchard Parade Hotel S	tinal 1/10.214014 KUD
26-02-2015	Hotel	JW Marriott Hotel Bang	The doce answer's due with 35 days from the game of the mount.
22-02-2015	Airport Tax	Airport tax Surabaya	
22-02-2015	Taxi	Airport - Hotel	1 of 1
23-02-2015	Taxi	Thai Embassy - Office	
23-02-2015	Visa Fee	Visa Fee Thailand (Mult	
24-02-2015	Taxi	Hotel - Airport	

Figure 90: ... and make the necessary adjustments. Click the "Print" – Button.

🔁 Customer Visit Amata Nakom Thailand-Invoice.pdf - Adobe Acrobat – 🗖 🗙																
File	Edit View	Window	Help													×
1	Create •				9 👂	🦻 🔓	b b	0								2
۲		/1	3	•	45.6% 💌		8							Tools	Comment	Share
۵								Dunno	Cons	ultants P	te.					^
								Street Address Address 7	et MacDune	ide Road Plans	-639236363	983				
a								Dig Country 2P	Diagopore, 1 344455	Dagspore, 1 ma	jahaay asso	Carlidonno es				
								Date:	01-03-2015	88% Comp						
27								Coloner 10 Street Address 2		Charles Charles	Aldres	alimet .				
								Invoice								
								Date	Type	Description	Amount	Balance				
								24-02-2018	Hetai	Orchard Parada Notel Disgraphere	555.50 200	822.50 200				
								26-02-0015	Keni	JW Massiant Hotal Bangkok	11964-00 THH	499.40 000				
								22-02-2015	Airport Tax	Airport tan Darahaya	200000.00 128	21.14 20D				
									• •			** ** ***				
								25-02-2015	Tani	Thei Emberry * Office	8.30 200	8.50 900				
								23-02-2015	Vian Fee	Viss Fee Thailand (Multiple)	250.00 300	290.00 000				
								24-02-2015	Test	Hotal - Airport	26.72 200	24.75 200				
											Handling Fee 20%	204.09000				
											Tetal	1709-319099 000				
								The above and	urt is due with	in 30 days from the dat	of this invoice.					
																÷.
-	e				E 6	02	4	人			and a	6	hand		adl () ENG	12:36 01-Mar-15

Figure 91: The printed invoice.

Saving the Invoice

E	€ Invoice for: Customer Visit Amata										
,,		,							_		
Invoice									^		
Statement #:				Bill To:			_		_		
Date:	01-03-2015			Company Name:	An	ata Nakorn			_		
Customer ID:				Street Address:					_		
				Address 2:							
	City, Country, ZIP: Rayong, Thailand ,										
Date:		Туре:	Description:			Amount:		Balance:			
24-02-2015	5	Hotel	Orchard Parade	Hotel Singapore		588.50 SGD		588.50 SGD			
26-02-2015	5	Hotel	JW Marriott Ho	tel Bangkok		11954.00 THB	1	499.60 SGD			
22-02-2015	5	Airport Tax	Airport tax Sura	ibaya		200000.00 IDR	1	21.14 SGD			
22-02-2015	5	Taxi	Airport - Hotel			30.11 SGD	1	30.11 SGD			
23-02-2015	5	Taxi	Thai Embassy -	Office		8.30 SGD	1	8.30 SGD			
23-02-2015	5	Visa Fee	Visa Fee Thailar	nd (Multiple)		250.00 SGD	1	250.00 SGD			
24-02-2015	24-02-2015 Taxi Hotel - Airp					26.78 SGD	1	26.78 SGD			
						Handling Fee 20%		284.89 SGD			
						Total:		1709.319899 SGD	,		
1									~		

Figure 92: Click the "Save" – Button.

) ک	Past Trip	S					\$£ Claim
on	() ()	VISA Expenses	Sort By 🗸 🔶	File G	abinet	•	
Hotel Orchard Parade Ho Singapore 22 February 2015 588.50 Singapore	tel Singapore Singapore 24 February 2015 dollar - SGD	22 February 2015 Airport tax Surab Airport Tax 200000.00 Indo 21.14 Singapore	5 Jaya onesian rupiah - IDR e dollar - SGD		Completed Visa Application Form	x	
Hotel JW Marriott Hotel I Bangkok 24 February 2015	Bangkok Thailand 26 February 2015	22 February 2015 2019 Edited 2019 Edited	5 e dollar - SGD e dollar - SGD		TEC Customer Visit Amata Steel Thailand TEC Customer Visit Amata Steel Thailand	×	
499.60 Singapore	dollar - SGD	23 February 2015 Thai Embassy - O Taxi Taxi 8.30 Singapore 8.30 Singapore	5 Office dollar - SGD dollar - SGD		Claim Receipts Receipts for TEC without Exchange Rates	×	
		Visa Fee Thailand Visa Fee Thailand Visa Fee 250.00 Singapo 250.00 Singapo	5 1 (Multiple) re dollar - SGD re dollar - SGD		Invoice Customer Visit Amata Nakorn Thailand Invoice Customer Visit Amata Nakorn Inanova	×	

Figure 93: Invoice is saved in the File Cabinet.

8. Create and Print an Expense Claim

Business Trip Manager provides you an easy feature to create and print an expense claim for your trip. You can submit this expense claim together with the supporting document to your manager for reimbursement of your expenses. The expense claim can be also saved in your File Cabinet for easy reference later.

Creating an Expense Claim



Figure 94: Click on the "Claim" – Button in the top right corner.



Figure 95: Select "Create Expense Claim" from the menu.

€ Expens	€ Expense Claim for: Customer Visit Am											
Travel Expense Clar	im for: Customer Visit	t Amata N	Vakorn Thail	and								
Employee Name: Johnny Traveller			Document / File Number:									
Employee Number: 10105120	nployee Number: 10105120 Service Order Number:											
Cost Centre:			Date:	01-03-2015								
Travel Plan												
Date:	From:	To:		Departure Time:	An	rival Time:						
22-02-2015	Surabaya	Singapore		10:10	1	3:30						
24-02-2015	Singapore	Bangkok		18:45	2	0:10						
26-02-2015	Bangkok	Singapore		09:45	1	3:15						
26-02-2015	Singapore	Surabaya		16:30	1	7:50						
Allowances												
From:	Until:	Country:		Allowance/Day:	Tot	al:						
22-02-2015	24-02-2015	Singapore		72.00 SGD								
	Reductions 2 days Breakfast 21.60 SGD											
		0 days Lunch		0.00 SGD								
	0 davs Dinner 0.00 SGD 122.40 SGD											

Figure 96: The expense claim will be created. The personal data you have entered in the Business Trip Manager settings will be used. All fields for the personal data, however, are editable.

€ Expen	se Claim fo	or: Customer	Visit Am	Print Save Export as CSV
26-02-2015	Singapore	Surabaya	16:30	17:50
Allowances				
From:	Until:	Country:	Allowance/Day:	Total:
22-02-2015	24-02-2015	Singapore	72.00 SGD	
	Reductions	2 days Breakfast	21.60 SGD	
		0 days Lunch	0.00 SGD	
		0 days Dinner	0.00 SGD	122.40 SGD
24-02-2015	26-02-2015	Thailand	72.00 SGD	
		0 days Breakfast	0.00 SGD	
		0 days Lunch	0.00 SGD	
		0 days Dinner	0.00 SGD	144.00 SGD
Expenses				
Date:	Туре:	Description:	Amount:	Balance:
24-02-2015	Hotel	Orchard Parade Hotel Singapore 2 nights @294.25 SGD	588.50 SGD	588.50 SGD
26-02-2015	Hotel	JW Marriott Hotel Bangkok 2 nights @5977.00 THB	11954.00 THB	499.60 SGD
L	ч <u>-</u>	L	⊢	L

Figure 97: The expense claim reflects the Travel Plan, Allowances and ...

€ Expens	e Claim for:	Customer V	Visit Am	Print Save Export as CSV
		U days Lunch	0.00 SGD	
		0 days Dinner	0.00 SGD	122.40 SGD
24-02-2015	26-02-2015	Thailand	72.00 SGD	
		0 days Breakfast	0.00 SGD	
		0 days Lunch	0.00 SGD	
		0 days Dinner	0.00 SGD	144.00 SGD
Expenses				
Date:	Туре:	Description:	Amount:	Balance:
24-02-2015	Hotel	Orchard Parade Hotel Singapore 2 nights @294.25 SGD	588.50 SGD	588.50 SGD
26-02-2015	Hotel	JW Marriott Hotel Bangkok 2 nights @5977.00 THB	11954.00 THB	499.60 SGD
22-02-2015	Airport Tax	Airport tax Surabaya	200000.00 IDR	21.14 SGD
22-02-2015	Taxi	Airport - Hotel	30.11 SGD	30.11 SGD
23-02-2015	Тахі	Thai Embassy - Office	8.30 SGD	8.30 SGD
23-02-2015	Visa Fee	Visa Fee Thailand (Multiple)	250.00 SGD	250.00 SGD
24-02-2015	Тахі	Hotel - Airport	26.78 SGD	26.78 SGD
			Total:	1690.83 SGD

Figure 98: ... expenses of the trip marked by you as reimbursable. These fields are not editable. You need to make changes in the corresponding sections of the trip.

b<u>Hint:</u>

In some cases the daily allowance should not be claimed with the expense claim. If you need to create an expense claim without the daily allowance, you need to uncheck the "Claim Allowances" – Box in the Travel Plan.

€ (Cust	tom	ier Vi	sit A	١m	ata N	lako	rn	Thaila	nd	(1	ave Add To Calendar
-		Destinatio	ns:									^
	and some			Country:	Singapo	ore	~	Location:	Thai Embassy / Off	ice		\odot
	-	Arrival:			Departur	e:		Currency		Conversion Rate:		Add Destination
		22 🗸	February 🗸	2015 🗸	24 🗸	February 🗸	2015 🗸	Singapo	re dollar - SGD 🗸	1.00	(\circ)	\mathbf{X}
	(5)		Sunday			Tuesday			Allowance per Dav	72.00	scp	Delete Destination
Change Image	Reset			Reductions	2	dave	Breakfact	15%	Allowance per Day.	2160	sen	
Total Allowances				neuucions.	0	dave	Lunch	25 %		0.00	SGD	
266.4	SGD				0	davs	Dinner	25 %		0.00	SGD	
Allowance Left:	SGD			é	Claim	Allowances	Diriner	25 16	Total Allowance	122.40	SGD	
200.4	565				Ciairi	Allowances				TELITO	500	
				Country:	Thailand	t	~	Location:	Bangkok / Rayong	8		
		Arrival:			Departur	e:	6	Currency	ŧ	Conversion Rate:		
		24 🗸	February V	2015 🗸	26 🗸	February V	2015 🗸	Thailand	I baht - THB 🗸 🗸	0.0417935	(\circ)	
			luesday			mulsuay			Allowance per <u>Dav:</u>	72.00	SGD	
				n. 1. 11	0	deux.	Bereldert	150/		0.00	CCD.	- Y

Figure 99: Uncheck the "Claim Allowance" – Box in the Travel Plan to create an expense claim without daily allowances.

Printing the Expense Claim

To print the expense claim, follow the steps as described under "Printing the Invoice".

2	Customer	Visit Amata	Nakorn	n Thailand- E	xpense Cla	m.pdf - Adobe A	crobat	-	• ×
File Edit V	/iew Window Help								×
🔁 Create	•• 🚵 🖹 🖨 🖂 🏟 🔛 🕼 🕼 🕼								*
	1 / 2 🌆 🖑 😑 🖶 45.6% 🕶 🗮 🔛						Τοσ	ls Comment	Share
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Travel Amata Exployer Nerve Strategie Corr Corror Travel PT Date 22-02-0015 24-02-0015 24-02-0015 24-02-0015 24-02-0015 24-02-0015 24-02-0015	Expen Nakor Johany Terri 10105120 an From Dursheys Dursheys Daspers Hangkok Diagopers MS Until 22002-0015	nse Claim rn Thailar New Down New Dow Dow Dow Nagayarn Danghayn Danghayn Country Sagayarn	for: Custo ad 01-05-2015 Departure Time 10-10 18-45 09-45 16-30 Allowance/Day 12.00 500	Arrival Time 1330 1334 1349 1560			
		24-02-0215	5+02-0015	Referiens Referiens Referiens Tenbed Referiens Referiens Referiens	2 Days Headdhar 0 Days Lanch 0 Days Dianae 72.00 SOD 0 Days Headdhar 0 Days Lanch 0 Days Danae	11.40 900 6.00 900 6.00 900 122.40 995 6.00 900 6.00 900 6.00 900 144.00 900			ľ
		Date	S Tune	Description	Amount	Ralance			
		24-02-2018	Matal	Orchard Parada Honal Danjapara 3 nighta ((294.25 550	500 30 DOD	\$55.50 DGD			
		26-02-2015	Metal	JW Marriett Hotal Henglinik 2 nights @5977.00 THIS	11964.00 7908	499.60 200			
		22-02-2015	Airport Tax	Airport tas Durakeya	200000.00 IDB	21.14 BOD			
		22-02-2015	Test	Airport - Hotal	50.11 00D	30 31 000			
		23-42-0818	Tasi	Office	1.30 200	6.50.000			v
i (e		人				1		💽 and 🌒 ENG	13:13 01-Mar-15

Figure 100: The printed expense claim.

Saving the Expense Claim

Follow the steps as described under "<u>Saving the Invoice</u>" to save the expense claim to the File Cabinet.



Figure 101: The saved Expense Claim in the File Cabinet.

9. Export Data to Excel as .csv - File

In a number of cases the templates for Invoice and Expense Claim provided by Business Trip Manager cannot be used because they are insufficient or not in the correct format.

For such cases Business Trip Manager provides a feature to export the trip data as .csv (Comma Separated Value) – File. A .csv – file can be opened with a number of applications, i.e. MS Word or MS Excel and further edited. So you can add your own headers and footers, insert Taxes and Service Rates and many more.

Export Data as .csv - file

Г

Create an Invoice or Expense Claim as described in the respective chapters.

€ [Expens	e Claim for:	Cust	omer \	/isit Am	Print Save Export as CSV
Travel Ex	kpense Clair	n for: Customer Visit	Amata N	lakorn Thail	and	^
Employee Name:	Heiko Hans Blasius	;		Document / File Number:		
Employee Number:	10105120			Service Order Number:		
Cost Centre:				Date:	01-03-2015	
Travel Plan						
Date:		From:	To:		Departure Time:	Arrival Time:
22-02-2015		Surabaya	Singapore		10:10	13:30
24-02-2015		Singapore	Bangkok		18:45	20:10
26-02-2015		Bangkok	Singapore		09:45	13:15
26-02-2015		Singapore	Surabaya		16:30	17:50
Allowances						
From:		Until:	Country:		Allowance/Day:	Total:
22-02-2015		24-02-2015	Singapore		72.00 SGD]
		Reductions	2 days Breakfa	st	21.60 SGD]
			0 days Lunch		0.00 SGD]
			0 days Dinner		0.00 SGD	122.40 SGD

Figure 102: Click the "Export as CSV" – Button.

۰	Expense Claim for: Cust	omer \	/isit Am	Print	Save	Export as CSV
Travel E	xpense Claim for: Customer Visit Amata N	Nakorn Thail	and			
Employee Name:	Heiko Hans Blasius	Document / File Number:				
Employee Number:	10105120	Service Order Number:				
		1				

Exporting Data to .CSV

our data will be saved in .csv - format. ou can open the .csv - flø in Microsoft Excel and edit the data further or copy and paste them into your wn Excel Spreadsheets.

Class

			1		
20-02-2015	вапдкок	Singapore	09:45	13:15	
26-02-2015	Singapore	Surabaya	16:30	17:50	
Allowances					
From:	Until:	Country:	Allowance/Day:	Total:	
22-02-2015	24-02-2015	Singapore	72.00 SGD		
	Reductions	2 days Breakfast	21.60 SGD		
		0 days Lunch	0.00 SGD		
		0 days Dinner	0.00 SGD	122.40 SGD	

Figure 103: Read and close the Info Dialog.



Figure 104: Select where to save the .csv – file.

Calbi - 11 - A' A' = =	n 🕞 Waap Ta	rt General - 🛐 🏢	Normal	lad	Good	No	utral	Calculat	tion 1	-	*	∑ Auto5um	27	1	
nt ⊕ Copy * Mt ≪ Format Painter B I U * ⊞ * △ * ▲ * ■ = =	€E €E 🗒 Merge 8	Center - \$ - % + 12 2 Conditional Format as	check Cell 2	splanatory	input .	Lin	ked Cell	Note	1	Iniert	Delete Format	Clear+	Sort & Fin Filter + Sele	18 h	
Claboard G Fant G	Abgroment	5 Number 5		59	les						Cells		toting		
• i × 🗸 fx															
A		c	D	E	F.	6	н	1	1	κ	1	M N	0	P	Q
ravel Expense Claim for: Customer Visit Amata Nakorn Thailand															
mployee Name:	Heiko Hans Blasius	Document/File Number:													
mployee Number:	10105120	F50:													
ost Centre:		Date:	01-03-1	5											
ravel Plan															
Aate	From	То	Departure Time	Arrival Time											
22-02-15	Surabaya	Singapore	10:10	13:30											
24-02-15	Singapore	Bangkok	18:45	20:10											
26-02-15	Bangkok	Singapore	09:45	13:15											
26-02-15	Singapore	Surabaya	16:30	17:50											
llowances															
rom	Until	Country	Allowance/Day	Total											
24-02-15	22-02-15	Singapore	72.00 SGD												
		Reduction:	2 Days Breakfast	21.60 560											
		Reduction:	0 Days Lunch	0.00 SGD											
		Reduction:	0 Days Dinner	0.00 5GD											
				122.40500											
26-02-15	24-02-15	Thailand	72.00 560					_	-						
		Reduction:	0 Days Breakfast	0.00 SGD											
		Reduction:	0 Days Lunch	0.00 SGD											
		Reduction:	0 Days Dinner	0.00 SGD											
				144.00560											
roenses															
iate	Type	Description	Amount	Balance											
34.02.15	Hotal	Orchard Parada Motel Sintanore, 7 niehts (0254 25 550)	588 50 500	588 50 500											
26.02.15	Notel	DV Marriett Hotel Banekok 2 niehts (05977.00 Tell	11954.00 THB	499.60.500											
23.02.15	Airport Tax	Airport fax furahava	200000.00108	21.14560											
23.02.15	Taxi	Airport - Hotel	30.11560	30.11560											
31.03.15	Tasi	Thai Emhassy - Office	8.30560	8.30560											
23-02-13	Vita Lee	Vice Eee Thailand (Multinla)	250.00 560	250.00.502											
25-02-13	Tasi	Motal - Aimost	26.25.500	26.75.500											
24-02-13		CANED - MIRINALI	Total:	1400 83 540											
			1.05.001	1090.03.900											
Claim (+)					1 4										

Figure 105: Done! The exported trip data in MS Excel.

10. Duplicate a Trip

Instead of entering all the data for a reoccurring trip again, you can duplicate the trip. Duplicating a trip will create a new trip with all the customer data and travel details from the trip you have chosen to duplicate.

Business Trip	Manager for Heiko Hans	s Blasius	
Actual Trip >	Upcoming Trips > Past Trips >		
	T4840 Alcoa Major	T5510 / 5511 Bai Bang	Sie
New Irip Add a trip	Australia	Vietnam	Re Sing
1 March 2015 - 1 March 2015	30 August 2014 - 11 September 2014	14 September 2014 - 22 October 2014	1 Dec
		TREAT	
	T6109 / 6110 YTL Paiton Warranty Issues Indonesia	T4840 Alcoa Major Overhaul (Reassembly) Australia	Sin
	17 Ar - 2014 - 28 August 2014	22 October 2014 - 5 November 2014	25 D
<	C P		>

Figure 106: On the start screen, select the trip to duplicate.



Figure 107: Click the "Duplicate Trip" – Button in the App Menu Bar.

Business Trip Manager Version 1.0 • T6109 / 6110 YTL Paiton Warranty Issues € T6109 / 6110 YTL Paiton Warranty Issue Trip Na Trip Typ Custe PT Siemens Indonesia Indonesia ~ Country Address Trip Su [Total] SGD 1 🗸 March 🗸 2015 🗸 From Singapore dollar - SGD 1.0000 ~ Ø Singapo ~ Allowance Left [Total] SGD Destination Country: Afghanistar . Location: Currency Arrival ersion Rate ✓ March ✓ 2015 🗸 ✓ March ✓ 2015 ✓ Albanian lek - ALL ~ 1.00 (\circ) X 1 0.00 ance per Day: 15%

Figure 108: A new trip with the data of the selected trip will be created

11. Backup and Restore your Trip Data

Business Trip Manager provides an easy way to backup and restore your trip data. Just select the Auto – Backup option in the "Options" – Charm. All your trip data will be automatically backed up each time you close the Business Trip Manager App. An algorithm prevents corrupted data from being backed up.

Business Trip	Manager for Heiko Hans	Settings Business Trip Mi		
Actual Trip >	Upcoming Trips > Past Trips >	Personal Data		
\odot		Options		
		Privacy Stateme	nt	
New Trip	T4840 Alcoa Major Overhaul	Permissions		
1 March 2015 - 1 March 2015	30 August 2014 - 14 September 2014			
	T6109 / 6110 VTI Paiton	.ttl NOKIA Lumia 800_8452	100	Unavailable
	Warranty Issues Indonesia 17 August 2014 - 28 August 2014	Notifications	Dower	ENG Keyboard
			Char	nge PC settings

Figure 109: Select "Options" from the Settings – Charm.



Figure 110: Set "Automatically Backup My Trips" to "On" (By Default it is "On"). The backup will be created automatically when you close the Business Trip Manager App.

In case your trip files have been corrupted or are lost you can easily import the created backup by clicking the "Import a Backup" – Button. Please note that this button is only available if a backup exists.

Note: After importing a backup, you need to close and restart the app.



Figure 111: Import a Backup.

12. Fix File References

In some cases the file references might be lost. This can happen, if you uninstall and reinstall Business Trip Manager and import a backup. It will seem as if all documents for the trip have been lost. No Problem – Business Trip Manager can scan the files and trip data for you and reinstate the references. Everything will be fine again.



Figure 112: Click the "Fix File References" – Button to fix the lost file references. We have observed that it is not required to restart the app afterwards but would still recommend to do so.

13. Clean up your Trip Folder

Even though Business Trip Manager removes all the files which are not needed anymore, it may still happen that files which are no longer used remain on your disk.

Just click the "Clean up Trips Folder" – Button in the Options Charm and Business Trip Manager will remove all unnecessary files and free up disk space.

b<u>Hint:</u>

In the unlikely case that files are removed which were still in use, do the following:

- 1. Select the <u>Auto Backup Option</u> in the Options Charm.
- 2. Close the app.
- 3. Restart the app and Import the Backup just created
- 4. Close and restart the app.
- 5. The problem should be fixed!



Figure 113: Remove unnecessary files from the trip folder.

14. Import and Export your Trip Data

Importing and exporting of trip data works pretty much the same way as the auto – backup. The only difference is, you can choose what and when to import or export.

You can for example create a backup of your trip data on an external drive. You could also export your trip data to One Drive. The synchronized trip data you can import to Business Trip Manager which you run on another device.

Business Trip	Manager for Heiko Hans	Blasius	
Actual Trip >	Upcoming Trips > Past Trips >		
New Trip Add a trip 1 March 2015 - 1 March 2015	T4840 Alcoa Major Overhaul Australia 30 August 2014 - 14 September 2014	T5510 / 5511 Bai Bang Paper - Major Overhaul Vietnam	Sie Re sing
		THE ST.	
	T6109 / 6110 YTL Paiton Warranty Issues Indonesia 17 August 2014 - 28 August 2014	T4840 Alcoa Major Overhaul (Reassembly) Australia 22 October 2014 - 5 November 2014	Sing 25 D
Add Trip Duplicate Trip Delete Tr	rip Export Trip Data	o Data	

Figure 114: Click the "Export Trip Data" – Button in the App Menu Bar. Choose a folder to export the data to in the following dialog and wait till all data are exported.

Business Trip	Manager for Heiko Hans	Blasius	
Actual Trip >	Upcoming Trips > Past Trips >		
New Trip Add a trip_	T4840 Alcoa Major Overhaul Australia	T5510 / 5511 Bai Bang Paper - Major Overhaul Vietnam	Sie Re Sing
1 March 2015 - 1 March 2015	30 August 2014 - 14 September 2014	14 September 2014 - 22 October 2014	1 De
	T6109 / 6110 YTL Paiton Warranty Issues Indonesia 17 August 2014 - 28 August 2014	T4840 Alcoa Major Overhaul (Reassembly) Australia 22 October 2014 - 5 November 2014	Sin Sing 25 D
Add Trip Duplicate Trip Delete Tr	rip Export Trip Data	Data	

Figure 116: To Import a trip, click the "Import Trip Data" – Button in the App Menu Bar. Choose a folder to import the data from in the following.



Figure 117: Choose in the following dialog, whether you want to back up your existing trip data before importing the new data. We recommend to back up the trip data first. The backup will be saved in your My Documents folder. Afterwards wait until the trip data are imported. You need to close and restart the app in order to work with the imported data.

b<u>Hint:</u>

If you have trouble to import data stored on One Drive, make sure the folder with your data on One Drive is made "Available Offline":

Copyright Heiko Blasius 2015

Open the One Drive App on your device, select the folder with your trip data, and then click the "Make Offline" – Button in the App Toolbar. You will have to wait until the files are downloaded to your device.



Figure 118: Select the folder with your trip data, and then click the "Make Offline" – Button in the App Toolbar.

If you have Windows 8.1 installed you can do the same from the Windows Explorer:

1.4.	A 1- 1-	·	Al	at in the second		1111	11-					
	🚺 🦻 🔻 📔					OneDriv	/e					
le	Home Share V	iew										^
ру	Paste Paste shortcut	Move to •	Copy D	elete Rename	New item •	Properties	Open 🔹 Edit History	Select all Select none Invert selecti	on			
	Clipboard		Organiz	e	New	Open	() 	Select				
e) ▼ ↑ 🍊 ኑ OneDrive	e 🕨								~ 0	Search OneDrive	, p
通	Recent places	^	Name		D	ate modified	Type	<u>^</u>	ize	Availability	Sharing	
1	Downloads				0	4 Mar 14 14 12	File fel	dae		Aunitable offline		
			Bau	stellen	1	6-lan-15 20:42	File fol	lar		Available offline		
Or	neDrive		Dau Dau	messTripManager	11	8-Dec-14 14:45	File fol	ler				
	Open			ments	2	1-Feb-15 10:53	File fol	der		Available offline		
	Open in new window			ral Settings	14	4-Nov-14 10:42	File fol	der		Available offline		
<	Make available offline)		yscan_backup	0	5-Nov-14 19:00	File fol	der		Available offline		
	Make available online-or	ily		epage Logs	20	6-Feb-15 20:54	File fol	der		Available offline		
	View sync problems				14	4-Nov-14 11:56	File fol	der		Available offline		
	Presume with Const Daints	han Des	. V7	ebook	14	4-Nov-14 16:33	File fol	der		Available offline		
	browse with Corei Paints	nop Pro		res	0	5-Nov-14 19:01	File fol	der		Available offline		
	Share with		٠	c	0	7-Jan-14 09:58	File fol	der		Available offline	Public	
6	Burn with Nero		+	d Downloads	1-	4-Nov-14 10:26	File fol	der		Available offline		
16	Combine supported files	in Acro	bat	rive camera roll	14	4-Nov-14 10:44	File fol	der		Available offline		
	Include in library			neDatabase2012	0	7-Jan-14 13:57	File fol	der		Available offline		
	Pin to Start			id Alcoa	14	4-Nov-14 16:25	File fol	der		Available offline		
	Sand to			Id Amata Visit	2	/-Feb-15 12:41	File fol	der		A		
	Send to		•	Id Bai Bang	14	4-INOV-14 10:53	File fol	ier		Available offline		
	Cut			ad Shell Ular	0	1 Aug 14 10-20	Filefol	ler		Available offlig-		
	Сору			ad Thai Daner		1-Aug-14 19:28	File fol	lar		Available offline		
	Create shortcut			d Thai Paper (2)	0	1-Aug-14 18:55	File fol	ler		Available offline		
	Delete			f	30	0-Jan-15 08:37	Adobe	Acrobat D	303 KB	Available offline		
	Rename			f	31	0-Jan-15 08:39	Adobe	Acrobat D	452 KB	Available offline		
	Properties			f	30	0-Jan-15 08:40	Adobe	Acrobat D	430 KB	Available offline		
_	. ropentes	-	1 U4.1	odf	30	0-Jan-15 08:42	Adobe	Acrobat D	368 KB	Available offline		
			-									

Figure 119: Make the trip data folder "Available Offline" in the Windows Explorer.

15. Good Luck!

Always and everywhere on your Business Trips!

We hope you find our app helpful to effectively and easily plan, organize and manage your business trips.

We hope to hear from you! Every input from our users is welcome to make this app even better. So, if you have any suggestions for us just drop us an <u>e-mail</u>.

If you haven't gotten Business Trip Manager yet, download it now from the <u>Windows Store</u>!

File Version: 1.00.09

Published: 12/03/2015