



Manual for the digital business trip request form in the online personnel service of the University of Stuttgart

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1. General information

1.1. Registration in the online personnel service of the University of Stuttgart

You can register and sign in on the following website: <https://personalservice.uni-stuttgart.de>

Use your ac account to log in. The following devices are supported:

1. Any PC/laptop within the campus network
2. Any PC/laptop connected to the campus network via a VPN.

You cannot log in during your **initial registration** and receive the **error message 'Login failed'**?

1. Troubleshooting

To log in from outside the campus network (e.g. in the home office), you must be connected to the VPN.

2. Troubleshooting:

Please reset your password at <https://siam.uni-stuttgart.de>. You can keep using your current password. Resetting the password retriggers the synchronization of the login data, thereby allowing you access.

1.2. Data processing – business travel

According to Section 257 HGB and Section 147 Para 3 AO in conjunction with Section 47 Para 1 No. 1, 4, 4a AO, a retention period of 10 years applies to accounting documents and invoices including travel expense reports.

According to Section 41 Para 1 Sentence 9 EStG, the retention period for documents, receipts and other records relevant to income tax calculation is at least six years. This (minimum) retention period is extended until the external wage tax audit is concluded. For this reason, university offices cannot automatically remove and destroy these documents and receipts by calendar year, but can only do so after having received permission by the LBV, unless other regulations contradict this and demand a longer retention period.

According to Section 86 Para 5 of the Civil Service Act of Baden-Württemberg, personnel file data on travel expenses must be deleted 3 years after the end of the year in which the processing of the individual transaction was completed.

1.3. General questions on business trips

Further information on business trips and travel expenses can be found on the employee page of the Travel Cost Center of the University of Stuttgart:

[Planning business trips | For employees | University of Stuttgart \(uni-stuttgart.de\)](https://www.beschaefigte.uni-stuttgart.de/uni-services/mein-arbeitsplatz/reisekosten/)

<https://www.beschaefigte.uni-stuttgart.de/uni-services/mein-arbeitsplatz/reisekosten/>



2. Approval process

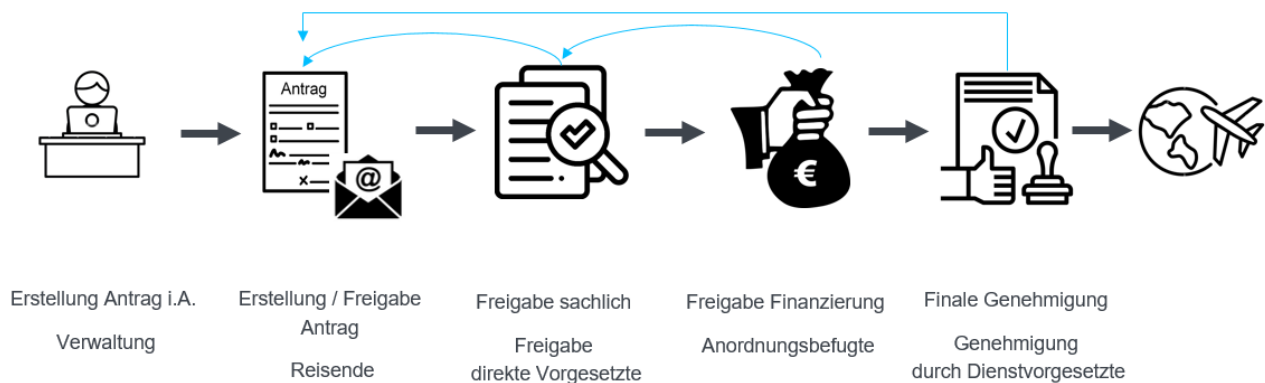
There are clear regulations on who is authorized to approve business trips.

The most recent version can be found in the **updated State Travel Expenses Act of 01/01/2022**.

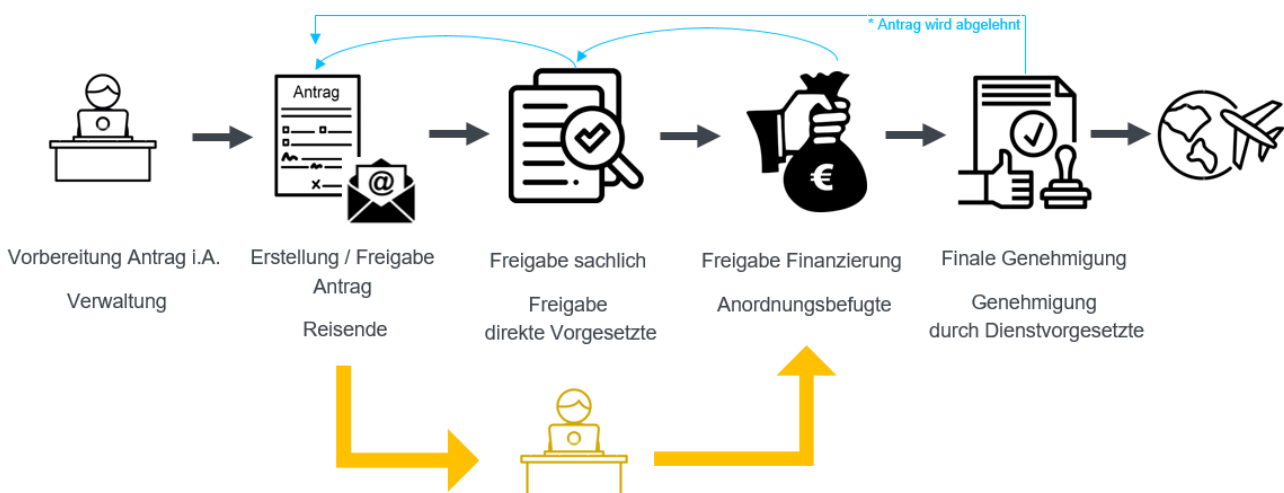
The regulations were announced in the [bulletin No. 6/2022 dated 02/14/2022](#), and the university travel guidelines were amended accordingly ([Guidelines for business trips at the University of Stuttgart](#)).

Business trip requests must be confirmed by the direct supervisor and an authorized individual, and approved by the general supervisor.

The **approval process** was set up in accordance with relevant regulations:



An alternative workflow is available – further information in section 6.4.



Einbindung der Verwaltung in Genehmigungsprozess möglich

Nach Erstellung/Freigabe des Antrags durch Reisende:
Der Antrag kann auch an die Verwaltung weitergeleitet werden zur Bearbeitung + Freigabe.

➔ Möchten Sie diese Vorgehen bei Ihnen am Institut etabliert?

Wenden Sie sich hierzu an dienstreise@verwaltung.uni-stuttgart.de, wir schalten Ihnen diesen Alternativworkflow frei.



3. Interim workflows

The following interim workflows have been implemented for the transition to digital business trip accounting which will be completed in 2024:

1. **The paper-based business trip request form will continue to be accepted.**
2. After final approval, the **business trip request** must be **printed out** and **attached** to the paper-based travel expense report.
3. If **an employee moves to a new department but there is no change in funding**,
→ report this to dienstreise@verwaltung.uni-stuttgart.de.
We are currently developing a decentralized update function.
4. If there is a **change of supervisor** (direct supervisor/authorized person/general supervisor),
→ report this to dienstreise@verwaltung.uni-stuttgart.de.
We are currently developing a decentralized update function.
5. If there are **personnel changes in the Administration role**,
for example, if there is a change in personnel at the secretary's office or a staff member needs to be added or removed from the role,
→ report this to dienstreise@verwaltung.uni-stuttgart.de.
We are currently developing a decentralized update function.



4. Features of the online personnel service of the University of Stuttgart

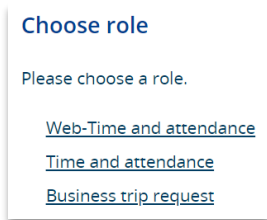
You can toggle between user features by clicking on 'Business trip request':



There are two different views. Employees in Central Administration also have access to the electronic timesheet (timesheet and management of work time/absences).

In principle, however, you can choose between features here.

You will then see an overview of all possible features available to you:



If you have the Administration or Team Management role, this will also be displayed here.

Below you will find an overview of the features of the online personnel service of the University of Stuttgart.

	Features	Tasks/access permissions
Electronic timesheet	Web-Time and attendance	<ul style="list-style-type: none"> Track your own working hours (incl. breaks) by clicking on 'Clock in' or 'Clock out' Track time spent on local business trips
	Time and attendance	<ul style="list-style-type: none"> Request vacation, flextime day(s) and time corrections View your absences in the system View your worktime account in the system
	Team organisation*	<ul style="list-style-type: none"> Approve or reject requests for vacation, flextime and time corrections for employees directly assigned to you View absences of employees directly assigned to you View worktime accounts (over- and undertime) of employees directly assigned to you
Digital business trip request	Business trip request	<ul style="list-style-type: none"> New business trip request Edit business trip request View request status Copy business trip request
	Administration	<ul style="list-style-type: none"> New business trip request (Institute employees) Edit business trip request (Institute employees) Copy business trip request (Institute employees)
	Team organisation*	<ul style="list-style-type: none"> View all processes Manage business trip requests Permissions

* Only the disciplinary manager of an organizational unit receives this role.



5. Business trip request

5.1. New business trip request

- Fields marked with a red asterisk are required fields.
- Staff ID, Surname and First name are completed automatically for registered users (fields highlighted in gray); it is not possible to enter data in these fields.
- The fields Request date and No. are completed automatically after saving the request; you cannot enter any data in these fields or change the entries.
- The menu options only become visible after saving.

Save

You must click Save on every page after making your entries.

Each page must be saved so that you can access your request if you are logged out automatically.

If you do not wish to enter any data on a page, simply click 'Next'.

Required field 'Domestic/International'

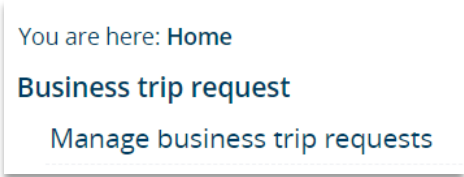
The default entry in this field is Domestic. You can select International from the drop-down menu. This field is required. The menu option 'Foreign service trip' is only activated if you select 'International'.

Tip

The menu option 'Notes' can be used to provide additional information.

- 1) For example, you may wish to indicate your department-specific trip number or HÜL number here.
- 2) You can also provide links to event programs that are only available online on a website in the note fields.

The **Accounting basis** is always the Baden-Württemberg State Travel Expenses Act (LRKG-BW).

Step	Description
1	Open the online personnel service and select ' Business trip request '.
2	<p>After selecting 'Business trip request', all available features are displayed under 'My Functions'.</p> 



3	<p>All available actions are displayed under 'Manage business trip requests'. To create a new business trip request, select 'New business trip request'.</p> <div data-bbox="300 421 775 678"><p>Manage business trip requests</p><ul style="list-style-type: none">New business trip requestEdit business trip requestView request statusCopy business trip request</div>
4	<p>The following menu options are available for creating, editing and copying business trips:</p> <div data-bbox="288 792 568 1122"><ul style="list-style-type: none">• Travel data• Itinerary• Foreign service trip• Remuneration/allowance• Transport• Expected costs• Financing• Notes• Reimbursement• Documents• Submit request</div> <div data-bbox="280 1182 1407 1451"><p>Save</p><p>You must click Save on every page after making your entries. Each page must be saved so that you can access your request if you are logged out automatically. If you do not wish to enter any data on a page, simply click 'Next'.</p></div> <p>Travel data</p> <p>Please provide all required basic data on your business trip. The traveler details are completed automatically for registered users; it is not possible to enter data in these fields. Under 'Travel purpose', <u>briefly</u> indicate the business purpose of the trip or the type of business carried out. If available, invitations and programs must be attached to the business trip request. Supervisors must be able to infer the necessity of the trip for business purposes. Example: In-person symposium on the topic xy.</p> <p>Travel times</p> <p>The choice of the departure and end point of the trip at either your place of residence or place of employment (= building of the University of Stuttgart to which the position of the staff member is assigned) must be made in accordance with the principle of economic efficiency. In case of multiple places of residence or accommodation, please use the one closest to the place of employment. Enter "Dienststätte" (place of employment) for 'Departure from'</p>



and 'End of the trip' if the business trip begins/ends there or the route passes directly by your place of work.

Select 'andere Stelle' (other location) if the business trip begins or ends at a vacation location/place of a private stay.

Beginning/end of business activity

Business activity = activity within the scope of official duties. For conferences, this may also include preliminary talks or registration on the previous day.

Calendar function: You can use the calendar function to search for a time and date, or enter them manually.

Itinerary

The itinerary must **only** be provided **in the following cases** :

1. The business trip starts or ends at a different point or at the secondary residence (not the residence that is closest to the place of work). In this case, please enter the name of the town/place.
2. In case of multiple destinations.

- You only need to save this page if an entry has been made.
- You can create additional travel sections (add new rows) using the button 'New'.

Foreign service trip

The Foreign service trip menu option only appears if you select '**International**' in the Travel data section.

To request your secondment/A1 certificate from the Division of Personnel and Legal Affairs, please refer to the process described in the bulletin.

In addition, you must confirm that you have informed yourself about the guidelines of the University of Stuttgart's Travel Risk Management (TRM) and Occupational Medical Service (AMD) with regard to a mandatory checkup as part of a risk assessment. The AMD also advises on necessary vaccinations for business trips and can carry these out for you.

Remuneration/allowance

If a third party is financing the travel expenses or the remuneration, please specify the name in the field 'Financing by'.

Please refer to the leaflet [Financial contributions by third parties for business trips](#) if you answer 'Yes' to any of the following questions.

Transport

PLEASE NOTE: You must indicate the means of transportation for both the outward and the return journey!

When choosing a means of transportation, financial considerations and, in particular, climate impact must be taken into account.

The use of a taxi, a rental car, or car sharing must be justified in the corresponding text box. Expenses can only be reimbursed if there is a valid reason.



The use of air travel within Germany and to neighboring countries must be justified. Flight costs can only be reimbursed if business or financial considerations outweigh climate impact. Additional information is available under [Transport | For employees | University of Stuttgart \(uni-stuttgart.de\)](https://www.uni-stuttgart.de/transport).

Expected costs

The traveler may provide an estimate of expected expenses here.

This may include information on hotel costs, conference fees, travel and other costs. The total travel expenses are calculated automatically by the system. This calculation is triggered by clicking 'Save'. The system does not move automatically to the next menu option 'Financing', but displays the total cost on this page. A message is displayed to alert the user that the calculation is finished.

Financing

The cost center, cost type and cost unit must be provided here.

Any cost allocation to individual cost centers, cost types and cost units can be entered manually in the columns towards the right.

Automatic calculation of the distribution when the expected costs are specified:

If you have entered information on travel costs under 'Expected costs', the total amount calculated by the system is used as the basis for the distribution. An automatic calculation is performed if the amounts entered are reduced. If you only enter a percentage value in the second input row, the remaining amounts are calculated accordingly. If the sum of all percentage values exceeds 100%, the system displays a corresponding alert. It is however possible to distribute more than 100%.

In order to provide information on another funding source (second row), click on the button 'New' at the top.

Financing information can also be entered or corrected by the authorized person during the approval process.

Financing information can also be entered or corrected by persons with the Administration role during the approval process.

Notes

The menu option '**Notes**' can be used to provide additional information.

Example:

- 1) If you wish to indicate a department-specific trip number or HÜL number, you may use the note fields for this purpose.
- 2) You can also provide links to event programs that are only available online on a website in the note fields.

Reimbursement

For amounts with decimal places, please use a comma as separator!

According to Section 3 Para 1 LRKG, business travelers are entitled to reimbursement of business-related necessary expenses as well as to a daily allowance. In the case of journeys with a partial business interest (e.g. congresses, training), travelers are not entitled to full reimbursement of expenses and a daily allowance. A travel allowance or a partial reimbursement of travel expenses may be granted.

Requests are generally processed under the assumption that the traveler is entitled to full reimbursement of expenses according to the LRKG as well as a daily allowance. If the



guidelines of a third-party sponsor are to be additionally considered or if the expenses are not to be reimbursed in full, please indicate the type of reimbursement below.

Documents

Please upload supporting documents for your travel request here. The following documents are mandatory:

1. Invitation or program etc. that shows the purpose of the trip.
2. Comparative calculations, if the official trip starts or ends at a different point or at the secondary residence.
3. If applicable, evidence of the official or economic reasons for aircraft use that outweigh climate protection concerns.

You can upload a maximum of 10 files with a maximum size of 1.5 MB each. The following file extensions are allowed: pdf, doc, docx, png, gif, jpg

After selecting the 'Upload document' button, the dialog box for selecting documents is displayed.

Select 'Datei auswählen' (Select file) and search for the relevant document.

Use the 'Hochladen' (Upload) button to attach the document to your request.

To remove a document from the request, click the 'Löschen' (Delete) button.

Click 'Zurück' (Back) to return to 'Documents'. All uploaded documents are displayed here.

Private trip

If the business trip is combined with a vacation/private trip, all relevant information must be entered here.

Submit request

Depending on your role, the system will display different possible actions here. Please select the appropriate option.

Forward to

This drop-down menu allows you to select your supervisor to confirm the factual accuracy of your request.

The request is now complete and will be forwarded to the selected supervisor for factual confirmation.

Details are correct

Please confirm that your details are correct by selecting J.

J = Yes / N = No

The screenshot shows a form titled "Action for forwarding the travel request data". It contains three dropdown menus: "Action" with the selected option "Dienstreiseantrag erfasst und abgeschlossen", "Forward to" with a blurred selection, and "Details are correct" with the selected option "J". Below these is a blue "Forward" button. To the right, a confirmation message reads "Ihr Antrag wurde angenommen." with a blue "Zurück" button and a link "Details ansehen".

Email notification

Your supervisor is notified via email of a new request pending confirmation.

The requestor receives an email notification after the request receives final approval.



5.2. Edit business trip request

You can only edit your business trip request until the supervisor moves the request to a new processing step.

All steps are documented and are displayed in the request status. The date and time can be used to track users who process and save trip requests.

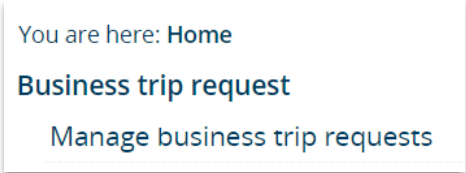
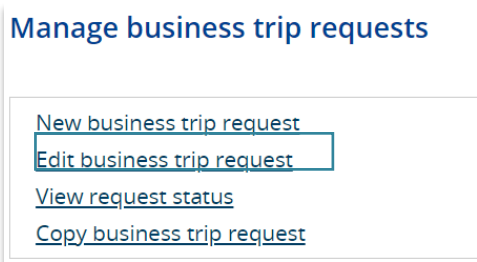
If you wish to edit your trip data, click on the **pencil symbol**.

For information on how to enter data, please refer to section 5.1. **New business trip request**.

Under 'Edit business trip request', you can also **delete requests**.

Requests can only be deleted as long as the person to whom the request has been forwarded has not yet carried out any further processing steps.

After selecting 'Delete', you must select the 'Confirm delete' button in the next step to permanently delete the trip data.

Step	Description
1	Open the online personnel service and select ' Business trip request '.
2	<p>After selecting 'Business trip request', all available features are displayed under 'My Functions'.</p> 
3	<p>All available actions are displayed under 'Manage business trip requests'.</p> <p>To edit a business trip request, select 'Edit business trip request'. For information on how to enter data, please refer to section 5.1. New business trip request.</p> 
4	<p>Save</p> <p>You must click Save on every page after making your entries.</p> <p>Each page must be saved so that edits are not lost if you are logged out automatically.</p> <p>If you do not wish to enter any data on a page, simply click 'Next'.</p>



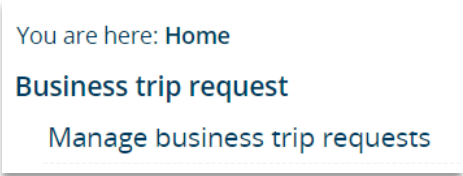
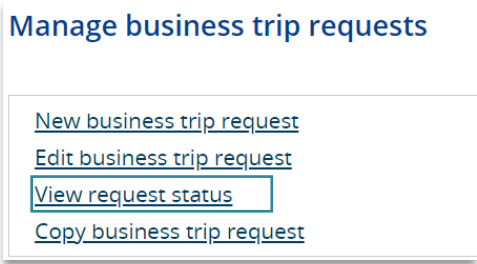
5	<p>If the request has already been submitted, you do not have to click ‘Save’ again under ‘Submit request’.</p> <p>Every time you click on Save on the ‘Submit request’ page, you will resubmit the request.</p>
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5.3. View request status

Once a request has been submitted, it can be monitored by the traveler under **‘View request status’**. This allows the traveler to keep track of who is processing the request and what its current status is.

Print business trip request

Under **‘View request status’**, you can find a button that allows you to print the request in the detail view of the **request status** under the request history. A PDF will open.

1	Open the online personnel service and select ‘Business trip request’ .
2	<p>After selecting ‘Business trip request’, all available features are displayed under ‘My Functions’.</p> 
3	<p>All available actions are displayed under ‘Manage business trip requests’. To view the request status, select ‘View request status’.</p> 
4	The following dialog provides an overview of the request status of all trips submitted, which is displayed under ‘Last action’ .



View request status

No.	Destination	Request for	Beginn	Ende	Next person responsible	Last action
4324	Flims	Dienstreise	17.01.2024 08:00:00	18.01.2024 08:00:00	[Redacted]	Dienstreiseantrag erfasst und abgeschlossen
4323	Zürich	Dienstreise	11.12.2023 08:00:00	12.12.2023 08:00:00	[Redacted]	Dienstreiseantrag erfasst und abgeschlossen

5 Click on a destination to access the corresponding **request status**. The request data will be displayed, with a detailed overview of the process steps at the bottom.

Application process for request no. 4432

Action	Edited by	Date/Time	Comment	Next editor
1 Dienstreiseantrag erfasst und abgeschlossen	[Redacted]	14.12.2023 10:33:50	[Redacted]	[Redacted]
2 Dienstreiseantrag zugestimmt	[Redacted]	16.01.2024 12:29:17	[Redacted]	[Redacted]
3 Finanzierung geprüft	[Redacted]	16.01.2024 12:29:20	[Redacted]	[Redacted]
4 Dienstreiseantrag genehmigt	[Redacted]	16.01.2024 12:29:26	[Redacted]	[Redacted]

6 At the bottom you will also find the option to print the request.

5.4. Copy business trip request

Business trip requests that have been registered in the QISRKA can be copied as often as required.

1 Open the online personnel service and select **'Business trip request'**.

2 After selecting **'Business trip request'**, all available features are displayed under **'My Functions'**.

You are here: [Home](#)

Business trip request

[Manage business trip requests](#)

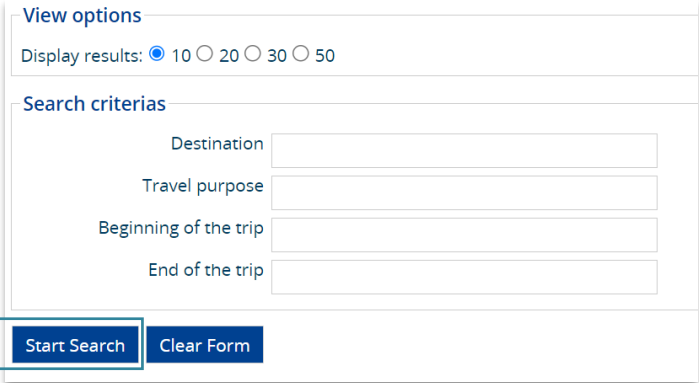
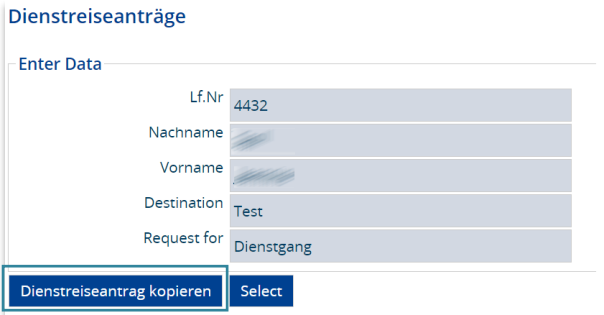
3 All available actions are displayed under **'Manage business trip requests'**. To copy a business trip request, select **'Copy business trip request'**.

Manage business trip requests

- [New business trip request](#)
- [Edit business trip request](#)
- [View request status](#)
- [Copy business trip request](#)

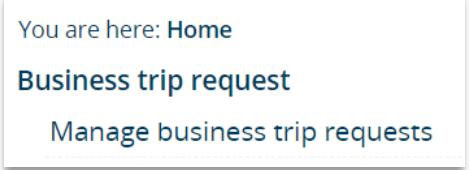
4 You can search by travel destination, purpose, start and end of the trip. After entering your search criteria, click the **'Start search'** button.



	<p>You can also click the 'Start search' button without entering any search criteria to perform a general search without specific criteria.</p> 
5	<p>The system displays all data sets found. A data set can be selected using the pencil symbol.</p>
6	<p>Clicking on the 'Copy business trip request' button opens a new business trip request based on the copied request. Simply add and amend information as needed. The procedure from here on is the same as for the 'New business trip request' function.</p> 

5.5. Print business trip request

Print business trip request
Under **'View request status'**, you can find a button that allows you to print the request in the detail view of the **request status** under the request history. A PDF will open.

1	Open the online personnel service and select 'Business trip request' .
2	<p>After selecting 'Business trip request', all available features are displayed under 'My Functions'.</p> 
3	<p>All available actions are displayed under 'Manage business trip requests'. To view the request status, select 'View request status'.</p>



Manage business trip requests

- [New business trip request](#)
- [Edit business trip request](#)
- [View request status](#)
- [Copy business trip request](#)

4 The following dialog provides an overview of the request status of all trips submitted, which is displayed under 'Last action'.

View request status

No.	Destination	Request for	Beginn	Ende	Next person responsible	Last action
4324	Flims	Dienstreise	17.01.2024 08:00:00	18.01.2024 08:00:00	██████████	Dienstreiseantrag erfasst und abgeschlossen
4323	Zürich	Dienstreise	11.12.2023 08:00:00	12.12.2023 08:00:00	██████████	Dienstreiseantrag erfasst und abgeschlossen

5 Click on a destination to access the corresponding **request status**. The request data will be displayed, with a detailed overview of the process steps at the bottom.

Application process for request no. 4432

Action	Edited by	Date/Time	Comment	Next editor
1 Dienstreiseantrag erfasst und abgeschlossen	██████████	14.12.2023 10:33:50		██████████
2 Dienstreiseantrag zugestimmt	██████████	16.01.2024 12:29:17		██████████
3 Finanzierung geprüft	██████████	16.01.2024 12:29:20		██████████
4 Dienstreiseantrag genehmigt	██████████	16.01.2024 12:29:26		

6 At the bottom you will also find the option to print the request.

5.6. What happens after a business trip request receives final approval

1 Once your general supervisor has given final approval for your business trip, you will receive an email notification.

2

After final approval of your business trip request, **print the business trip request as explained under 5.5 and attach it to the paper-based travel expense report.**

This is an **interim workflow** in place until completion of the transition to digital business trip accounting in 2024.

You can find more information in section 3. Interim workflows.



6. Administration role

6.1. Administration role: New business trip request (Institute employees)

- Fields marked with a red asterisk are required fields.
- Staff ID, Surname and First name are completed automatically for registered users; it is not possible to enter data in these fields.
- The fields Request date and No. are completed automatically after saving the request; you cannot enter any data in these fields or change the entries.
- The menu options as shown above only become visible after saving.

Required field '**Domestic/International**'

The default entry in this field is Domestic. You can select International from the drop-down menu. This field is required.

Foreign service trip

The menu option **Foreign service trip** is not available. For data protection reasons, this option cannot be displayed when using the additional Administration role. Using the Administration role, you can pre-fill a request. The traveler must then add or complete the additional information in the above-mentioned missing section.

Save

You must click Save on every page after making your entries.

Each page must be saved so that you can access your request if you are logged out automatically.

If you do not wish to enter any data on a page, simply click 'Next'.

Tip

The menu option '**Notes**' can be used to provide additional information.

- 1) For example, you may wish to indicate your department-specific trip number or HÜL number here.
- 2) You can also provide links to event programs that are only available online on a website in the note fields.

'Forward to'

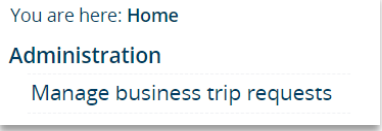
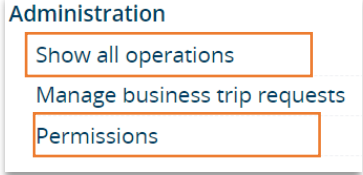
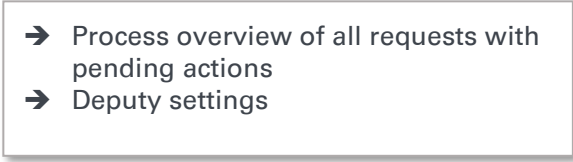
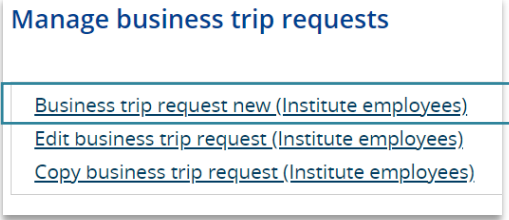
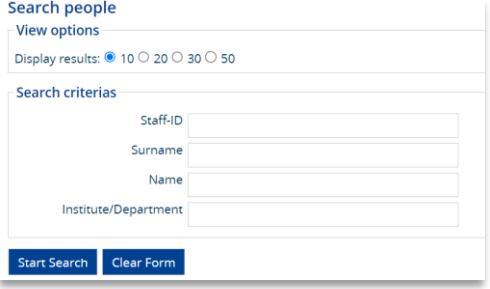
The 'Forward to' field must remain **empty**. The request is automatically sent to the person for whom it has been created by the administration.

It is not possible to **delete** a request in the Administration role.

Requests can only be deleted using the Employee role.

With the additional '**Administration**' role, you also have the option of preparing a new business trip request for members of your institute.



Step	Description
1	Open the online personnel service and select 'Administration' .
2	<p>After selecting 'Administration', all available features are displayed under 'My Functions'.</p>  <p>→ 'Show all processes' is only relevant if you are using the alternative workflow. You can find more information in section 6.4.</p> <p>→ If you use the alternative workflow, further functionalities are available to you. <i>If you do not use the alternative workflow, these functions are not relevant and are not displayed.</i></p>  
3	<p>All available actions are displayed under 'Manage business trip requests'. To prepare a new business trip request, select 'New business trip request (Institute employees)'.</p> 
5	<p>To find the correct employee, you can enter corresponding search criteria and then activate the 'Start search' button. The system displays all entries fitting your criteria. The selected data set can be edited by clicking on the pencil symbol to open the data entry dialog.</p> 
6	<p>The menu options for entering travel data have almost the same structure as those in the 'Business trip request' function. The following menu options are available for entering travel data:</p>



	<p>Enter business trip request</p> <ul style="list-style-type: none"> • Travel data • Itinerary • Remuneration/allowance • Transport • Expected costs • Financing • Notes • Reimbursement • Documents • Submit request <p>Proceed as described under section 5.1. New business trip request.</p>
6	<p>Submit request</p> <p>The action 'Business trip request prepared (Administration)' is pre-filled and cannot be edited.</p> <p>'Forward to'</p> <p>The 'Forward to' field must remain empty. The request is automatically sent to the person for whom it has been created by the administration.</p> <p>'Comment'</p> <p>The comment field can be used to leave additional messages for the person the request is forwarded to.</p> <p>Details are correct</p> <p>Please confirm that your details are correct by selecting J.</p> <p>J = Yes / N = No</p> <div data-bbox="309 1249 879 1496"> <p>Action for forwarding the travel request data</p> <p>* Action: Dienstreiseantrag vorbereitet (Verwaltung) ▾</p> <p>Forward to: ▾</p> <p>Comment: _____</p> <p>* Details are correct: J ▾</p> <p>Forward</p> </div> <div data-bbox="900 1249 1361 1496"> <p>Ihr Antrag wurde angenommen.</p> <p>Details ansehen</p> <p>Zurück</p> </div>

6.2. Administration role: Edit business trip request (Institute employees)

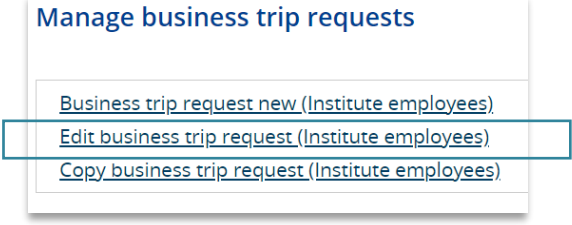
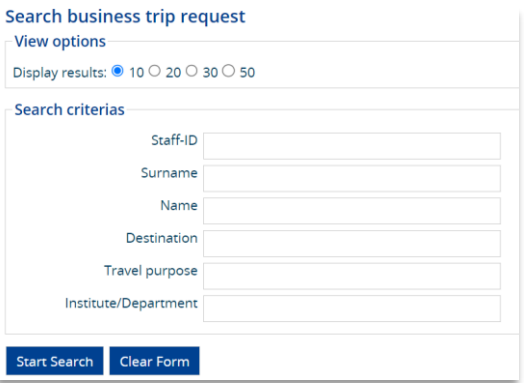
With the additional "Administration" role, you have the option of editing requests that you have prepared for an employee.

Requests can only be edited until the general supervisor has given final approval for the business trip request.

Using the additional 'Administration' role, you can also **adjust financing**.

Step	Description
1	Open the online personnel service and select ' Administration '.
2	After selecting ' Administration ', all available features are displayed under ' My Functions '.



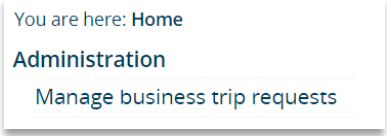
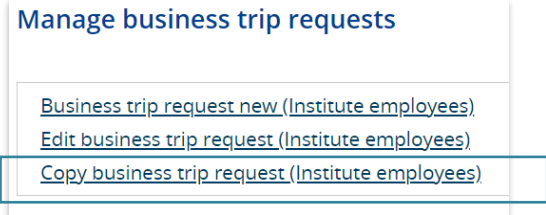
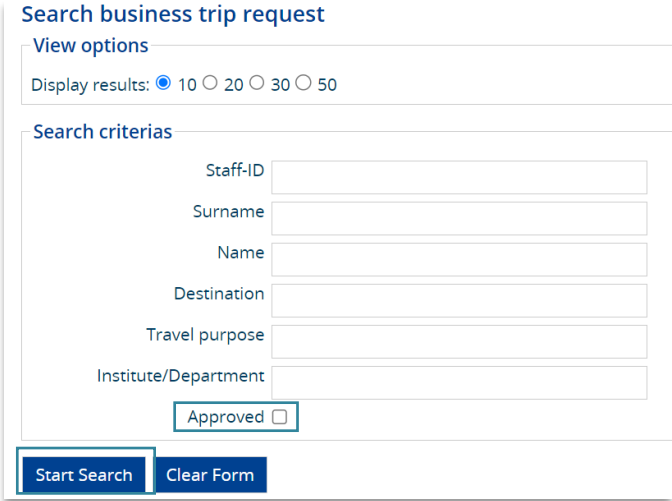
	<p>You are here: Home Administration Manage business trip requests</p>
3	<p>All available actions are displayed under ‘Manage business trip requests’. To edit a business trip request, select ‘Edit business trip request (Institute employees)’.</p> 
5	<p>A search window is displayed to help you find the correct request to edit. To find the correct employee, you can enter corresponding search criteria and then click on the ‘Start search’ button to activate it. The system displays all entries fitting your criteria. The selected data set can be edited by clicking on the pencil symbol to open the data entry dialog. Further editing steps correspond to those described in section 6.1. Administration role: New business trip request (Institute employees).</p> 
6	<p>Save You must click Save on every page after making your entries. Each page must be saved so that edits are not lost if you are logged out automatically. If you do not wish to enter any data on a page, simply click ‘Next’.</p>
	<p>Please DO NOT click ‘Save’ under ‘Submit request’. Every time you click on ‘Save’ on the ‘Submit request’ page, you will resubmit the request. This is not necessary as you are only editing a request that has already been submitted.</p>
7	<p>Close the request by switching to the level above at the top of the page.</p> <p>You are here: Home → Manage business trip requests → Edit business trip request (Institute employees)</p>

6.3. Administration role: Copy business trip request (Institute employees)

With the additional ‘Administration’ role, you can **copy** business trip requests for a traveler and fill in the missing data.



You can also use this function to **display an overview of all approved trips for the institute** .

Step	Description
1	Open the online personnel service and select 'Administration' .
2	<p>After selecting 'Administration', all available features are displayed under 'My Functions'.</p> 
3	<p>All available actions are displayed under 'Manage business trip requests'. To copy a business trip request, select 'Copy business trip request (Institute employees)'.</p> 
5	<p>To find the correct data set, you can enter corresponding search criteria and then activate the 'Start search' button. The system displays all entries fitting your criteria.</p> <div style="background-color: #e0f2f1; padding: 10px; border-radius: 10px; margin: 10px 0;"> <p>Overview of approved trips Do you need an overview of all approved trips of the institute? The checkbox 'Approved' offers you the possibility to filter out all trips of the institute that have already been approved.</p> </div> 
6	<p>The system displays all data sets found. A data set can be selected using the pencil symbol.</p>



7 Please click on the 'Copy business trip request' button.
 A new business trip request opens based on the copied request.
 Simply add and amend information as needed.
 The procedure from here on is the same as for the 'New business trip request (Institute employees)' function.

Enter Data

Lf.Nr	2
Surname	
First name	
Destination	
Request for	Dienstreise

Copy business trip request **Select**

6.4. Alternative workflow for the Administration role – Request confirmation on request

The alternative workflow integrates the 'Administration' role into the approval process.

Workflow:

- 1) Traveler submits request and selects the administration under 'Forward to'.
- 2) The administration receives an email notification.
- 3) The administration can then edit the request and subsequently confirm it.
- 4) The administration uses 'Forward to' to forward the request to the authorized person/general supervisor.

➔ If you use the **alternative workflow**, further functionalities are available to you.
If you do not use the alternative workflow, these functions are not relevant and are not displayed.

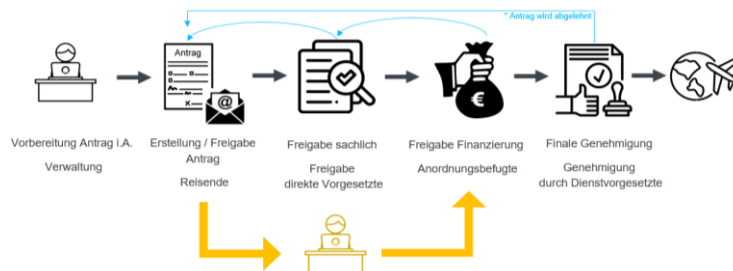
Administration

- Show all operations
- Manage business trip requests
- Permissions

- ➔ Process overview of all requests with pending actions
- ➔ Deputy settings

Would you like to establish this workflow in your department?

- 1) Please contact dienstreise@verwaltung.uni-stuttgart.de, we will activate this alternative workflow for you.
- 2) Communicate the new workflow independently to employees in your department.



Einbindung der Verwaltung in Genehmigungsprozess möglich

Nach Erstellung/Freigabe des Antrags durch Reisende:
 Der Antrag kann auch an die Verwaltung weitergeleitet werden zur Bearbeitung + Freigabe.
 ➔ Möchten Sie diese Vorgehen bei Ihnen am Institut etablieren?
 Wenden Sie sich hierzu an dienstreise@verwaltung.uni-stuttgart.de,
 wir schalten Ihnen diesen Alternativworkflow frei.



7. Team management role

The Team management role in the digital business trip request system is given to direct supervisors, authorized persons and general supervisors.

Description of the functions:

- Confirmation by direct supervisor (factual accuracy):
'Business trip request confirmed'/'Business trip request rejected'
- Authorized individual (financial approval):
Can adjust the financing.
'Financing checked'/'Business trip request rejected'
- Approval by general supervisor (final approval):
'Business trip request approved'/'Business trip request rejected'
- Action **'Return to requestor'**
If you have received a request in error or if you have questions for the requestor, you can use this function to return the request to the requestor.
The requestor can continue to edit the request and does not have to create it again.
- Action **'Forward'**
If you have received a request in error, you can use this function to forward the request to another approver.
- **Combination step ' Business trip request financing checked and approved'**
The two approval steps 'Financing checked' and 'Business trip request approved' can be combined and carried out at once with just one click using the combined step 'Business trip request financing checked and approved'.
Of course both options are available. The combination step is added as a further option in addition to the two existing separate steps.

7.1. Team management role: Process requests

'Business trip request rejected'

If a request is rejected during the approval process, the 'Forward to' field must remain **empty**.

The responsible person specified in the approval process is **automatically** notified of the rejection.

Function **'Return to requestor'**

If you have received a request in error or if you have questions for the requestor, you can use this function to return the request to the requestor.

The requestor can continue to edit the request and does not have to create it again.



Step	Description																		
1	<p>If one of your employees has submitted a business trip request or you have been selected as the next processor in the approval process as an authorized person or general supervisor, you will receive an email notification from the system:</p> <p>Subject: Dienstreiseantrag zu bearbeiten (Business trip request pending processing)</p> <div data-bbox="312 483 828 775" style="border: 1px solid #ccc; padding: 5px;"> <p>Business trip request to be processed</p> <p>Hello,</p> <p>a business trip request has been forwarded to you. Please open https://personalservice.uni-stuttgart.de</p> <p>Date: 04.12.2023 08:00:00 - 05.12.2023 08:00:00</p> <p>This is an automatic notification, please do not reply to this email.</p> <p>Kind regards Personal-Online-Service</p> </div>																		
2	<p>Open the online personnel service and select the 'Team management' function.</p>																		
3	<p>After selecting 'Team management', all available features are displayed under 'My Functions'. Select 'Show all processes'.</p> <div data-bbox="312 965 632 1200" style="border: 1px solid #ccc; padding: 5px;"> <p>You are here: Home</p> <p>Team organisation</p> <ul style="list-style-type: none"> <li style="border: 1px solid #0070c0; padding: 2px 5px;">Show all operations Manage vacation requests Manage business trip requests Permissions </div>																		
4	<p>Under 'Show all processes', you will see an overview of all processes with pending actions:</p> <div data-bbox="312 1305 1378 1518" style="border: 1px solid #ccc; padding: 5px;"> <table border="1"> <thead> <tr> <th>Activity</th> <th>No</th> <th>Type</th> <th>Reason</th> <th>Antragsteller</th> <th>Details</th> <th>Date</th> <th>Last edited</th> <th>Processing step/Forwarding to</th> </tr> </thead> <tbody> <tr> <td></td> <td>4324</td> <td>Dienstreiseantrag</td> <td>Dienstreise, Dienstreise</td> <td></td> <td>Von: 17.01.2024 08:00:00 Bis: 18.01.2024 08:00:00 Ziel: Flims</td> <td>16.01.2024</td> <td></td> <td>Dienstreiseantrag zugestimmt <input type="button" value="Ausführen"/></td> </tr> </tbody> </table> <p><input type="button" value="Copy business trip request"/> <input type="button" value="Select"/></p> </div>	Activity	No	Type	Reason	Antragsteller	Details	Date	Last edited	Processing step/Forwarding to		4324	Dienstreiseantrag	Dienstreise, Dienstreise		Von: 17.01.2024 08:00:00 Bis: 18.01.2024 08:00:00 Ziel: Flims	16.01.2024		Dienstreiseantrag zugestimmt <input type="button" value="Ausführen"/>
Activity	No	Type	Reason	Antragsteller	Details	Date	Last edited	Processing step/Forwarding to											
	4324	Dienstreiseantrag	Dienstreise, Dienstreise		Von: 17.01.2024 08:00:00 Bis: 18.01.2024 08:00:00 Ziel: Flims	16.01.2024		Dienstreiseantrag zugestimmt <input type="button" value="Ausführen"/>											
5	<p><u>Fast-track approval of requests:</u></p> <p>For quick approval, select the relevant workflow step directly in the overview and assign the next workflow step in the approval process to an individual from the drop-down menu.</p> <p><u>Display detail page of requests:</u></p> <p>Before selecting the workflow step, you can display the details of the trip. Select the relevant trip using the pencil symbol.</p> <p>At the bottom of the detail page, you also have the option of selecting the 'Workflow step' and 'Forward to'.</p> <p>The comment field can be used to leave additional messages for the person the request is forwarded to.</p> <p>'Business trip request rejected'</p>																		



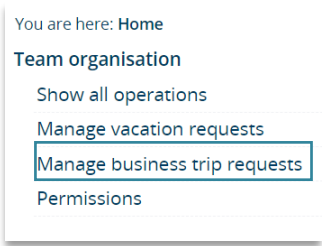
	<p>If a request is rejected during the approval process, the 'Forward to' field must remain empty.</p> <p>The responsible person specified in the approval process is automatically notified of the rejection. See section 2. Approval process.</p> <p>Combination step ' Business trip request financing checked and approved'</p> <p>The two approval steps 'Financing checked' and 'Business trip request approved' can be combined and carried out at once with just one click using the combined step 'Business trip request financing checked and approved'.</p> <p>Of course both options are available. The combination step is added as a further option in addition to the two existing separate steps.</p> <p>The workflow step is automatically displayed according to your function in the approval process:</p> <ul style="list-style-type: none"> ▪ Confirmation by direct supervisor (factual accuracy): 'Business trip request confirmed'/'Business trip request rejected' ▪ Authorized individual (financial approval): 'Funding checked'/'Business trip request rejected' ▪ Approval by general supervisor (final approval): 'Business trip request approved'/'Business trip request rejected' <div style="background-color: #e0f2f1; padding: 5px; border-radius: 5px; margin-top: 10px;"> <p>Unfortunately, forwarding is no longer possible in the last approval step.</p> </div>
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7.2. Team management role: Show all operations

Step	Description
1	Open the online personnel service and select 'Team management' .
2	<p>After selecting 'Team management', all available features are displayed under 'My Functions'. Select 'Show all processes'.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p>You are here: Home</p> <p>Team organisation</p> <p style="border: 1px solid #00728f; display: inline-block; padding: 2px;">Show all operations</p></div> <p>Manage vacation requests</p> <p>Manage business trip requests</p> <p>Permissions</p>
3	<p>Under 'Show all processes', you will see an overview of all processes with pending actions.</p> <p>To open a request, click on the pencil symbol. The further steps for approval correspond to section 7.1. Team management role: Process requests:</p>



7.3. Team management role: Manage business trip requests

Step	Description
1	Open the online personnel service and select 'Team management' .
2	<p>After selecting 'Team management', all available features are displayed under 'My Functions'. Select 'Manage business trip requests'.</p> 
3	<p>All requests (processed and unprocessed requests) are displayed under 'Manage business trip requests'. You can filter requests using the search window. All requests that match your search criteria will be displayed.</p> <p>To open a request, click on the pencil symbol. In this detail view, all travel data entered is displayed.</p> <p>The further steps for approval correspond to section 7.1. Team management role: Process requests:</p>

7.4. Team management role: Permissions and deputies

Deputy settings: You can assign deputies and forwarding receivers here.

Step	Description
1	Open the online personnel service and select 'Team management' .
2	After selecting 'Team management' , all available features are displayed under 'My Functions' . Select 'Permissions' .



	<p>You are here: Home</p> <p>Team organisation</p> <ul style="list-style-type: none"> Show all operations Manage vacation requests Manage business trip requests Permissions
3	<p>Here you can see the organizational unit assigned to you.</p> <p>Berechtigungen und Vertretungen</p> <ul style="list-style-type: none"> Permissions without workflow reference Workflow related permissions
4	<p>When you first open the online personnel service, the deputies are already stored in the system according to your specifications and can be selected via a drop-down menu. New/alternative deputies must first be created by Division 4. Please contact dienstreise@verwaltung.uni-stuttgart.de for this purpose. As soon as a new deputy has been created in the system, you can select it from the drop-down menu.</p> <p>Berechtigungen und Vertretungen</p> <ul style="list-style-type: none"> Permissions without workflow reference Workflow related permissions <p>Workflow related permissions</p> <p>Enter Data</p> <p>From: 21.04.2023</p> <p>Until: <input type="text"/></p> <p>Edit group: QIS-Bearbeiterfunktionen</p> <p>Institute/Department: 3405300000 (HH, KV, P)</p> <p>Including substitutions?: N</p> <p>Your replacement is ...</p> <p>Vertretung: <input type="text"/></p> <p>Appoint new replacement</p> <p>Vertretung: <input type="text" value="v"/></p> <p>After how many days should a request be forwarded to the replacement?</p> <p>* Days until forwarded: <input type="text"/></p> <p>Would you like to receive emails immediately or once per day?</p> <p>* Notification: E-Mail sofort <input type="text" value="v"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Select"/></p> <div data-bbox="909 1120 1388 1209" style="background-color: #004a87; color: white; padding: 5px;">Representation currently selected (if selected)</div> <div data-bbox="933 1243 1412 1332" style="background-color: #004a87; color: white; padding: 5px;">Selection of a new/other substitution (drop-down menu)</div> <div data-bbox="909 1355 1388 1556" style="background-color: #004a87; color: white; padding: 5px;">If you enter the value 0, the applications will be forwarded to your representative immediately. If you enter the value 1, the forwarding takes place after one day</div> <div data-bbox="949 1579 1428 1881" style="background-color: #004a87; color: white; padding: 5px;">Here you can specify how you want to be informed about new applications E-Mail sofort = E-mail immediately E-Mail einmalig = E-mail one-time per day Keine E-Mail = No e-mail</div>



7.5. Team management role: Authorized individual – Confirm financing

Step	Description														
1	<p>If you are stored in the system as an authorized individual in the approval process, you are responsible for the workflow step of financial approval.</p> <p>Once you have been selected as the 'Authorized individual' for the next step in the approval process, you will receive an email notification from the system.</p> <p>The workflow corresponds to the steps under section 7.1. Team management role: Process requests.</p> <p>'Financing checked'</p> <p>To approve the financing of a business trip, select the relevant workflow step and assign the next workflow step in the approval process to an individual from the drop-down menu. In your case, this is the general supervisor who finally approves the business trip request.</p> <p>'Business trip request rejected'</p> <p>If you reject the financing for a request, select the corresponding workflow step and leave the 'Forward to' field empty.</p> <p>The responsible person specified in the approval process is automatically notified of the rejection. In this case, this corresponds to the general supervisor. See section 2. Approval process.</p> <p>Combination step ' Business trip request financing checked and approved'</p> <p>The two approval steps 'Financing checked' and 'Business trip request approved' can be combined and carried out at once with just one click using the combined step 'Business trip request financing checked and approved'.</p> <p>Of course both options are available. The combination step is added as a further option in addition to the two existing separate steps.</p>														
2	<p>Edit financing</p> <p>You are authorized to edit the financing details of a business trip request.</p> <p>In the overview of requests under the step 'Team management: Process requests', use the pencil symbol to select the relevant request.</p> <p>You will then see an overview of the request.</p> <p>In the Financing section, you can access the editing dialog by clicking the 'Edit financing' button.</p> <p>Now enter the correct financing details.</p> <p>Confirm your entries with 'Save'.</p> <p>Then click 'Back' to return to the page where you can give your approval. Scroll down to find the approval button. Alternatively, you can find the approval option in the 'Process requests' function.</p> <div data-bbox="288 1798 738 1966" style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Financing</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Cost center</th> <th>Cost type</th> <th>Cost unit</th> <th>To distribute</th> <th>In percent</th> <th>Total</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 5px;"><input type="button" value="Edit financing"/></p> </div>	Cost center	Cost type	Cost unit	To distribute	In percent	Total	Description							
Cost center	Cost type	Cost unit	To distribute	In percent	Total	Description									