KTH-RES – New interface

1. Login

Login occurs in the same way as before (user name and password) under Services or also via the Business Travel page of the KTH intranet.

2. Start page after login

After login, a new start page comes up showing an infobox and a list of the user's most recent travel requests or travel expense reports/travel bills. Language can be switched from Swedish to English and vice versa.

The infobox tells you how to create an online booking and a preliminary expense report from an approved travel request. It also says how to finalise your expense report and how to create an expense report without a travel request.

The infobox includes two shortcuts for creating a new travel request/online booking or a new expense report/travel bill:
Authorising managers and reviewers are able to see if there are any matters waiting for them to check or sign.

### 3. Activities

Under the Activities menu, users are able to search for previous/saved travel requests and expense reports and create new travel requests/bookings and new expense reports/travel bills just as before.

Tip: Click on the KTH symbol to return to the start page.
4. Creating a new travel request

A new travel request is created using the shortcut on the start page. You are shown the following choices:

- Fill in the travel request, get estimated costs, see point 5. A calculated cost will be shown as before. Then choose the person who is to authorise it and send it off to them.

5. Searching prices online

It is possible to search for ticket prices or book definitive online (book flight ticket preliminary) by using the shortcut on the start page, see above. Click on “Online booking” and you will be forwarded to the travel agent’s online booking site.

When you have finished your search, log out from the online booking site and you will receive the following message:

Click on “Go back”. All bookings will remain in your profile at Online booking.

6. Create a new expense report/travel bill

New expense reports/travel bills are usually created from the authorised travel request on the start page. However, if it has not been necessary for you to create a travel request (trips less than 100 km) or you wish to register expenses other than travel expenses, then it is possible for you to create a new expense report by using the “Create expense report/travel bill” shortcut on the start page.

When creating a new expense report, the Wizard utility will be activated. The user can follow all the steps in the Wizard or choose to cancel this utility and fill in the expense report in the traditional manner without the help of the Wizard. Below is what happens when the user selects "Cancel Wizard." (See Page 8 for Wizard example images).
7. Compilation of expense reports

The various info fields in the expense report are displayed under menus that can be rolled down via the arrow symbol at each heading in order to fill in - or check - a specific piece of information. Total amount of payment is presented to the right. When the expense report is complete, the relevant approver must be selected and the expense report be sent for their authorisation via the bottom right-hand buttons.

On the right-hand side, the total amount of the payment is presented for each "heading" and a total amount for the entire expense report.

7.1 General

Here the dates, interruptions, comments, attachments and account codes are filled in. Please note, when travelling abroad you must first select country under "Per Diem" before you can fill in "Destination".
7.2 Per diem

State country for calculation of per diems and meal deductions.

7.3 Expenses

Click on “Add new expense”
A new screen will open where you can register the relevant expenses:

Save expenses registration by clicking on “Add the expense”.

**Card insertion/Link card expense**
Card transactions are presented and users choose which transactions are to be linked to the expense.
7.4 Car travel

Register your travel by car by clicking on “Add mileage”

This will open up a form for registration.

Save registered mileage by clicking on “Add the mileage”.

It is possible to save your expense report as preliminary if you wish to supplement it at a later date or as final when you select the relevant approver and send it for authorisation.

If you would like to print out your expense report, you must save it first. Authorisation is carried out electronically in the system so you do need to ask your manager to approve it.
Wizard – Helps to create a new expense report

One innovation is that the user is given instructions (via Wizard) when a new expense report/travel bill is to be created. The Wizard guides the user through the steps required to complete a report. This is an intuitive tool designed to make it easy for users to create reports and to reduce the necessity of instruction manuals.

Step 1 – Start date

Step 2 – End date

Step 3 - Destination
Here you state the countries you have visited in the order you visited them. For domestic travel simply click on “I did not travel abroad”.

Step 4 – Expenses

Step 5 – Car travel - Mileage