

Manage Travel & Expense Master Data

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Manage Travel & Expense Master Data

The Master Data can be differentiated into two types: Employee Master Data and Tool Master Data*.

Employee Master Data

Before traveling, the employee information has to be registered in order to create unique master data. It consists of a minimum set of personal information (name, address, banking details, line manager...) to enable actions such as travel requests and travel expense claims. The Employee Master Data is enhanced through the SAP Vendor ID. All employees are maintained as vendors and get reimbursed through Accounts Payable, which is the basis for the accurate recording in the accounting system and for reporting purposes.

The main creation and maintenance of this data set are also done in local Human Resource Systems. The Human Resource department is responsible for the correctness and completeness of this data. A regular exchange between the HR and T&E; teams is crucial to ensure data accuracy and support the smooth processing of travel requests and T&E; claims.

T&E; Tool (Concur) Master Data

The Tool Master Data is made of elements that will be maintained at different moments:

Master Data which has to be set during the implementation (i.e. Travel Policy Objects (such as limits), Sign Limits, Cost Objects, Expense Types and the mapping of Expense Types to GL Accounts) Master Data which have to be regularly updated based on local/legal/fiscal rules (i.e. Daily Allowances, Car Mileages)

The Tool Master Data is required to fulfill technical requirements which will translate into the calculation and posting logic to process the travel advances and the expense claims.

*when the process is supported by a system (e.g. CONCUR)