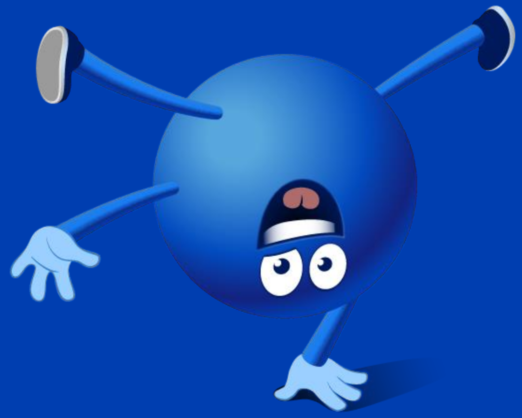
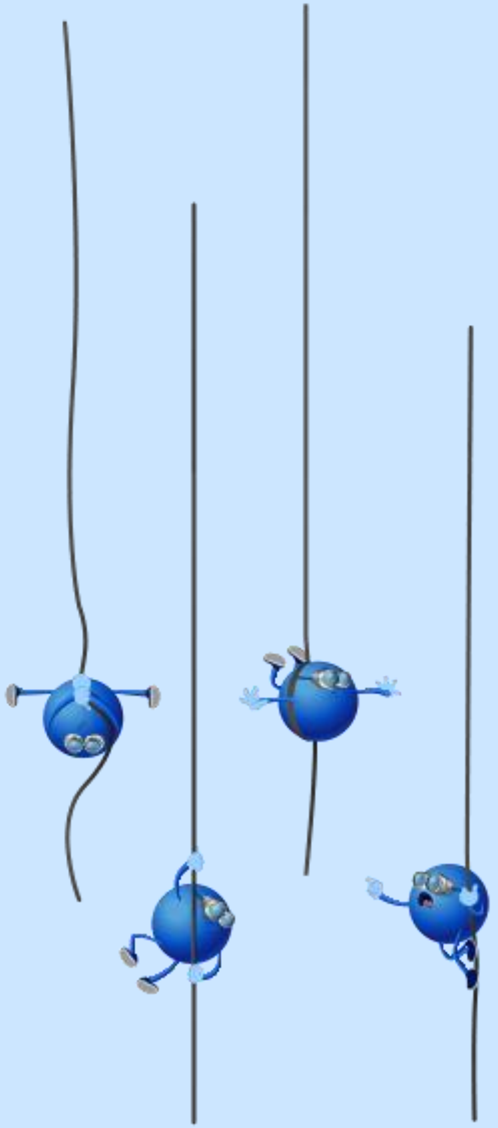
Business Trips - everything you need to know about it



Agenda

1. How to apply for a business trip?
2. Business trip form - how to complete it correctly
3. The approval path - who approves the form
4. Travel expenses form – all you need to know
5. Case studies
6. Q&A



Business trip - how to request for approval

To request approval for business trip, complete the appropriate form in **Neula****

*** Instructions how to navigate the tool can be found on the Toolbox:*
https://toolbox.loyaltypartner.com/fileadmin/Files_PL/administration/Instrukcja_NEULA_maj_2023.pdf

Business trips - types of requests

PAYBACK PL

PODRÓŻ SŁUŻBOWA
WNIOSEK
I ROZLICZENIE

HUB/ RECHARGE

BUSINESS TRIPS APPROVAL AND EXPENSES

EXTERNAL

EXTERNAL BUSINESS TRIPS APPROVAL AND EXPENSES

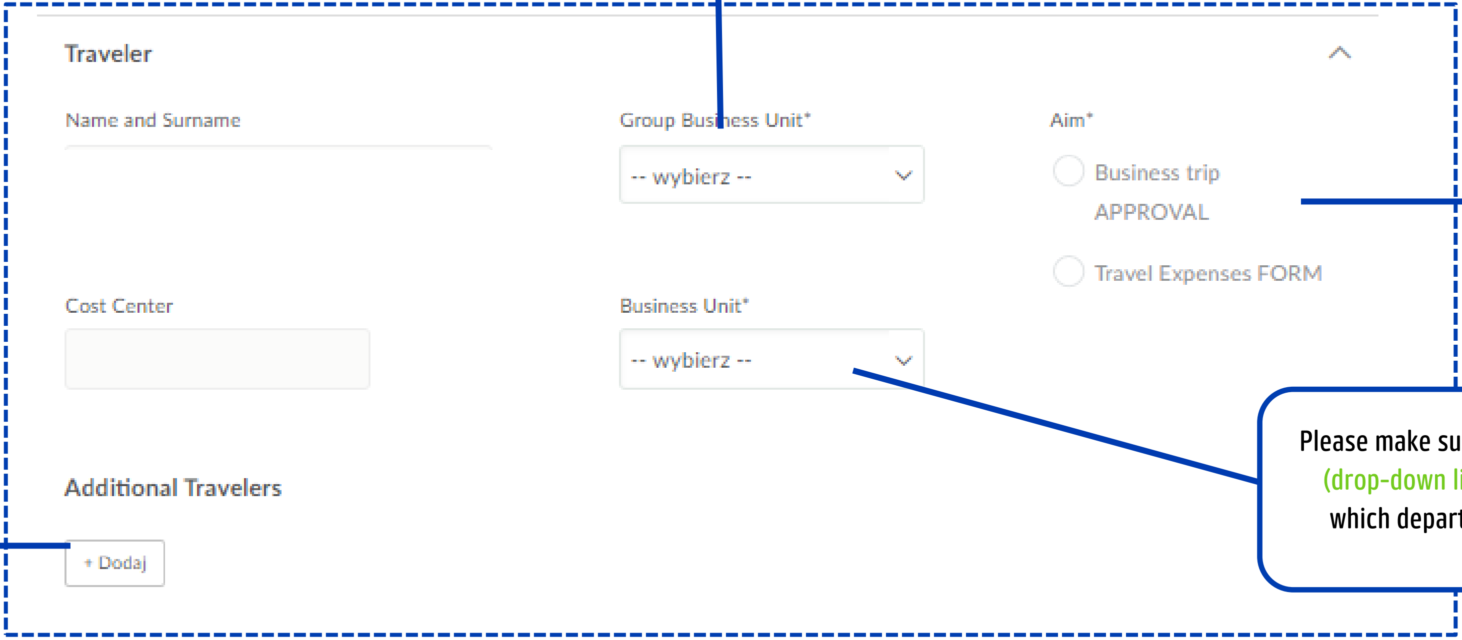
Business trips – how does a properly completed form look like (1/4)

EXAMPLE 1

Traveler XYZ is going on a business trip on June 12-14, for a meeting with a PAYBACK strategic partner to Krakow. His preferred mean of transportation is the train.

*** Per diem calculation for this trip can be found later in the presentation.*

PB PL / HUB
(drop-down list)



Traveler

Name and Surname

Group Business Unit*: -- wybierz --

Aim*:
○ Business trip APPROVAL
○ Travel Expenses FORM

Cost Center

Business Unit*: -- wybierz --

Additional Travelers

If you are applying for an approval for a **BUSINESS TRIP**, please select **Business trip APPROVAL**, if you are just settling for per diem, please select **TRAVEL EXPENSES FORM**

Please make sure that you have selected the **CORRECT** department (drop-down list), i.e. the one you work in! If you are not sure - which department you work in please check in **Enova system.**

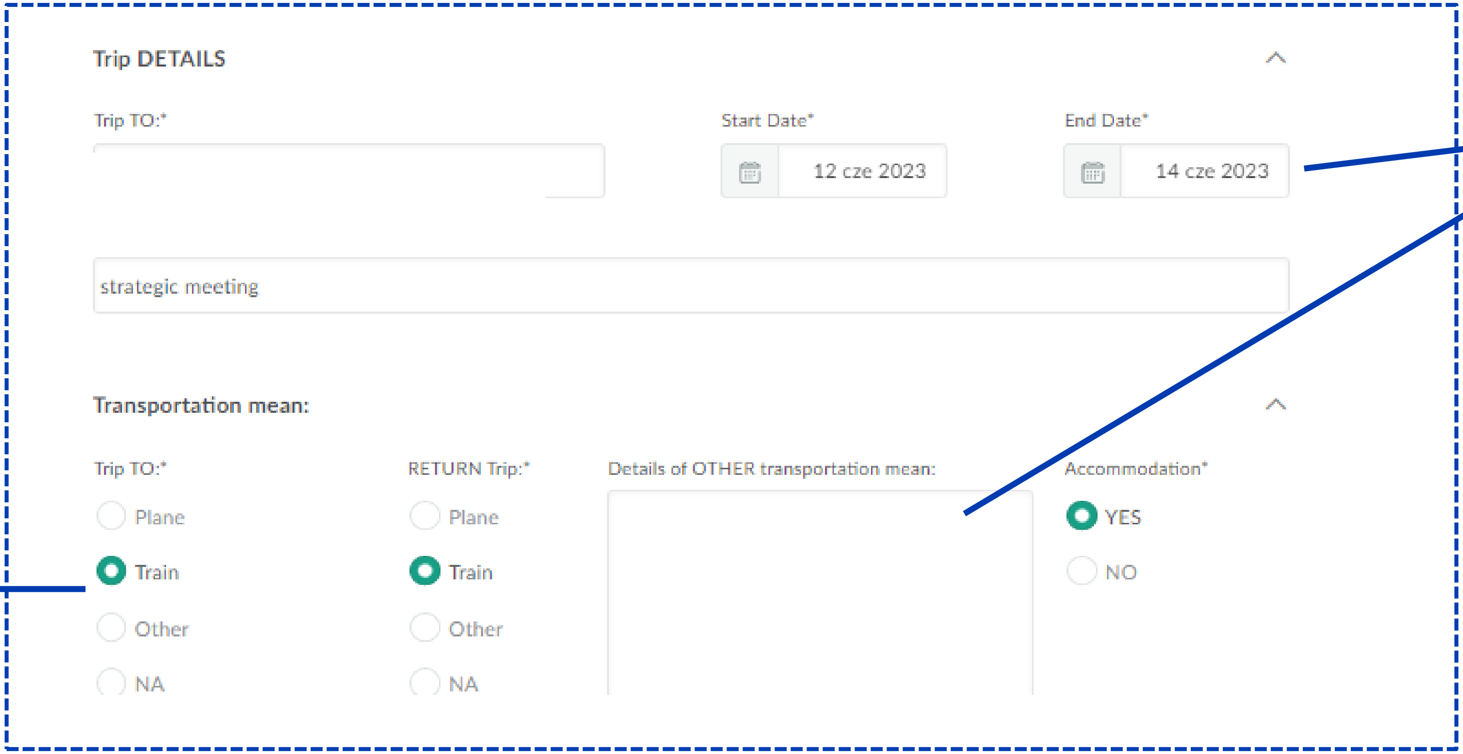
In case you **are not going alone** for a business trip, you can add the other travelers here

Business trips– how does a properly completed form look like (2/4)

EXAMPLE 1

Traveler XYZ is going on a business trip on June 12-14, for a meeting with a PAYBACK strategic partner to Krakow. His preferred mean of transportation is the train.

*** Per diem calculation for this trip can be found later in the presentation.*



Trip DETAILS

Trip TO:*

Start Date* 12 cze 2023

End Date* 14 cze 2023

strategic meeting

Transportation mean:

Trip TO:*	RETURN Trip:*	Details of OTHER transportation mean:	Accommodation*
○ Plane	○ Plane		● YES
● Train	● Train		○ NO
○ Other	○ Other		
○ NA	○ NA		

Please take care of the **CORRECTNESS** of the data entered in the form

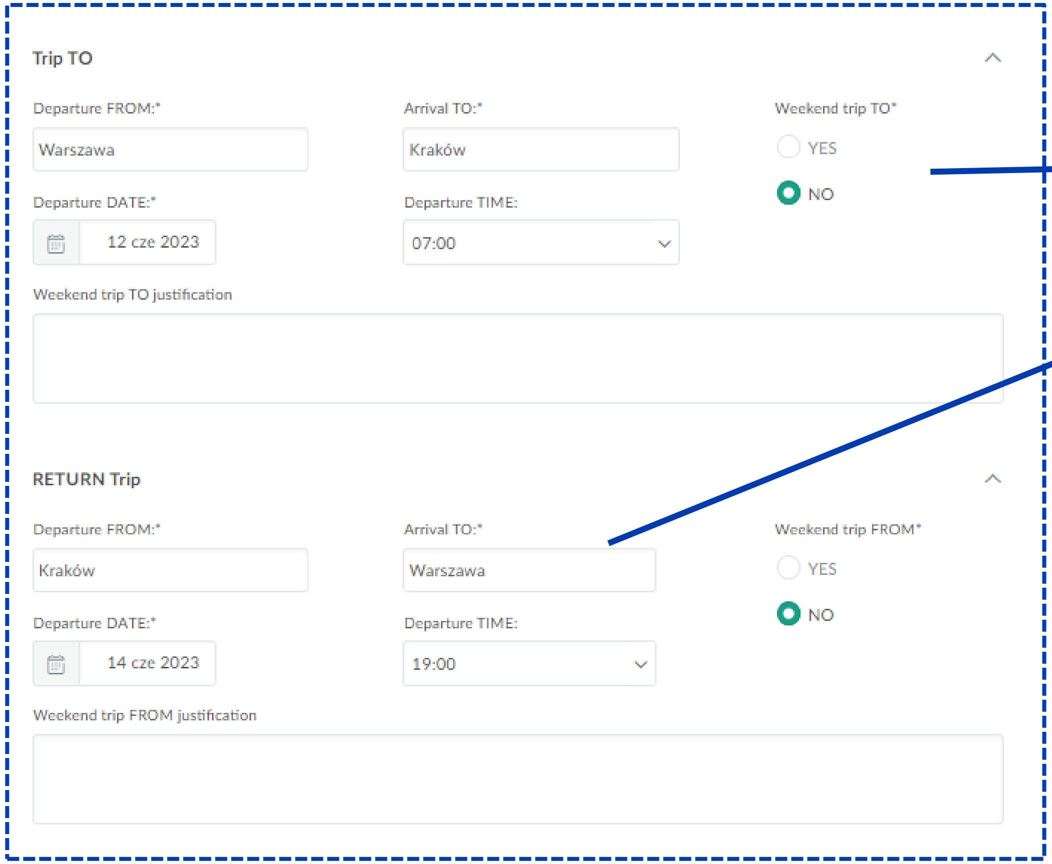
choose the **OPTIMAL** means of transport, taking into consideration the number of travelers

Business trips – how does a properly completed form look like (3/4)

EXAMPLE 1

Traveler XYZ is going on a business trip on June 12-14, for a meeting with a PAYBACK strategic partner to Krakow. His preferred mean of transportation is the train.

*** Per diem calculation for this trip can be found later in the presentation.*



Trip TO

Departure FROM:* Warszawa

Arrival TO:* Kraków

Weekend trip TO*
○ YES
● NO

Departure DATE:* 12 cze 2023

Departure TIME: 07:00

Weekend trip TO justification

RETURN Trip

Departure FROM:* Kraków

Arrival TO:* Warszawa

Weekend trip FROM*
○ YES
● NO

Departure DATE:* 14 cze 2023

Departure TIME: 19:00

Weekend trip FROM justification

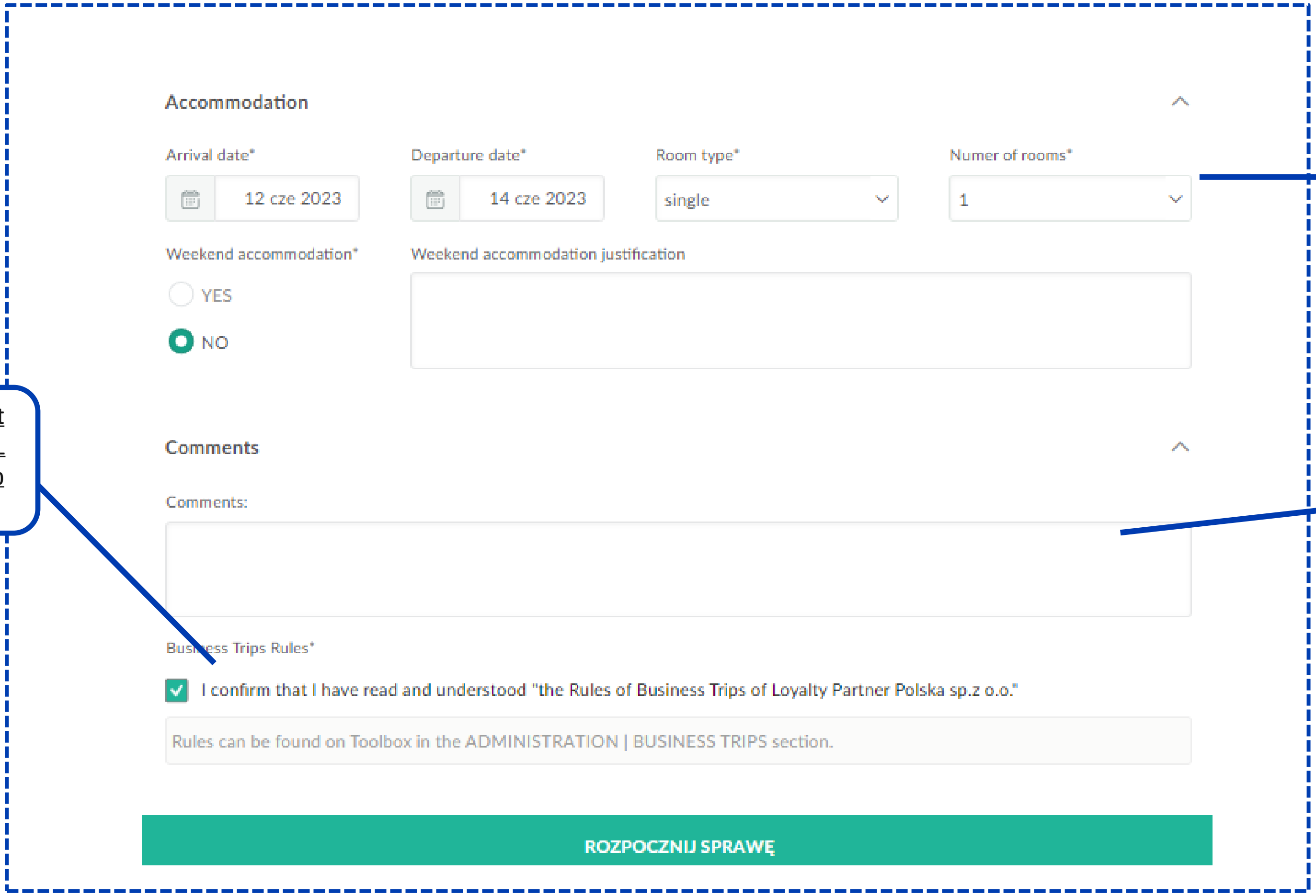
Please take care of the **CORRECTNESS** of the data entered in the form

Business trips – how does a properly completed form look like (4/4)

EXAMPLE 1

Traveler XYZ is going on a business trip on June 12-14, for a meeting with a PAYBACK strategic partner to Krakow. His preferred mean of transportation is the train.

*** Per diem calculation for this trip can be found later in the presentation.*



Accommodation

Arrival date*: 12 cze 2023

Departure date*: 14 cze 2023

Room type*: single

Numer of rooms*: 1

Weekend accommodation*: ○ YES ● NO

Weekend accommodation justification:

Comments

Comments:

Business Trips Rules*

☑ I confirm that I have read and understood "the Rules of Business Trips of Loyalty Partner Polska sp.z o.o."

Rules can be found on Toolbox in the ADMINISTRATION | BUSINESS TRIPS section.

Please take care of the **CORRECTNESS** of the data entered in the form

Please enter additional comments that [may be relevant to your travel]()

https://toolbox.loyaltypartner.com/fileadmin/Files_PL/administration/Zasady_podrozy_sluzbowych.pdf

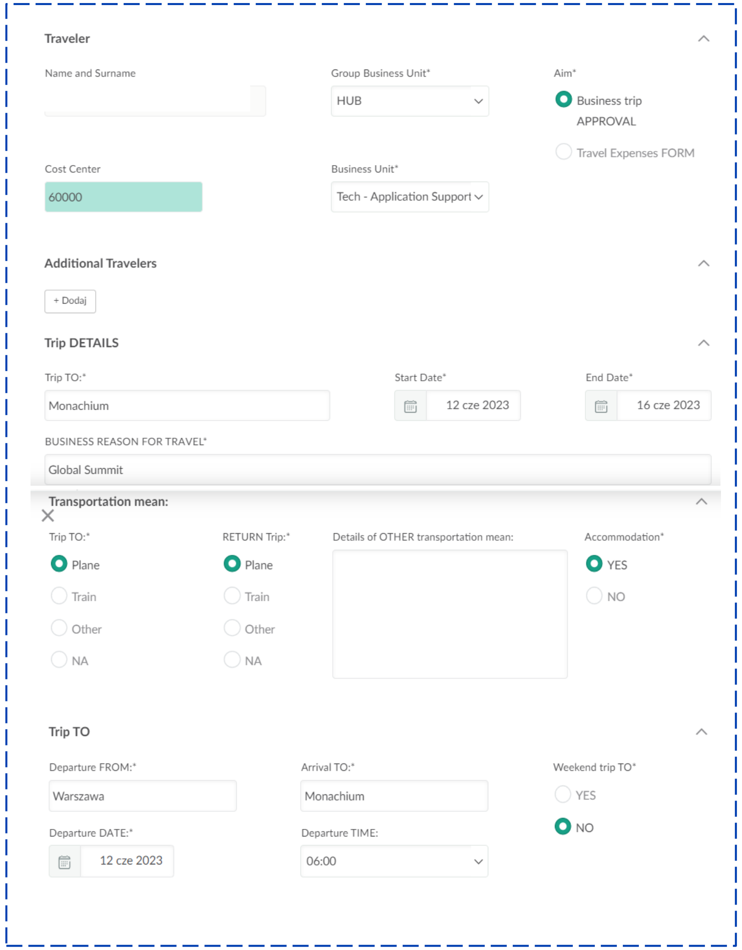
Business trips – how does a properly completed form looks like (1/1)

PAYBACK

EXAMPLE 2

*Traveler XYZ, who works for HUB, is going on a business trip from June 12-16, to Munich from Warsaw. He starts his first meeting on Monday at 11:00 am, so he can take the morning flight on June 12. He will need a hotel near the office**.*

*** Per diem calculation for this trip can be found later in the presentation.*



Traveler

Name and Surname:
Group Business Unit*: HUB
Aim*: ● Business trip APPROVAL ○ Travel Expenses FORM
Cost Center: 60000
Business Unit*: Tech - Application Support

Additional Travelers

Trip DETAILS

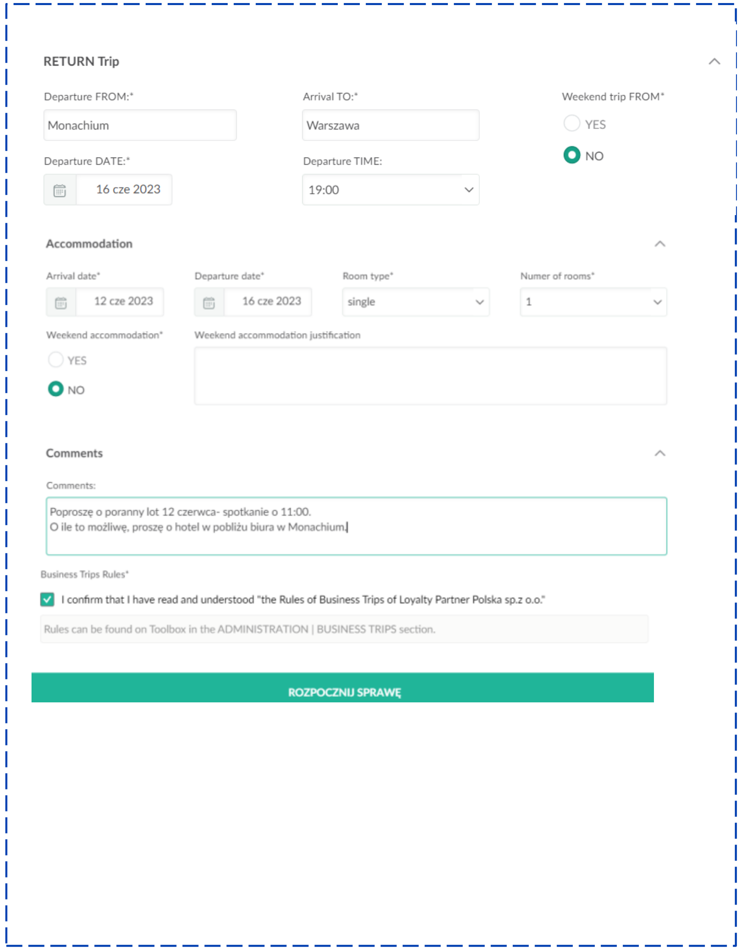
Trip TO:*: Monachium
Start Date*: 12 cze 2023
End Date*: 16 cze 2023
BUSINESS REASON FOR TRAVEL*: Global Summit

Transportation mean:

Trip TO:*: ● Plane ○ Train ○ Other ○ NA
RETURN Trip:*: ● Plane ○ Train ○ Other ○ NA
Details of OTHER transportation mean:
Accommodation*: ● YES ○ NO

Trip TO

Departure FROM:*: Warszawa
Arrival TO:*: Monachium
Weekend trip TO*: ○ YES ● NO
Departure DATE:*: 12 cze 2023
Departure TIME: 06:00



RETURN Trip

Departure FROM:*: Monachium
Arrival TO:*: Warszawa
Weekend trip FROM*: ○ YES ● NO
Departure DATE:*: 16 cze 2023
Departure TIME: 19:00

Accommodation

Arrival date*: 12 cze 2023
Departure date*: 16 cze 2023
Room type*: single
Numer of rooms*: 1
Weekend accommodation*: ○ YES ● NO
Weekend accommodation justification:

Comments

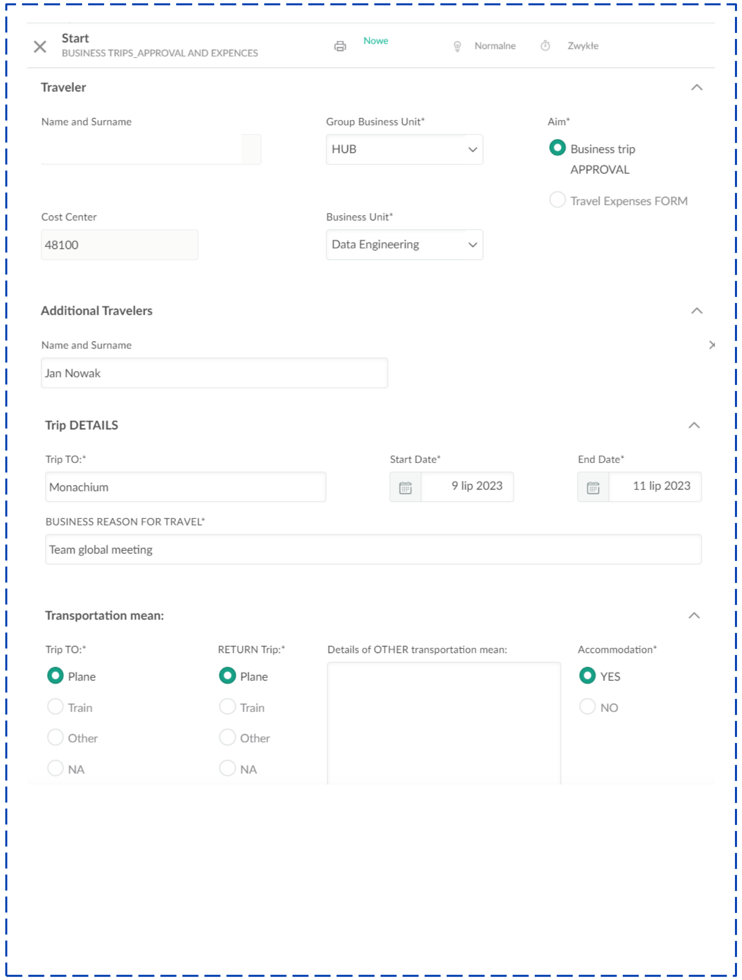
Comments:
Poproszę o poranny lot 12 czerwca- spotkanie o 11:00.
O ile to możliwę, proszę o hotel w pobliżu biura w Monachium.

Business Trips Rules*
☑ I confirm that I have read and understood "the Rules of Business Trips of Loyalty Partner Polska sp.z o.o."
Rules can be found on Toolbox in the ADMINISTRATION | BUSINESS TRIPS section.

Business trips – how does a properly completed form looks like (1/1)

EXAMPLE 3

*Travelers XYZ and ABC, working for HUB, are going on a business trip on July 10-11 from Warsaw to Munich. As theirs meeting starts at 9:00 a.m., they need to fly the day before- evening flight (Sunday) **.*



Start
BUSINESS TRIPS_APPROVAL AND EXPENCES

Traveler

Name and Surname:
Group Business Unit*: HUB
Aim*:
● Business trip APPROVAL
○ Travel Expenses FORM
Cost Center: 48100
Business Unit*: Data Engineering

Additional Travelers

Name and Surname: Jan Nowak

Trip DETAILS

Trip TO:*: Monachium
Start Date*: 9 lip 2023
End Date*: 11 lip 2023
BUSINESS REASON FOR TRAVEL*: Team global meeting

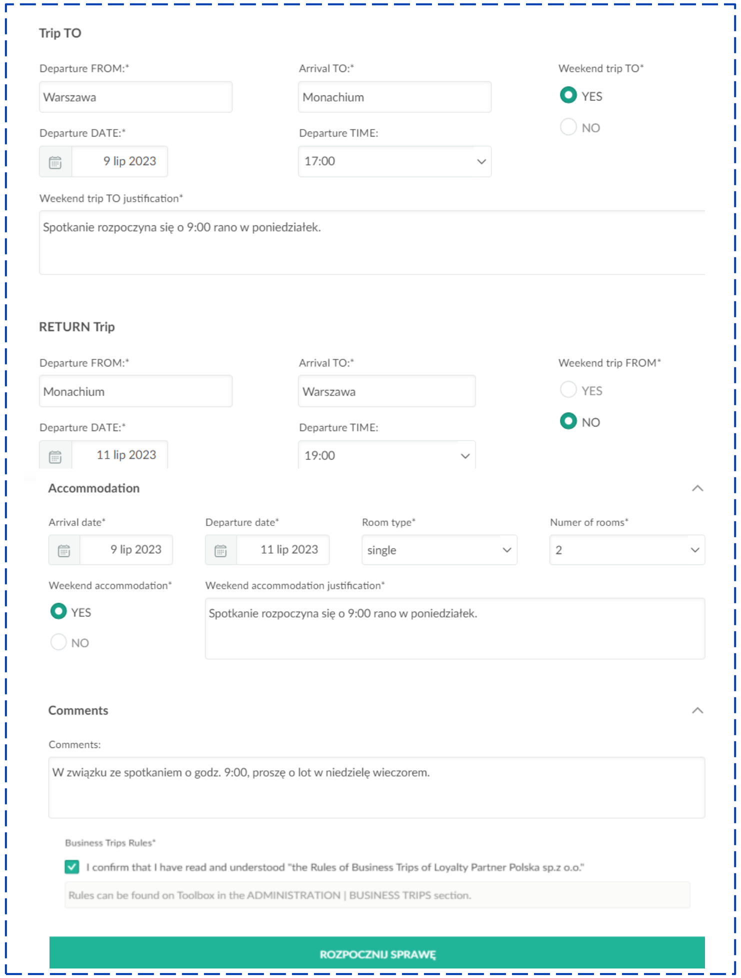
Transportation mean:

Trip TO:*
● Plane
○ Train
○ Other
○ NA

RETURN Trip:*
● Plane
○ Train
○ Other
○ NA

Details of OTHER transportation mean:

Accommodation*
● YES
○ NO



Trip TO

Departure FROM:*: Warszawa
Arrival TO:*: Monachium
Weekend trip TO*:
● YES
○ NO
Departure DATE:*: 9 lip 2023
Departure TIME: 17:00
Weekend trip TO justification*: Spotkanie rozpoczyna się o 9:00 rano w poniedziałek.

RETURN Trip

Departure FROM:*: Monachium
Arrival TO:*: Warszawa
Weekend trip FROM*:
○ YES
● NO
Departure DATE:*: 11 lip 2023
Departure TIME: 19:00

Accommodation

Arrival date*: 9 lip 2023
Departure date*: 11 lip 2023
Room type*: single
Numer of rooms*: 2
Weekend accommodation*:
● YES
○ NO
Weekend accommodation justification*: Spotkanie rozpoczyna się o 9:00 rano w poniedziałek.

Comments

Comments: W związku ze spotkaniem o godz. 9:00, proszę o lot w niedzielę wieczorem.

Business Trips Rules*
☑ I confirm that I have read and understood "the Rules of Business Trips of Loyalty Partner Polska sp.z o.o."
Rules can be found on Toolbox in the ADMINISTRATION | BUSINESS TRIPS section.

Acceptance path for a business trip request

APPROVER

Contact/Host (TL/AL)
PAYBACK DE

COST VALIDATION

Administration Department

APPROVER

*Department Director**
**For HUB, the approvers are*
Piotr Awdziewicz, Artur Wyszyński or
Dawid Pyzowski

APPROVER

Director of Controlling Department

Travel expense form

Legal basis

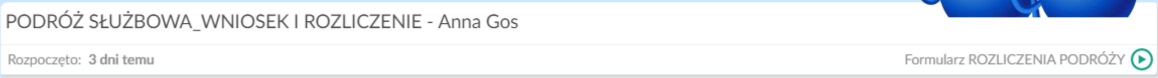
THE REGULATION OF THE MINISTER OF LABOR AND SOCIAL POLICY dated January 29, 2013 on the receivables to which an employee employed in a state or local government unit of the budgetary sphere is entitled for business travel.

https://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20130000167/0/D20130167.pdf

Travel expense form

Each properly processed business trip request in Neula, ends with an open continuation form, to account therein for per diem and reimbursement of expenses incurred during business trip.

Find your form in Neula and select **RENEW.**

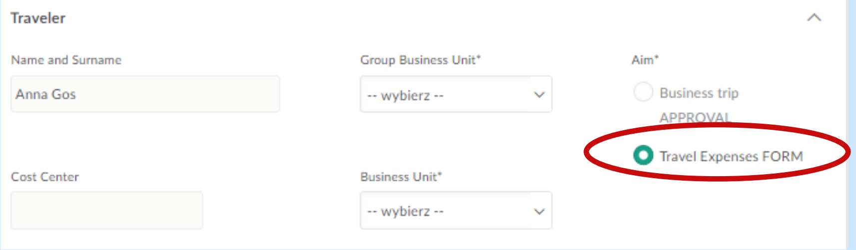


PODRÓŻ SŁUŻBOWA_WNIOSEK I ROZLICZENIE - Anna Gos

Rozpoczęto: **3 dni temu**

Formularz ROZLICZENIA PODRÓŻY

In case of **a group business trip request**, settlement of expenses and per diems related to it, can be made by selecting the appropriate form. **Each traveler settles expenses separately.**



Traveler

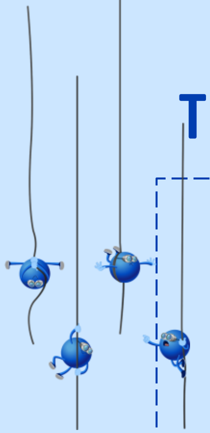
Name and Surname: Anna Gos

Group Business Unit*: -- wybierz --

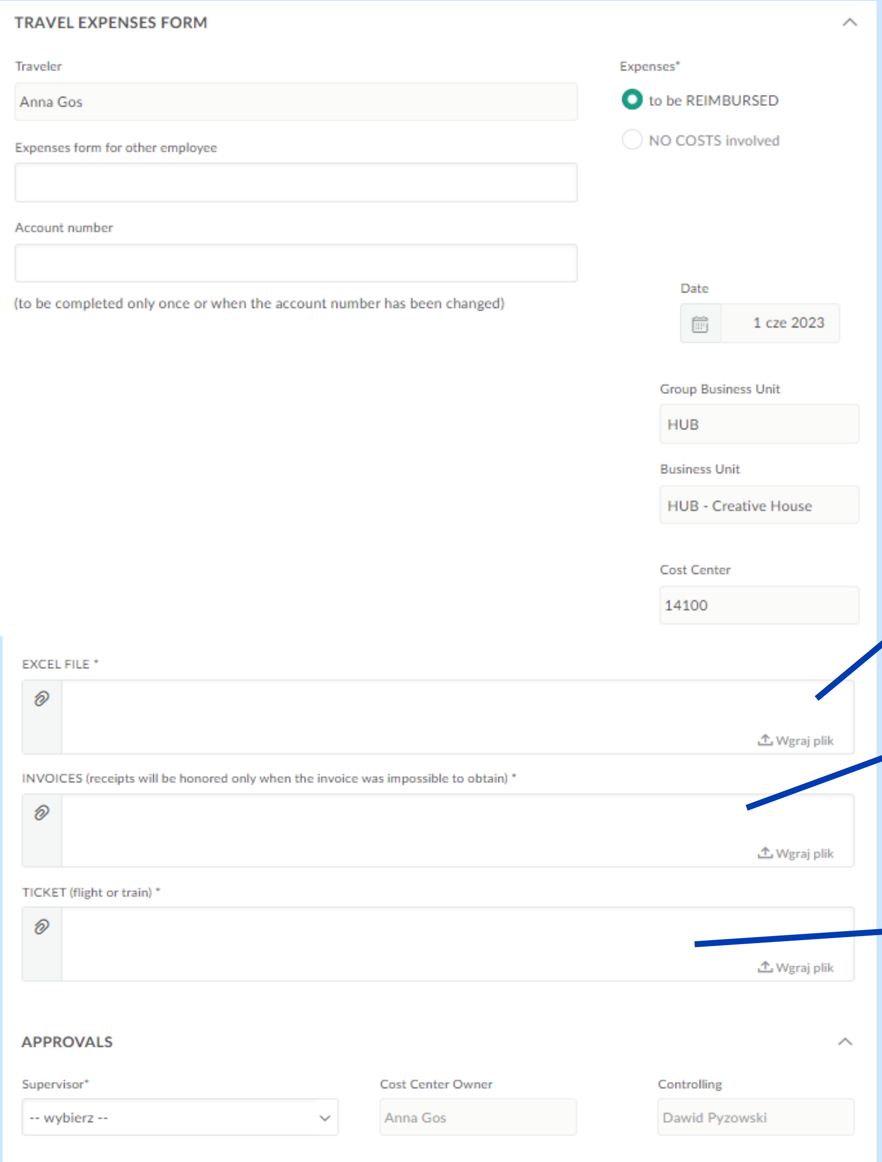
Aim*:
○ Business trip APPROVAL
● Travel Expenses FORM

Cost Center:

Business Unit*: -- wybierz --



Travel expense form



TRAVEL EXPENSES FORM

Traveler: Anna Gos

Expenses*:
● to be REIMBURSED
○ NO COSTS involved

Expenses form for other employee:

Account number:

(to be completed only once or when the account number has been changed)

Date: 1 cze 2023

Group Business Unit: HUB

Business Unit: HUB - Creative House

Cost Center: 14100

EXCEL FILE *

Wgraj plik

INVOICES (receipts will be honored only when the invoice was impossible to obtain) *

Wgraj plik

TICKET (flight or train) *

Wgraj plik

APPROVALS

Supervisor*: -- wybierz --

Cost Center Owner: Anna Gos

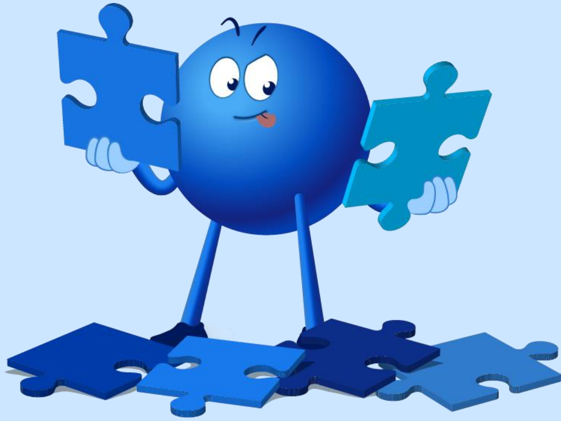
Controlling: Dawid Pyzowski

Please take care of the **CORRECTNESS** of data entered in the form

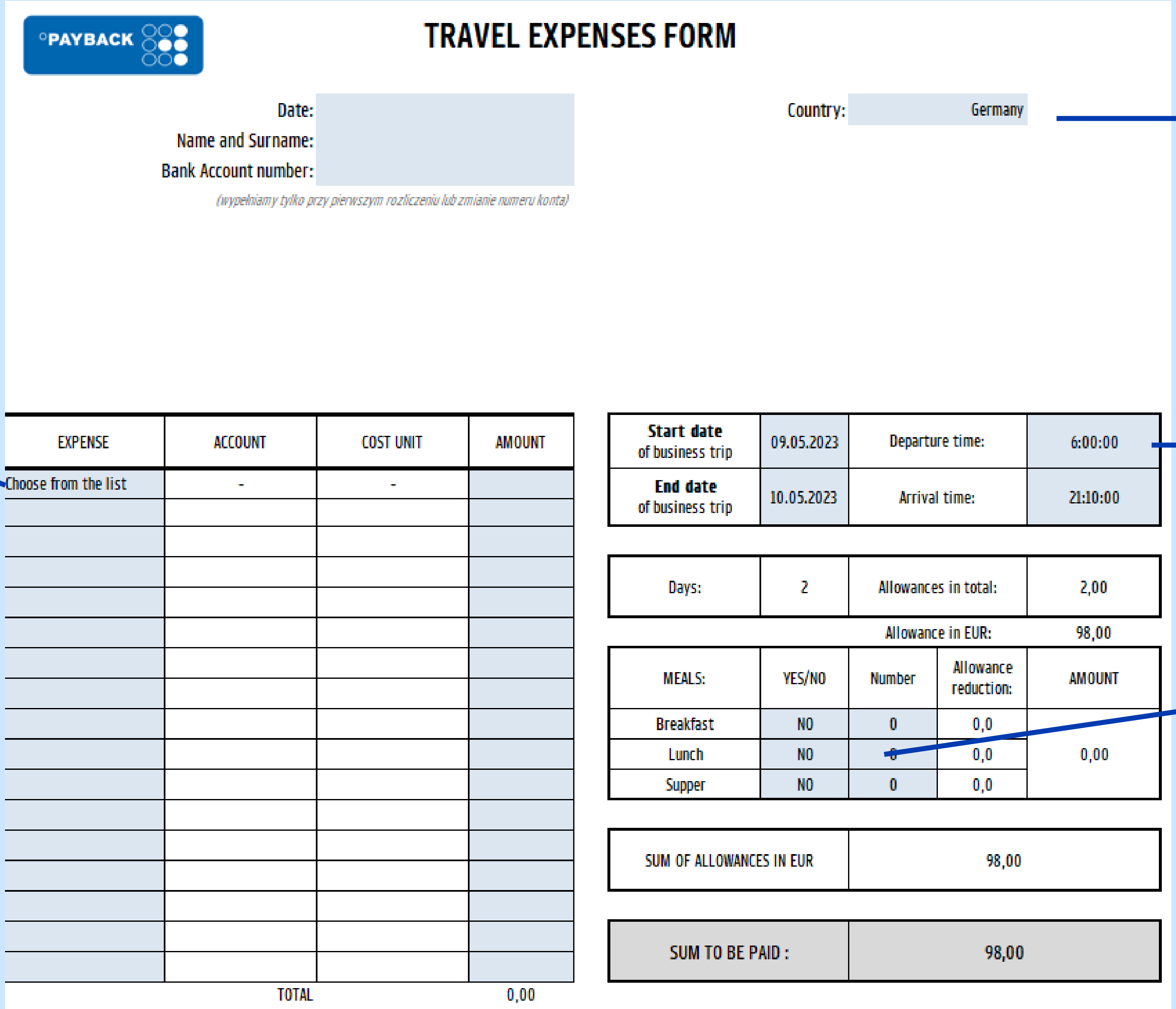
The travel expenses form can be found on Toolbox: https://toolbox.loyaltypartner.com/index.php?id=686&L=1
On the next slide you will find information how to complete it CORRECTLY

Include invoices/photos of city transportation tickets **as evidence here**

Attach your PLANE OR RAILWAY TICKET here



Travel expense form



TRAVEL EXPENSES FORM

Date:
Name and Surname:
Bank Account number:
(wypełniamy tylko przy pierwszym rozliczeniu lub zmianie numeru konta)

Country: Germany

EXPENSE	ACCOUNT	COST UNIT	AMOUNT
Choose from the list	-	-	
	TOTAL		0,00

Start date of business trip	09.05.2023	Departure time:	6:00:00
End date of business trip	10.05.2023	Arrival time:	21:10:00

Days:	2	Allowances in total:	2,00
		Allowance in EUR:	98,00

MEALS:	YES/NO	Number	Allowance reduction:	AMOUNT
Breakfast	NO	0	0,0	0,00
Lunch	NO	0	0,0	
Supper	NO	0	0,0	

SUM OF ALLOWANCES IN EUR	98,00
SUM TO BE PAID :	98,00

select the appropriate **COUNTRY TO WHICH YOU HAVE TRAVELLED** - this determines the amount and currency of your allowance (drop-down list)

select **ADDITIONAL EXPENSES** if occurred (e.g. public transport tickets) (drop-down list)

enter **DATES AND HOURS** of the business trip.
start date of the trip = departure time of plane/train
end date = arrival to Warsaw/another city;

enter the number of **meals provided****
and select "YES" next to them (drop-down list)
** for example, a canteen in the Munich office, breakfast at the hotel

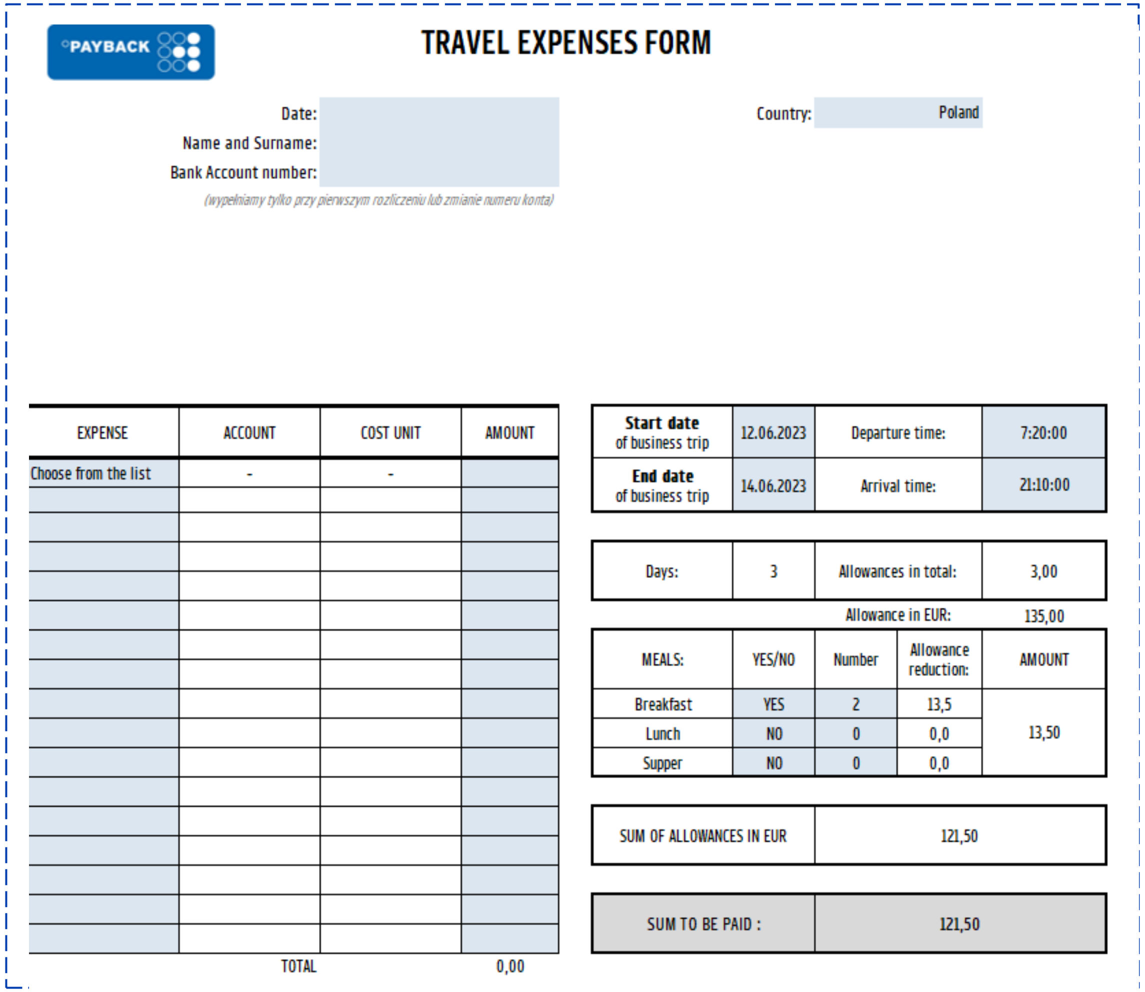
5

Case studies

Travel expenses form - calculation

EXAMPLE 1

Traveler XYZ stayed in Krakow from June 12-14. The company provided him with breakfast at the hotel



TRAVEL EXPENSES FORM

Date:
Name and Surname:
Bank Account number:
(wypełniamy tylko przy pierwszym rozliczeniu lub zmianie numeru konta)

Country: Poland

EXPENSE	ACCOUNT	COST UNIT	AMOUNT
Choose from the list	-	-	
	TOTAL		0,00

Start date of business trip	12.06.2023	Departure time:	7:20:00
End date of business trip	14.06.2023	Arrival time:	21:10:00

Days:	3	Allowances in total:	3,00

Allowance in EUR: 135,00

MEALS:	YES/NO	Number	Allowance reduction:	AMOUNT
Breakfast	YES	2	13,5	13,50
Lunch	NO	0	0,0	
Supper	NO	0	0,0	

SUM OF ALLOWANCES IN EUR	121,50
SUM TO BE PAID :	121,50

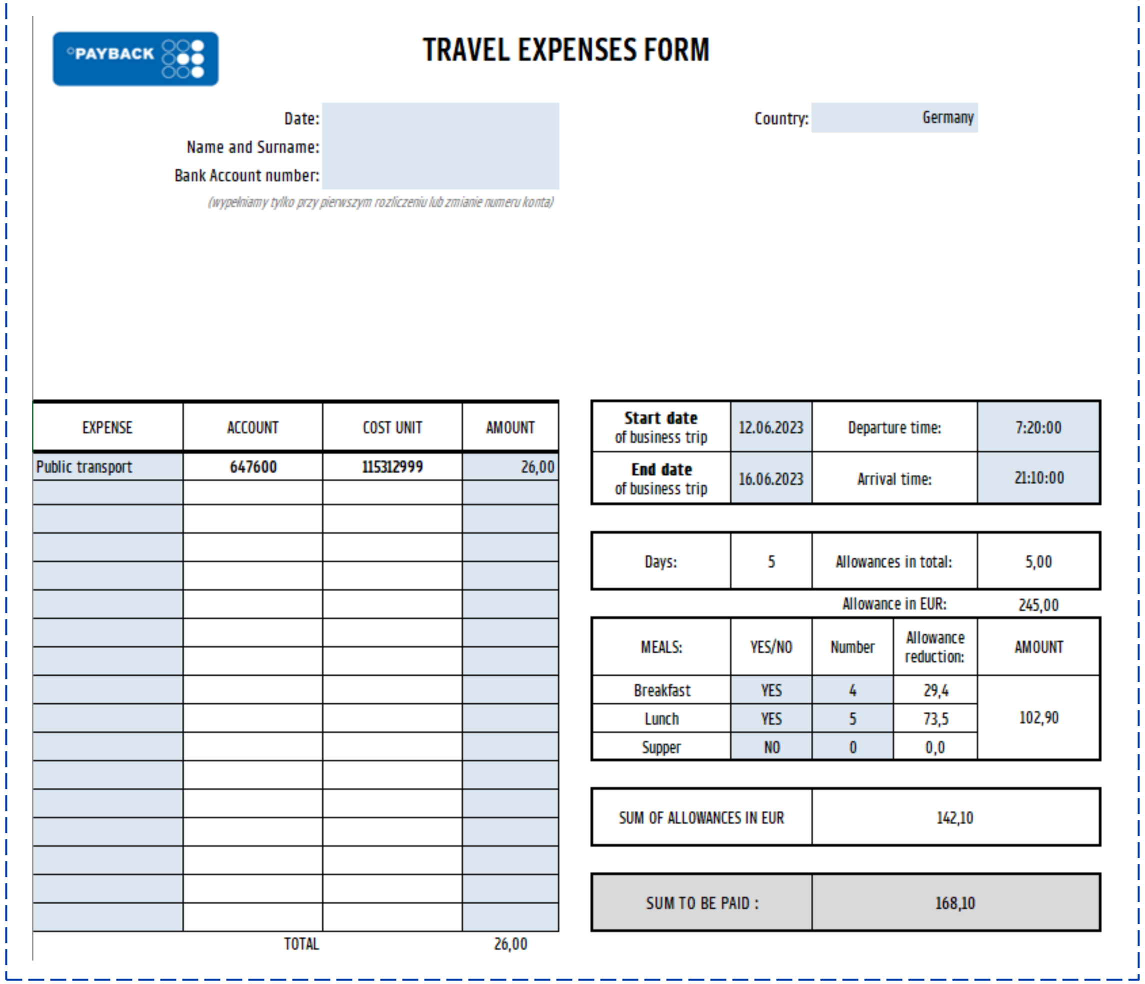
Departure time = departure time of plane/train
Arrival time = arrival to Warsaw/another city

Remember!
You have **14 days** from time your business trip ends to request travel expenses reimbursement

Travel expenses form - calculation

EXAMPLE 2

Traveler XYZ was on a business trip in Munich from June 12-16. The company provided him with breakfast at the hotel and lunch at the company's canteen. From his own funds he covered the cost of public transportation tickets in the amount of **26 EUR.**



TRAVEL EXPENSES FORM

Date:
Name and Surname:
Bank Account number:
(wypełniamy tylko przy pierwszym rozliczeniu lub zmianie numeru konta)

Country: Germany

EXPENSE	ACCOUNT	COST UNIT	AMOUNT
Public transport	647600	115312999	26,00
		TOTAL	26,00

Start date of business trip	12.06.2023	Departure time:	7:20:00
End date of business trip	16.06.2023	Arrival time:	21:10:00

Days:	5	Allowances in total:	5,00
		Allowance in EUR:	245,00

MEALS:	YES/NO	Number	Allowance reduction:	AMOUNT
Breakfast	YES	4	29,4	102,90
Lunch	YES	5	73,5	
Supper	NO	0	0,0	

SUM OF ALLOWANCES IN EUR	142,10
SUM TO BE PAID :	168,10

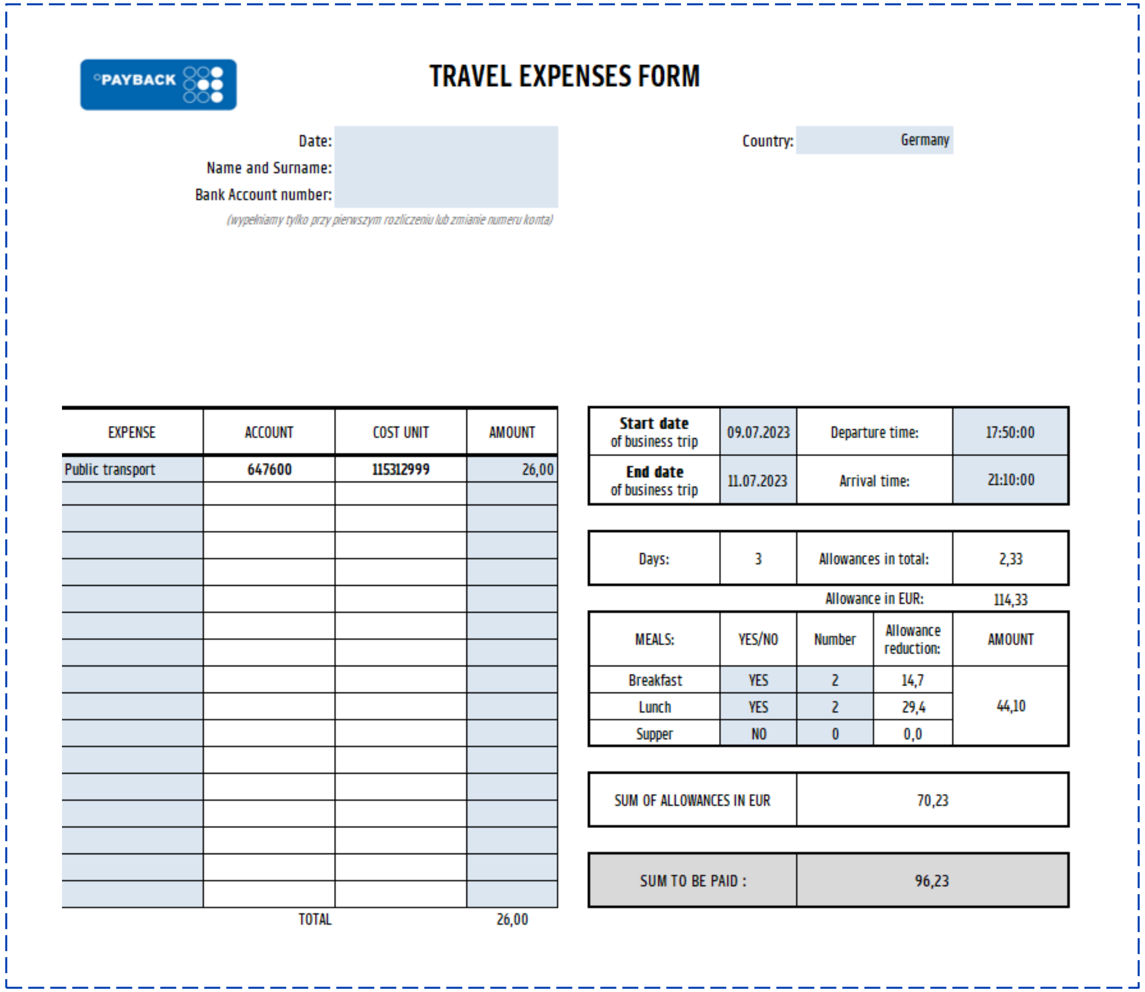
Departure time = departure time of plane/train
Arrival time = arrival to Warsaw/another city

Remember!
You have **14 days** from time your business trip ends to request travel expenses reimbursement

Travel expenses form - calculation

EXAMPLE 3

Traveler XYZ was on a business trip on July 10-11 in Munich. Due to meetings scheduled for Monday morning, he flew on an evening flight on Sunday. The company provided him with breakfast at the hotel and lunch at the company's canteen. From his own funds he covered the cost of public transportation tickets in the amount of 26 EUR.



TRAVEL EXPENSES FORM

Date:
Name and Surname:
Bank Account number:
(wypełniamy tylko przy pierwszym rozliczeniu lub zmianie numeru konta)

Country: Germany

EXPENSE	ACCOUNT	COST UNIT	AMOUNT
Public transport	647600	115312999	26,00
	TOTAL		26,00

Start date of business trip	09.07.2023	Departure time:	17:50:00
End date of business trip	11.07.2023	Arrival time:	21:10:00

Days:	3	Allowances in total:	2,33

Allowance in EUR: 114,33

MEALS:	YES/NO	Number	Allowance reduction:	AMOUNT
Breakfast	YES	2	14,7	44,10
Lunch	YES	2	29,4	
Supper	NO	0	0,0	

SUM OF ALLOWANCES IN EUR	70,23
SUM TO BE PAID :	96,23

Remember!

You have **14 days** from time your business trip ends to request travel expenses reimbursement

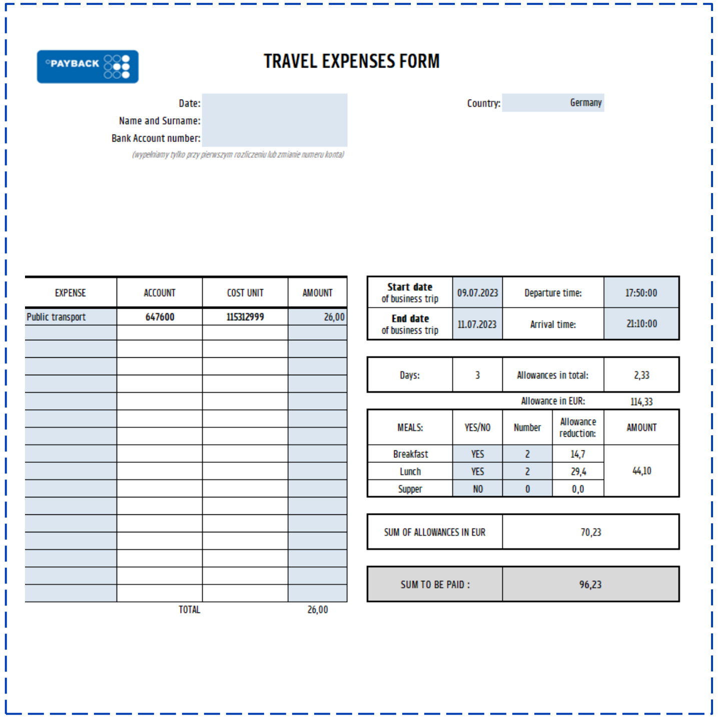
Departure time = departure time of plane/train

Arrival time = arrival to Warsaw/another city

Travel expenses form - calculation

EXAMPLE 4

Traveler XYZ was on a business trip on July 10-11 in Munich. Due to meetings scheduled for Monday morning, he flew on an evening flight on Sunday. The company provided him with breakfast at the hotel and lunch at the company's canteen. From his own funds he covered the cost of public transportation tickets in the amount of **26 EUR.** In addition, he traveled to and from the airport in Poland by Uber**.



TRAVEL EXPENSES FORM

Date:
Name and Surname:
Bank Account number:
(wypełniamy tylko przy pierwszym rozliczeniu lub zmianie numeru konta)

Country: Germany

EXPENSE	ACCOUNT	COST UNIT	AMOUNT
Public transport	647600	115312999	26,00
	TOTAL		26,00

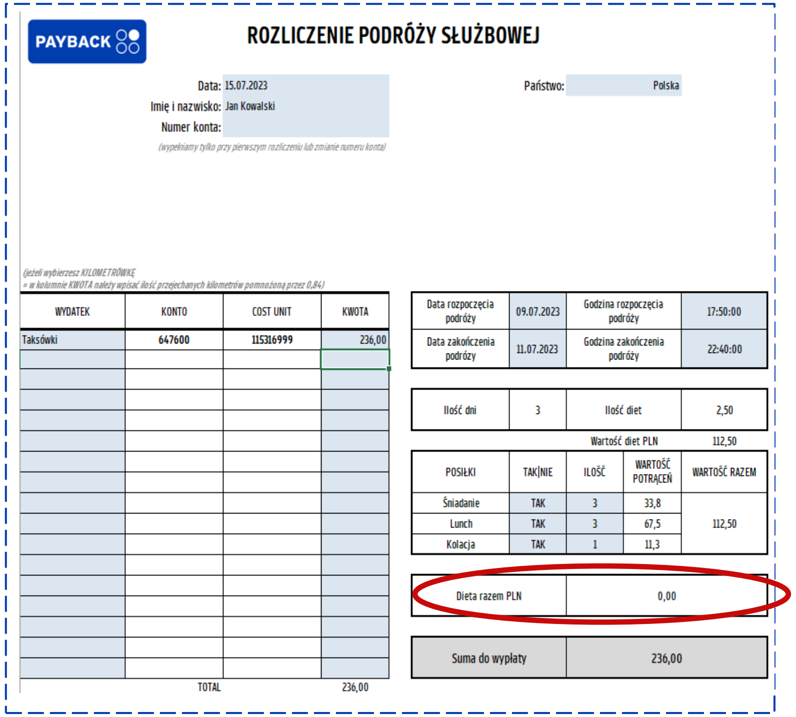
Start date of business trip	09.07.2023	Departure time:	17:50:00
End date of business trip	11.07.2023	Arrival time:	21:10:00

Days:	3	Allowances in total:	2,33

Allowance in EUR: 114,33

MEALS:	YES/NO	Number	Allowance reduction:	AMOUNT
Breakfast	YES	2	14,7	44,10
Lunch	YES	2	29,4	
Supper	NO	0	0,0	

SUM OF ALLOWANCES IN EUR	70,23
SUM TO BE PAID :	96,23



ROZLICZENIE PODRÓŻY SŁUŻBOWEJ

Data: 15.07.2023
Imię i nazwisko: Jan Kowalski
Numer konta:
(wypełniamy tylko przy pierwszym rozliczeniu lub zmianie numeru konta)

Państwo: Polska

(jeżeli wybierzesz KILOMETRÓWKĘ
= w kolumnie KWOTA należy wpisać ilość przejechanych kilometrów pomnożoną przez 0,84)

WYDATEK	KONTO	COST UNIT	KWOTA
Taksówki	647600	115316999	236,00
	TOTAL		236,00

Data rozpoczęcia podróży	09.07.2023	Godzina rozpoczęcia podróży	17:50:00
Data zakończenia podróży	11.07.2023	Godzina zakończenia podróży	22:40:00

Ilość dni	3	Ilość diet	2,50

Wartość diet PLN 112,50

POSIŁKI	TAK|NIE	ILOŚĆ	WARTOŚĆ POTRĄCEŃ	WARTOŚĆ RAZEM
Śniadanie	TAK	3	33,8	112,50
Lunch	TAK	3	67,5	
Kolacja	TAK	1	11,3	

Dieta razem PLN	0,00
Suma do wypłaty	236,00

REMEMBER

In order to settle such a trip, you need to attach 2 forms in NEULA (EUR and PLN CURRENCY).

In addition, pay attention that in expenses form in PLN you MUST reset the allowances!

** Please remember that we have a corporate **FreeNow** account and all trips should be conducted by **FreeNow** drivers.

For more information, please visit Toolbox https://toolbox.loyaltypartner.com/index.php?id=677&L=1

6

Q&A

Q&A

- **If a group from the same department is travelling, is it possible to set up one travel request form or does everyone have to do it for themselves?**

  In that case, one form can be submitted for all travelers, but travel expenses form must be submitted separately.

- ***If we bought a group ticket in Munich (public transport) how should we request refund ?***

  Person who bought the ticket, should add this expense in **TRAVEL EXPENSES FORM .**

- **If I have an expenses in two currencies, should I fill in two Excels ?**

  Yes, for different currencies, you need to complete 2 Excel forms. You cannot combine different currencies on one form.

- ***Do I have to attach plain /railway ticket to my business travel expense form in Neula?***

  *The plane/railway ticket **should be always attached** to TRAVEL EXPENSES FORM.*

- **What about the situation when the airport I'm flying from is in a different city from where I live? How do I get to the airport?**

  Any additional information regarding to business trip (including travel to/from the airport) - should be included in the business travel request in OTHER section. This will allow the Administration Department address the topic.

- **How do I request for per diem as I had a flight at 1pm?**

  *You can find an example of such a per diem form **on slide 21.***

Q&A

- **How far in advance should I set up my travel process?**

  Such information can be found in ***OUR COMPANY BUSINESS TRAVEL POLICY https://toolbox.loyaltypartner.com/fileadmin/Files_PL/administration/Zasady_podrozy_sluzbowych.pdf***
  Business trips should be planned at least 14 days in advance.

- **Where I can find my Cost Center?**

  You can find your Cost Center (CC) in the ***Enova system https://hrportalcee.vistra.com/Login/Loyalty?path=Folder/Ogolne/PanelUzytkownika.***

- **How to find my process in Neula?**

  Information on how to find your process in Neula can be found in the instructions on the Toolbox:
  https://toolbox.loyaltypartner.com/fileadmin/Files_PL/administration/Instructions_NEULA_May_2023.pdf

- **What If I want to stay in Munich for the weekend? Can PAYBACK buy me a return ticket for Sunday?**

  There is such a possibility, as long as the cost of the return ticket on Sunday, will be identical/lower than the cost of the ticket for day of return (for example on Friday).
  Covering the cost of accommodation during the weekend is the responsibility of the traveler. Per diems for a weekend stay will not be charged.

- **What If I have an allergy to animals and need a hotel that does not accept animals?**

  Such information should be included in the request form for business travel in OTHER section.

- **What should I do in case I have to cancel a business trip (tickets and hotel have already been purchased)?**

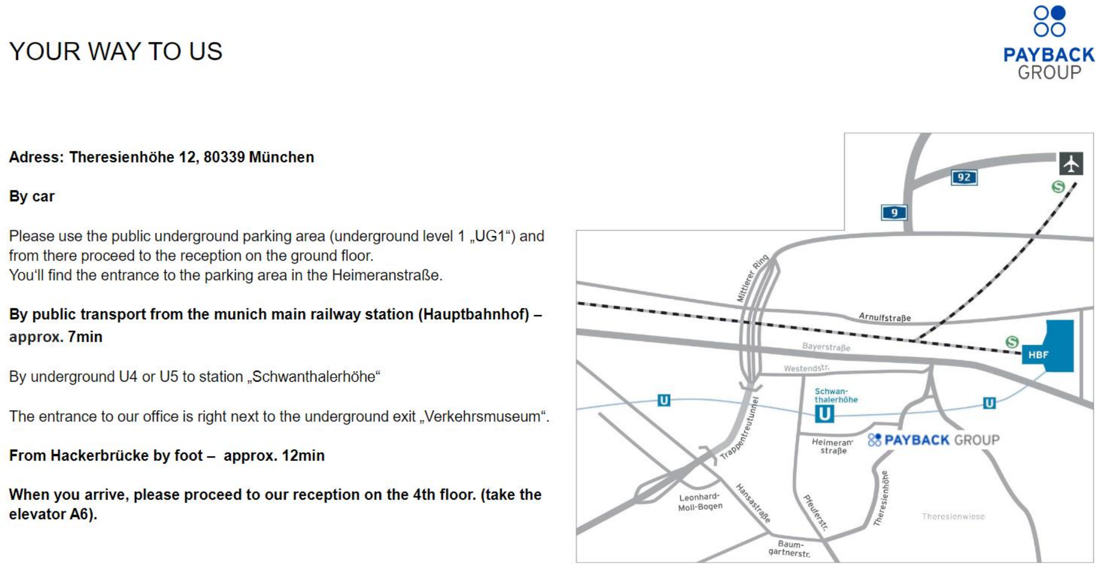
  In such case, you should immediately inform Administration Department and your supervisor.

Q&A

PAYBACK

- **How to get to Munich office? And where I find the reception?**

Munich office : PAYBACK GMBH Theresienhöhe 12, 80339 München. The U4 and U5 train stopes near the office. The main reception is located on the ***4th floor.***



YOUR WAY TO US

PAYBACK GROUP

Adress: Theresienhöhe 12, 80339 München

By car

Please use the public underground parking area (underground level 1 „UG1“) and from there proceed to the reception on the ground floor.
You'll find the entrance to the parking area in the Heimeranstraße.

By public transport from the munich main railway station (Hauptbahnhof) – approx. 7min

By underground U4 or U5 to station „Schwanthalerhöhe“

The entrance to our office is right next to the underground exit „Verkehrsmuseum“.

From Hackerbrücke by foot – approx. 12min

When you arrive, please proceed to our reception on the 4th floor. (take the elevator A6).

- **Why can’t we eat lunches outside the office while being in Munich?**

You can go to restaurant/not eat in the canteen, but the amount of your allowance which you are entitled for lunch will be reduced. Receipts/bills for meals other than those provided by the employer - in this case lunch, will not be included and cannot be billed.

As a reminder : Everyone who is traveling to Munich office is provided with lunch in the canteen.

Q&A

- ***Where can I find information about the canteen and opening hours?***
  All information can be found on Toolbox ***https://toolbox.loyaltypartner.com/index.php?id=1626&L=1***

- **How to buy a train ticket in Munich?**
  You can buy train ticket at the train station next to the airport.

- **I was travelling on Sunday. Will I get extra day off?**
  According to established case law and the definition of working time, movement within the framework of a business trip is not considered as work, and therefore no day off is due for this time, a day off.

- **Do I have to have an European Health Insurance Card when flying on a business trip?**
  It is mandatory for an employee going on a business trip to have a European Health Insurance Card.
  Instruction on how to apply for the card can be found here : ***https://pacjent.gov.pl/ekuz***

Have a question on business trips?

Please send an email to **travele@payback.net**

PAYBACK

Cia