

Merkblatt für SAP ECC Reiseanträge

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1 SAP-ECC

First of all, change the language setting of the browser in use, specify German to be used in first place. Log into ZID portal using your authentication data (TISS): <https://iu.zid.tuwien.ac.at/AuthServ.portal>. Select *SAP Portal (ESS)*, then *Reisemanagement* and create a new travel request by selecting *Reiseantrag anlegen*.

Now a neat looking form will appear which you are required to fill properly. While most of the fields are obvious (start, end, destination, length and purpose of stay), some fields require data that deserves more explanation.

By selecting *Geschätzte Kosten erfassen* another form will appear allowing you to enter costs for the travel. Thus, enter costs (the real ones or ones that you expect) for tickets and hotel(s). If you have bills with currency other than EUR, you can enter a rough estimate value for now. For *Tages-, Nächtig.Geb.u. Verpfleg* you first will need to acquire a value specific to the travel destination. Navigate to http://www.tuwien.ac.at/dle/quaestur/lehrabgeltung_reisemanagement/reisemanagement/ and refer *Tages- und Naechtigungsgebuehren.pdf* for this. Multiply the value found with the length of your travel (excluding days on vacation) and enter the result in the edit field.

Some notes. Time spent travelling to the event destination (resp. back from it) is considered working time. Also, many events start (or end) at weekends, here too, weekends are covered. For example, a conference kicks off at 2.1.20XX (Saturday), ends at 5.1.20XX (Tuesday) and happens far away from you, meaning you have to spend 12 hours travelling to the destination and 12 hours returning from it. Thus, you effectively have to departure at 1.1.20XX and will arrive at no sooner than 6.1.20XX. Therefore, calculate 6 days for your conference travel. You can extend your stay in the destination country by vacation days (which are obviously not subject to any refunds), however, the number of appended (vacation) days must not exceed the length of your business stay. So, for the example above, you can extend your stay by 6 (working) days at most. Otherwise, no refunds will be possible and you will have to pay all expenses.

Having done this, we now need to manage *Kostenzuordnung*. Specific to our

EPICOpt project (resp. FWF fund) the assignment number has to be changed. Fortunately, only one single letter needs to be replaced. For example, given the current assignment *100,00% Innenauftrag T18500090201 (Parallel Prozessors), Buchungskreis TUW1 (TU Wien)*, replace *T18500090201* by *F18500090201*. To my knowledge, this is all that needs to be done here.

Finally, if you have calculated and entered a value for *Tages-, Nchtig. Geb.u. Verpfleg.*, then check *Tagesgebhr* and click on *Prfen*. On the following page you can save the data you have entered or submit it for authorization.

2 Acknowledgements

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