



LuxTravel presentation for Travelers

1C LuxTravel

IAD 12/2015

Table of contents



About LuxTravel

Starting the System

- ◆ How can employee work in Luxtravel?

Business Trip Process in LuxTravel

Expense Report

- ◆ Process in LuxTravel
- ◆ Information about
- ◆ Creating in LuxTravel
- ◆ Printing
- ◆ Submit for approval

About LuxTravel

LuxTravel:

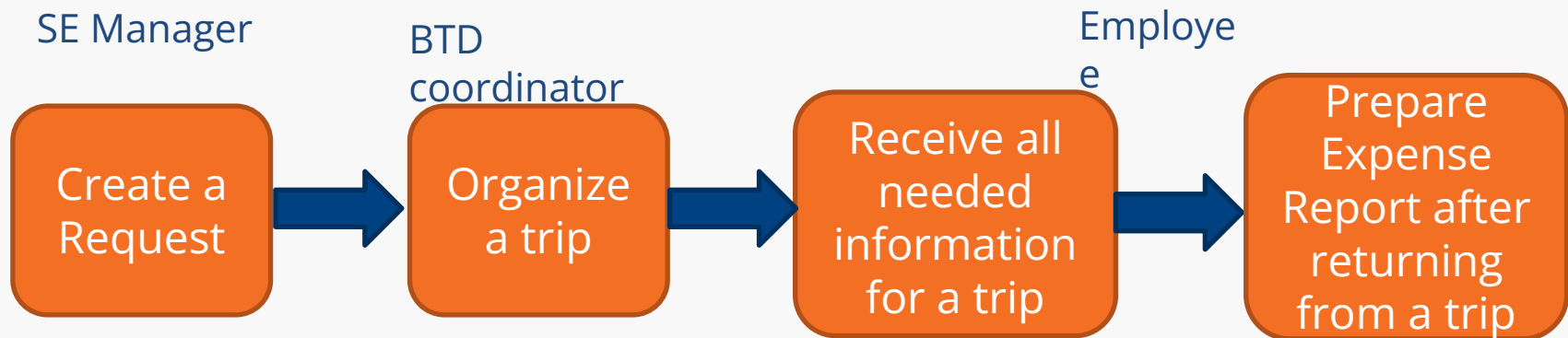
- ❖ covers all aspects of Business Travel
- ❖ generates notifications during process
- ❖ has various associated reports



Organization of:

- Business Trip
- Relocation
- Taxi
- International Passport
- Visa

Short description of main processes – Business Trips and Relocations:



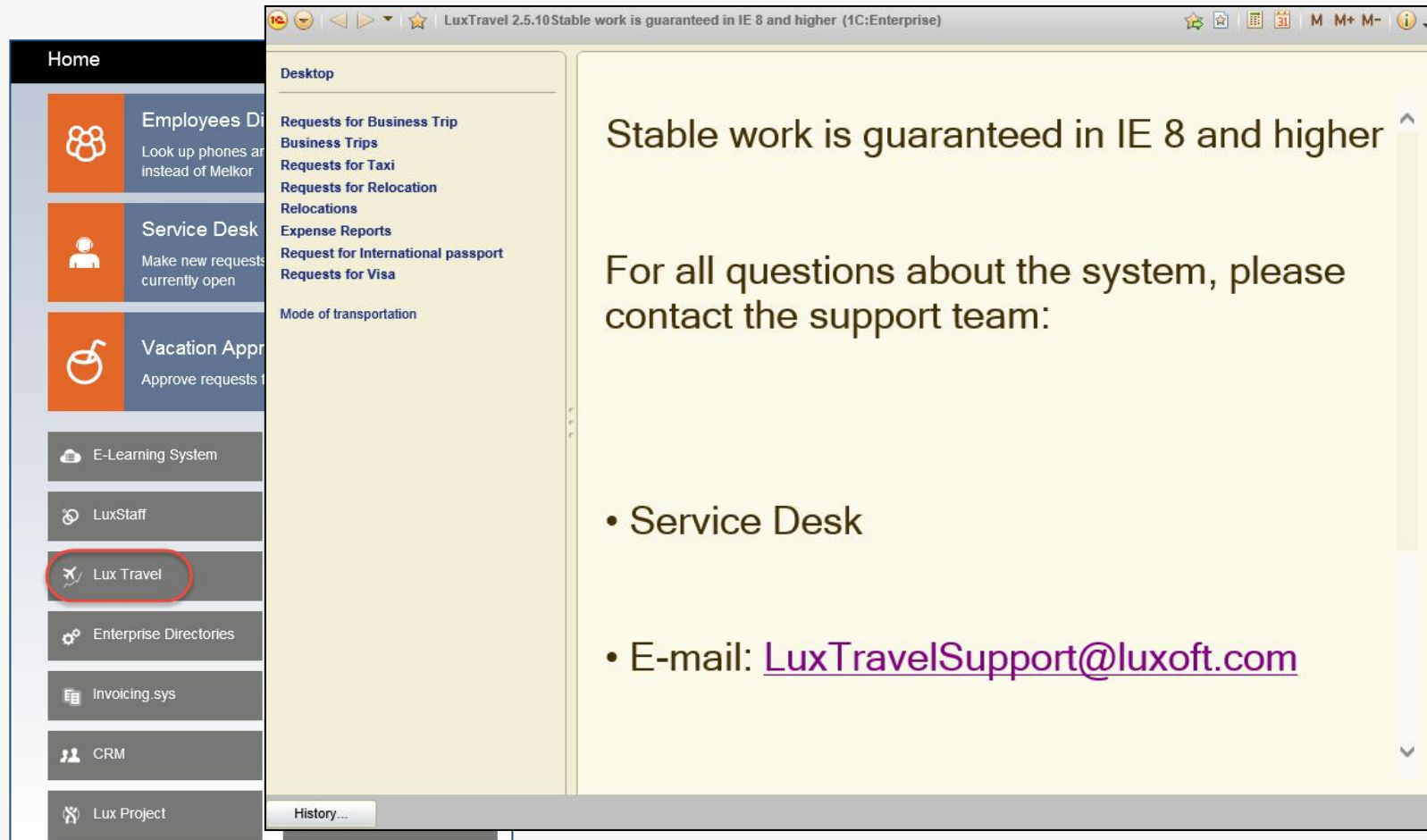
See more details about system in User Guides (on the home page of [LuxTravel](#))



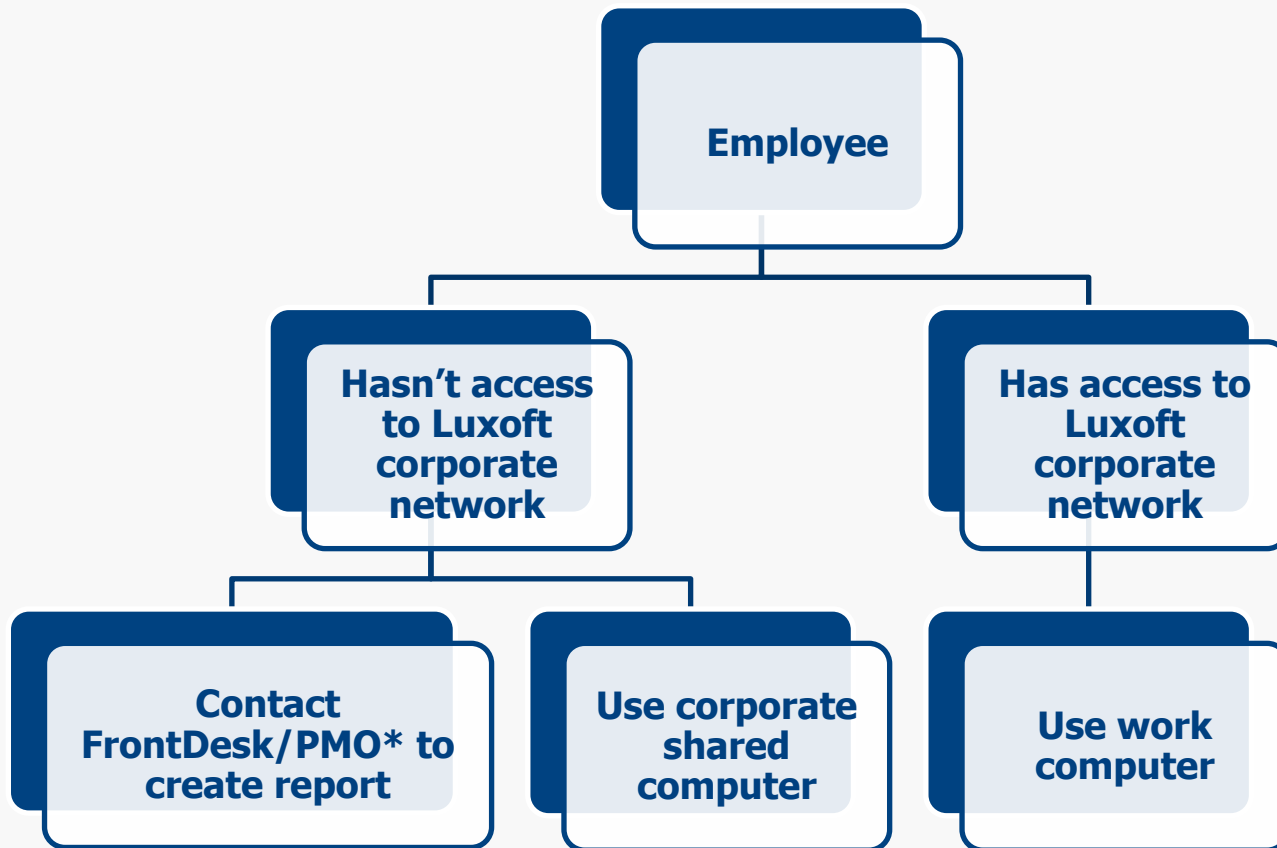
Starting the System

To log on to the System via web-interface:

- ✓ Specify the following address in the address bar of your browser: <http://luxtravel.luxoft.com>
- ✓ Or choose Lux Travel button from **Home** (<https://home.luxoft.com/>)



How can employee work in Luxtravel?

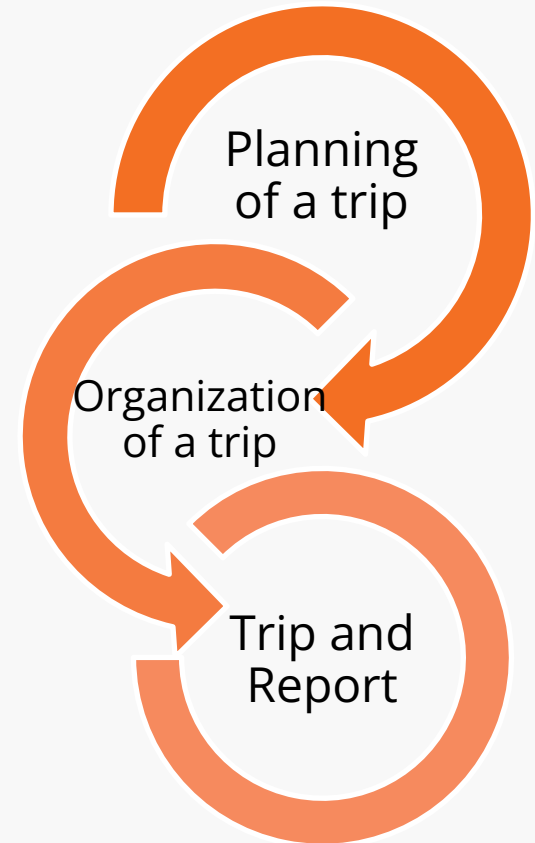
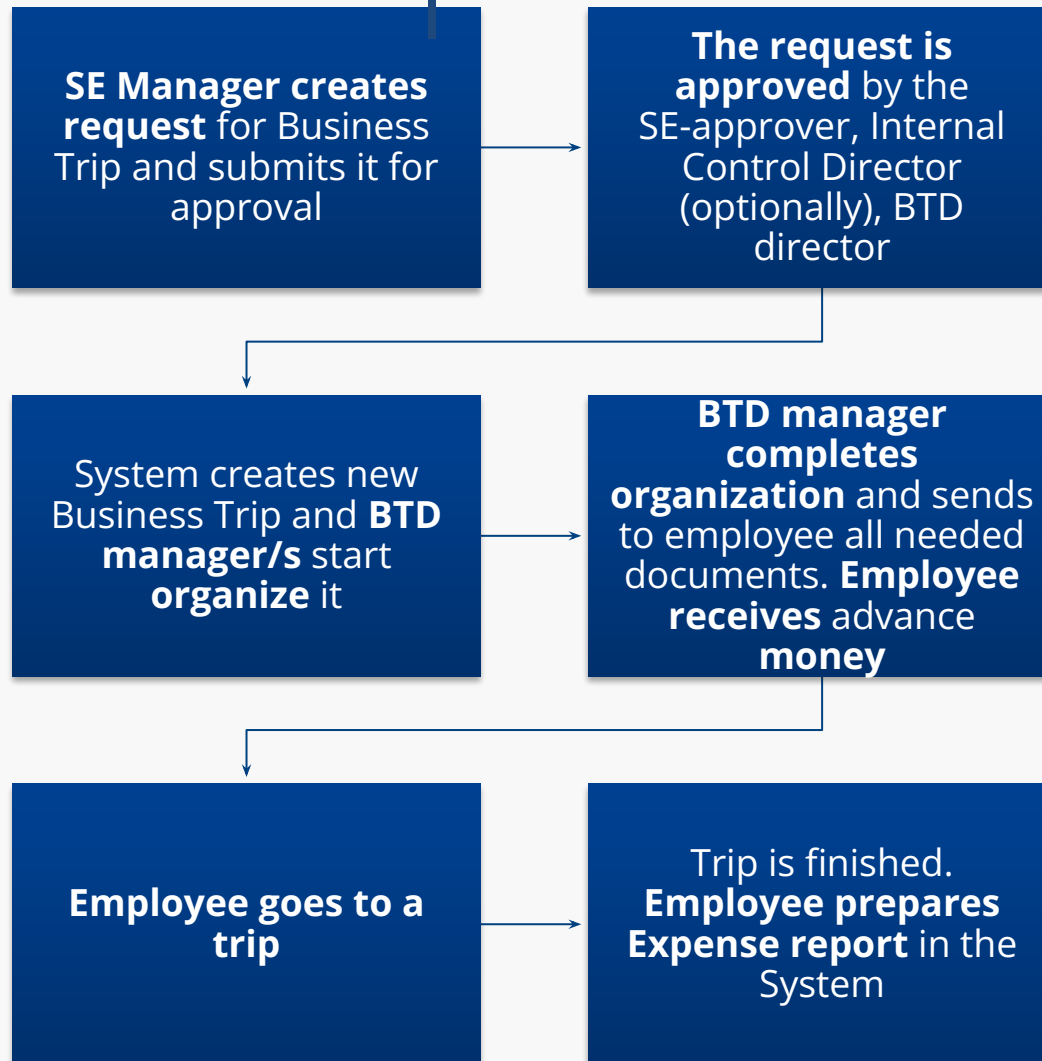


*Please confirm with your Manager the PMO person in your project




Business Trip Process in LuxTravel

LuxTrave



Expense Report: Process in LuxTravel



Traveler should prepare Expense Report and send it for approval to the accounting team within 3 work days after returning from the business trip. If there is FrontDesk in your location you can contact them to help you with Expense Report

Employee prints the expense report, attaches all supporting documents and submits the documentation to Manager/Direct Superior for approval (if necessary according to local procedure)

Employee provides all approved documentation to Accounting Team

Accounting specialist approves Expense Report in Luxtravel

Expense Report and Business Trip processes is completed in Luxtravel. Accounting Team refund/repay money to the employee



Expense Report: Information about

Attention! Save all invoices/bills/receipts during a trip!

- ❑ When you come back from your business trip, you will receive e-mail notification to create Expense Report. This document will be the evidence for your settlement with all invoices/receipts you attach.

We remind you that you have to fill out and send in for approval Expense report of Business trip 013785/01 within **3 work days after returning from trip**.

Here are the possible variants in doing this:

1. Front Desk employee can help you fill in Expense report.
You should submit all original documents at Reception. Then Front Desk employee fills in Expense report based on the original documents.
2. You can prepare Expense report by yourself.
 - o go to Business Trip created in LuxTravel system [by link](#) provided in the letter
 - o create Expense report (using button "Create Expense report" at the bottom of Business Trip form);
 - o fill in Expense report (using fields of section "Spent");
 - o send Expense report in for approval (using button "Send to approve" at the bottom of Expense report form).
 - o print the expense report and attach all supporting documents
 - o submit the documentation to your Manager/Direct Superior for approval (signature needed)
 - o approved documentation shall be provided to Accounting Team for expense posting, refund/repay and final approval in LuxTravel.

Then you should take to Accounting department all original documents (boarding passes, International passport, assignment, hotel billing statement, all tickets and bills on transport and communications, receipts of currency exchange, etc.). For all questions concerning LuxTravel system, please contact the support team: Klyuk, Maxim (851)2339, Spodin, Alexander (851)4940.

Please do not delay submitting of reports!

- ❑ Follow instruction from notification to prepare Expense Report
- ❑ In case of any questions about creating Expense Report and filling in, please contact [LuxTravelSupport](#)



Expense Report: Creating in LuxTravel

- Choose hyperlink specified in e-mail. System displays Business trip form.
- Click **Create Expense Report** button. System displays Expense Report window.

Business Trip 010614/01 from 16/01/15 7:40:32 PM

Author Samartseva Zhanna, Status Expense report dated 19.01.2015

[Request for Business Trip 10.614 from 16/01/15 6:45:36 PM](#)

▼ **Trip Purpose and Executors**

Trip Purpose: Training

Executor

1 Alb Cristian

▼ **Route Bucharest - Denver - Bucharest**

City from Country from Start Date Finish Date City to

▼ **Financial Information**

Fin Project: Boeing TACOE Reimbursable: Non-compensated

Billing Project: Customer E-mail:

Cost Location: Romania

Traveler: Popa Ionut Passport and Visa Contacts

Comment:

General Approve Comments Financial Information Period Changes Expenses Route Info

Orders List

Order Comment Attachment Status Detail City

1 Hotel Not booked 111 Denver

2 Airfare or train

Budget

Place to receive money:

Expense Item City Days Currency Daily Amount Total Amount Reimb

1 Per Diem or Meal Denver 2 USD 40.00 80.00

Send to Fin Dept Print Assignment Request to Provider **Create Expense Report** Print

http://lt.luxoft.com/?sysver=8.2.16.368 - Expense Report 9,754 from 30/12/14 3:24:40 PM * - Lu - Internet Explorer

Expense Report 9,754 from 30/12/14 3:24:40 PM *

Автор Popa Ionut, Статус New dated 30.12.2014

Date: 30.12.2014 Business Trip: Business Trip 010604/02 from 29/12/14 11:33:27 PM

▼ **Маршрут Bucharest - Alburn Hills - Bucharest**

#	City from	Country from	Start Date	Finish Date	City to	Country to
1	Bucharest	Romania	29.12.2014	31.12.2014	Alburn Hills	United States

▼ **Financial Information**

Fin Project: Boeing TACOE Reimbursable: Non-compensated

Cost Location: Romania

Comment:

Traveler: Popa Ionut Position: Programator

Balance, USD: -80.00 Legal Entity:

Received

#	Amount	Currency	Date	Rate Date	Exchange Rate	Exchange Rate 2	Amount, USD
---	--------	----------	------	-----------	---------------	-----------------	-------------

Spent

#	Expense Item	Detail	Days	Amount	Daily Amount	Currency	Rate Date	Exchange Rate	Exchange Rate 2	Amount, US
1	Per Diem or Meal	Denver	2	80.00	40.00	USD	29.12.2014	1.0000000000	1.0000000000	80.0

Help Print View Exchange Rates Send to Approve Save Close

Expense Report: Creating in LuxTravel

- To see detail information about local rules of creating Expense Report click button 'Help' and find document **for your location** (if it is here)

The screenshot shows the 'Expense Report 19,523 from 10/23/2015 11:03:08 AM' interface in Internet Explorer. The main window displays the report details, including the author (Taran Anna), date (23.10.2015), and business trip information (Business Trip BT0020506/05 from 9/17/2015 4:25:27 PM). The route is 'Dnepropetrovsk - Moscow - Dnepropetrovsk'. A table shows the route details with columns for #, City from, Country from, Start Date, Finish Date, City to, and Country to. The first row shows Dnepropetrovsk, Ukraine, from 05.10.2015 to 06.10.2015, to Moscow. Below this, the 'Financial Information' section is visible, with 'Received' and 'Spent' subsections. The 'Received' section has a table with columns # and Amount, showing one entry for 12,415.33. The 'Spent' section has a table with columns #, Expense Item, and Detail, showing two entries: 'Accommodation AEROSTAR HO' and 'Per Diem or Me Moscow'. A 'Help' window is open over the 'Spent' section, displaying a list of documents under the heading 'Description': 'Poland_Business travel instruction.docx', 'Rus_Ukr_1Фин. АО.xls', 'Rus_Ukr_2Памятка для сотрудников Фин. авансовый отчет.doc', 'Rus_Ukr_3Порядок сдачи авансового отчета по командировке.doc', and 'Rus_Ukr_5таблица с расчетами курсов и расходов.xls'. A red arrow points from the 'Help' button at the bottom of the main window to the 'Help' window. The 'Help' button is circled in red.

Expense Report 19,523 from 10/23/2015 11:03:08 AM - LuxTravel 2.9.1Stable work is guaranteed in - Internet Explo...

Expense Report 19,523 from 10/23/2015 11:03:08 AM

Expense Report 19,523 from 10/23/2015 11:03:08 AM

Author Taran Anna(Coordinator), Status New dated 23.10.2015

Date: 23.10.2015 Business Trip: Business Trip BT0020506/05 from 9/17/2015 4:25:27 PM

Route Dnepropetrovsk - Moscow - Dnepropetrovsk

#	City from	Country from	Start Date	Finish Date	City to	Country to
1	Dnepropetrovsk	Ukraine	05.10.2015	06.10.2015	Moscow	Russia

Financial Information

Received

#	Amount
1	12,415.33
	12,415.33

Spent

#	Expense Item	Detail
1	Accommodation	AEROSTAR HO
2	Per Diem or Me	Moscow

Help - LuxTravel 2.9.1Stable work is guaranteed in IE 8 and highe...

Help

Create Find... Send all attachments All actions

Description

- Poland_Business travel instruction.docx
- Rus_Ukr_1Фин. АО.xls
- Rus_Ukr_2Памятка для сотрудников Фин. авансовый отчет.doc
- Rus_Ukr_3Порядок сдачи авансового отчета по командировке.doc
- Rus_Ukr_5таблица с расчетами курсов и расходов.xls

Help Print View Exchange Rates Close



Expense Report: Creating in LuxTravel

- Please check the trip details (dates and destination)

Date: 30.12.2014 Business Trip: Business Trip 010604/02 from 29/12/14 11:33:27 PM

▼ **Маршрут Bucharest - Alburn Hills - Bucharest**

#	City from	Country from	Start Date	Finish Date	City to	Country to
1	Bucharest	Romania	29.12.2014	31.12.2014	Alburn Hills	United States

- Please fill in the field Received (use the currency you received the prepayment in)

Received

+ Add [icon] [icon] Add from 1C

#	Amount	Currency	Date	Rate Date	Exchange Rate	Exchange Rate 2	Amount, USD
1	500.00	PLN	30.12.2014	02.07.2014	0.3292615587	3.0371000000	164
	500.00						164

- Please fill in the fields Spent accordingly (some lines can be pre-filled automatically according to Business Trip):
 - Choose the defined type of expense and include amount you have on your invoice/bill/receipt
 - Please include only expenses paid by cash/credit card/business credit card and allowance you are entitled to. Please do not include any expenses covered directly by employer

Spent

+ Add [icon] [icon] [icon]

#	Expense Item	Detail	Days	Amount	Daily Amount	Currency	Rate Date	Exchange Rate	Exchange Rate 2	Amount, USD
1	Per Diem or Meal	Denver	2	80.00	40.00	USD	29.12.2014	1.0000000000	1.0000000000	80.00



Expense Report: Creating in LuxTravel



You are entitled to following allowances and expense reimbursement:

- ❖ 'Per Diem or Meal'
- ❖ transport expenses reimbursement and transport allowance (all under expense type 'Transportation')
- ❖ other expenses directly related with travel and approved by manager and allowed by internal company's regulations can be also reimbursed. If you have any doubts – please consult your manager (who shall contact travel specialist or accountant).

You are NOT entitled to reimbursement of food and drinks as you are entitled to per diem allowance (if other not specified by local regulations – please contact BTD specialist or accounting team to specify).

Any additional expenses, which occur during business travel but are not directly connected with it (e.g. representative expenses) because they are covered from separate budgets shall NOT be included in the expense report. Those expenses must be separately settled via statement of expenses paid via company's business card or directly brought to accountancy.

Please remember that credit card payment confirmation (print out from terminal) is not an evidence. Such documents will not be accepted.

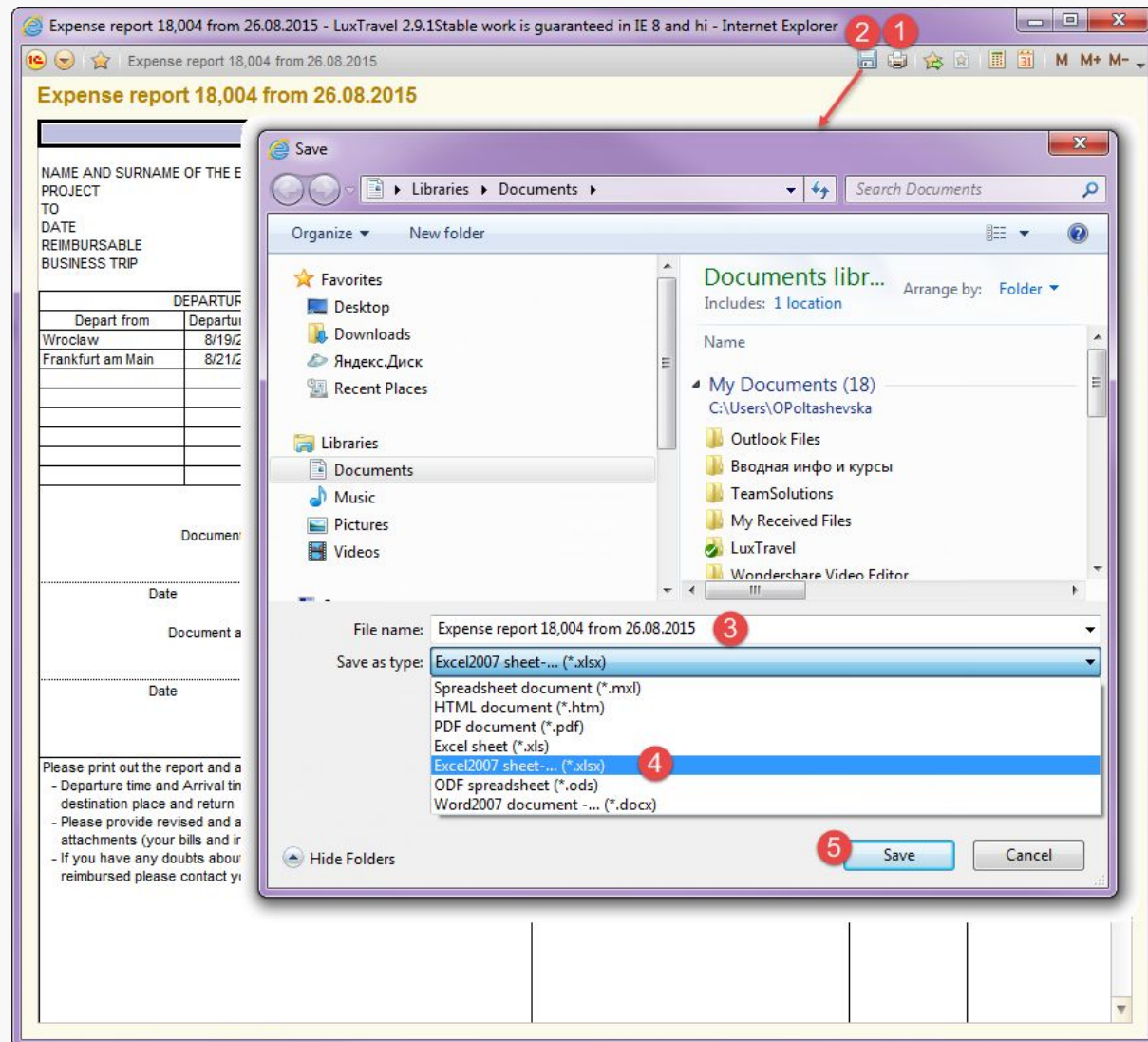
Any payment via business credit /prepaid card belonging to company shall be clearly indicated on the printout of the Expense Report in other comments



Expense Report: Printing

From Expense Report form you can:

- ✓ Print Expense Report (step 1 at screen)
- ✓ Save as file in selected file format (2-5 steps)



Expense Report: Submit for approval

- ❑ Send Expense report for approval (using button **Send to approve** at the bottom of Expense report form)

The screenshot shows a web form titled "Spent" with a table of expense items. The table has columns for #, Expense Item, Detail, Days, Amount, Daily Amount, Currency, Rate Date, Exchange Rate, Exchange Rate 2, and Amount, US. The first row contains the following data: # 1, Expense Item Per Diem or Meal, Detail Denver, Days 2, Amount 80.00, Daily Amount 40.00, Currency USD, Rate Date 29.12.2014, Exchange Rate 1.0000000000, Exchange Rate 2 1.0000000000, and Amount, US 80.00. Below the table are several buttons: Help, Print, View Exchange Rates, Send to Approve (highlighted with a red circle), Save, and Close.

#	Expense Item	Detail	Days	Amount	Daily Amount	Currency	Rate Date	Exchange Rate	Exchange Rate 2	Amount, US
1	Per Diem or Meal	Denver	2	80.00	40.00	USD	29.12.2014	1.0000000000	1.0000000000	80.00

- ❑ Submit the printout of Expense Report with all supporting documents to Manager/Direct Superior for approval (if necessary according to local procedure)
- ❑ After Manager's approval approved documentation and all original documents (boarding passes, International passport, assignment, hotel billing statement, all tickets and bills on transport and communications, receipts of currency exchange, etc.) shall be provided to Accounting Team for expense posting, refund/repay and final approval in LuxTravel.



Thank you!

**For all questions about the system, please contact
the support team:**

[LuxTravelSupport](#)

