

One-day assignment allowances



Expense Management.
Simplified. For you.

One-day assignment allowances - For administrators

Allowances paid for one-day assignments, that is, business trips that don't require an employee to stay away from home overnight, are taxable just like salary.

As an administrator, you can manage one-day assignment allowances in Findity Expense by enabling them. Go to **Settings, Expense Categories**, and click **Subsistence allowance**.

Expense Categories ?

Other expenses (7 activated categories)
Consumables, Fuel expenses, Healthcare, Lodging expenses, Parking,...

Representation Expenses (2 activated categories)
Extern, Intern

Subsistence Allowance (2 activated categories)
Domestic, Foreign

Mileage (1 activated categories)
Mileage

Benefits (1 activated categories)
Congestion charge

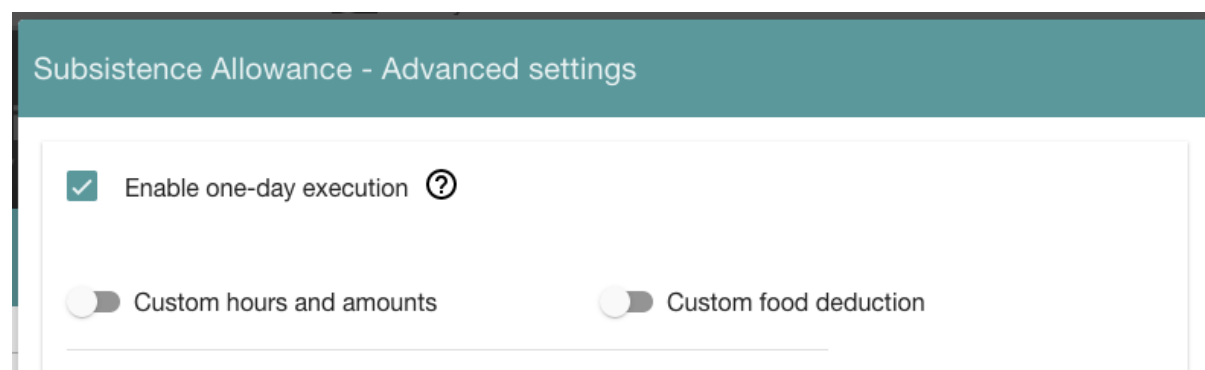
ADD **EDIT MORE INPUT FIELDS**

Click **Advanced Settings**.

Select **Enable one-day execution**. This applies the Swedish Tax Agency's regulations for tax-free allowances regarding the length of time and compensation for full-day and half-day business trips.

A half-day business trip is a day on which the employee leaves home after 12:00 (day of departure) or comes home before 19:00 (day of return).

If you are happy with these settings, click **OK** and **Save**.



If your organization wants to use other times and amounts, enable **Custom settings** in the same view. Now you can configure the number of hours and allowances that apply for one-day assignments in your organization. Click **OK** and **Save** when you are happy with the settings.

