



LuxTravel presentation for Travelers

1C LuxTravel

IAD 12/2015

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About LuxTravel

LuxTravel:

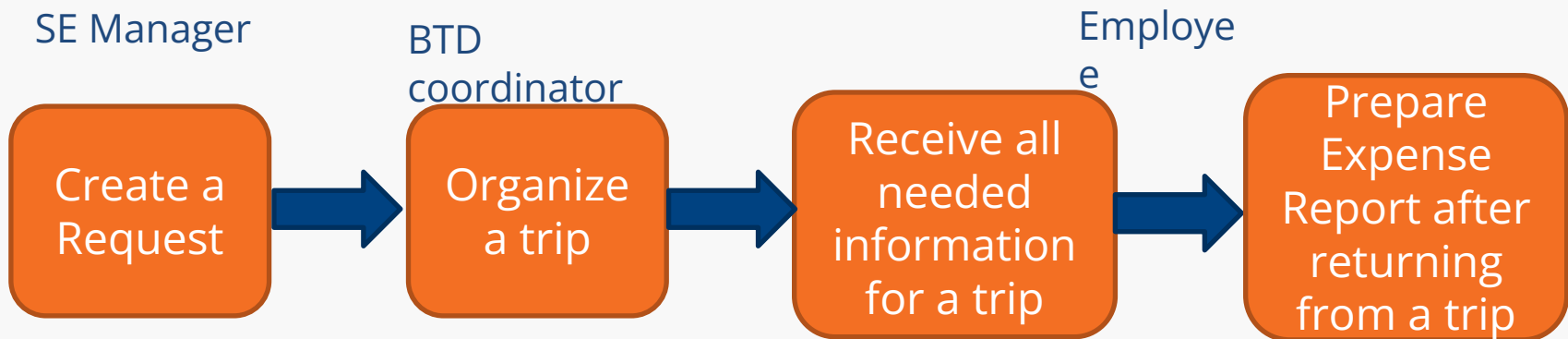
- ❖ covers all aspects of Business Travel
- ❖ generates notifications during process
- ❖ has various associated reports



Organization of:

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

Short description of main processes – Business Trips and Relocations:



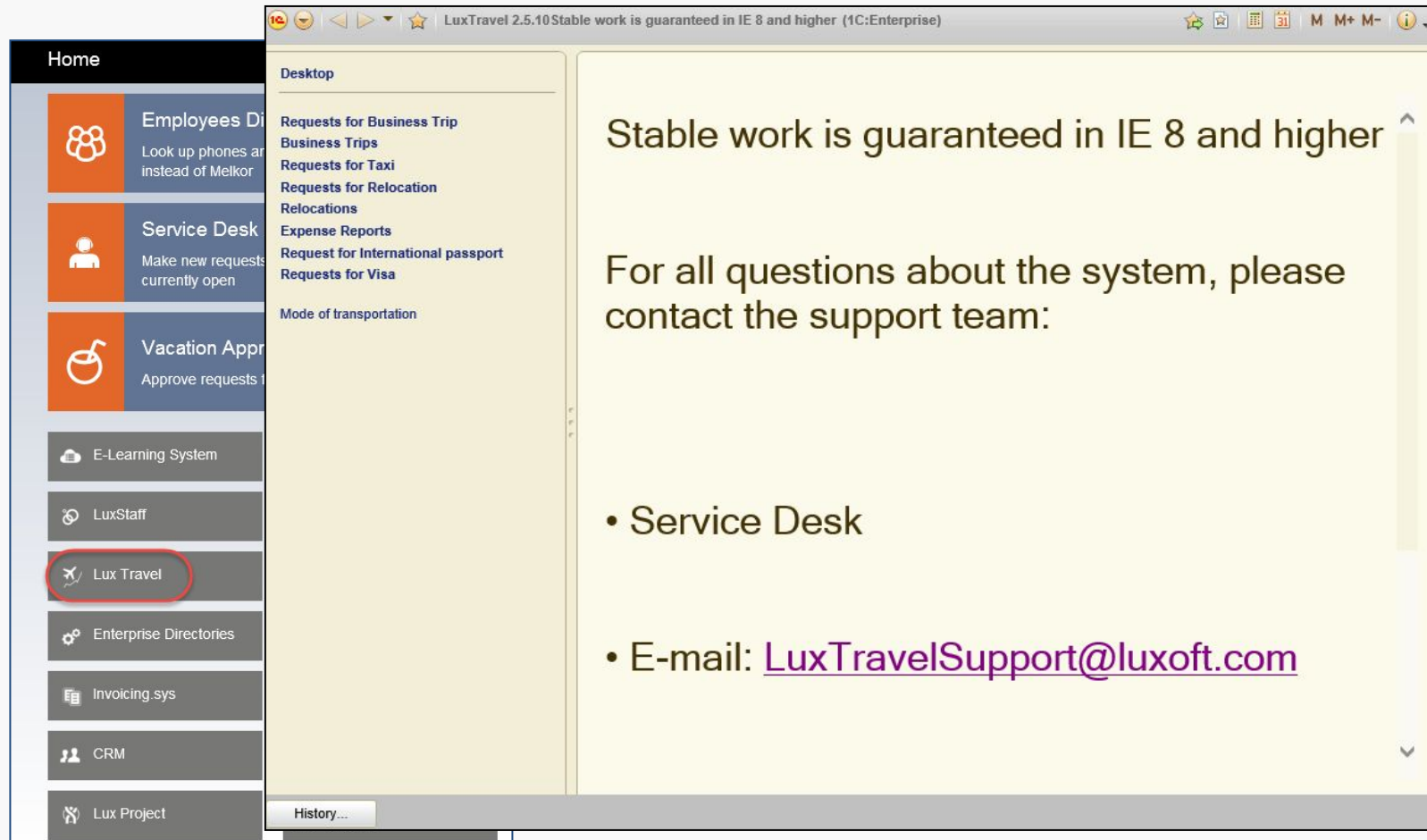
See more details about system in User Guides (on the home page of [LuxTravel](#))



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/>)

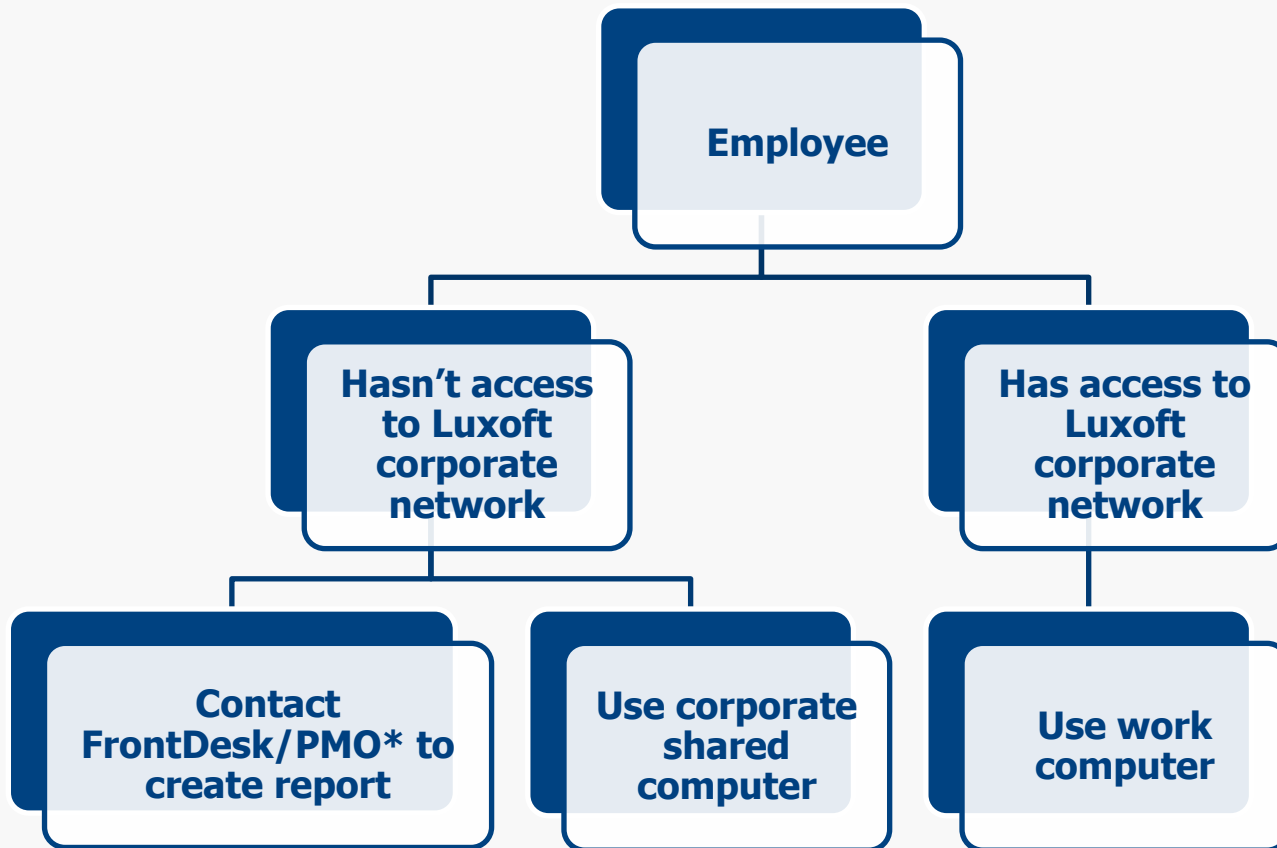


The screenshot shows a web browser window displaying the LuxTravel 2.5.10 interface. The browser's address bar shows the URL <http://luxtravel.luxoft.com>. The page title is "LuxTravel 2.5.10 Stable work is guaranteed in IE 8 and higher (1C:Enterprise)".

The interface is divided into two main sections:

- Home (Sidebar):** A vertical navigation menu on the left side. It includes several buttons with icons and text:
 - Employees Directory:** Look up phones and e-mails instead of Melkor
 - Service Desk:** Make new requests, currently open
 - Vacation Approvals:** Approve requests
 - E-Learning System**
 - LuxStaff**
 - Lux Travel** (highlighted with a red circle)
 - Enterprise Directories**
 - Invoicing.sys**
 - CRM**
 - Lux Project**
- Desktop (Main Content Area):** A large yellow area on the right side. It contains a message: "Stable work is guaranteed in IE 8 and higher". Below this, it says: "For all questions about the system, please contact the support team:". A list of links is provided:
 - Service Desk
 - E-mail: LuxTravelSupport@luxoft.com

How can employee work in Luxtravel?

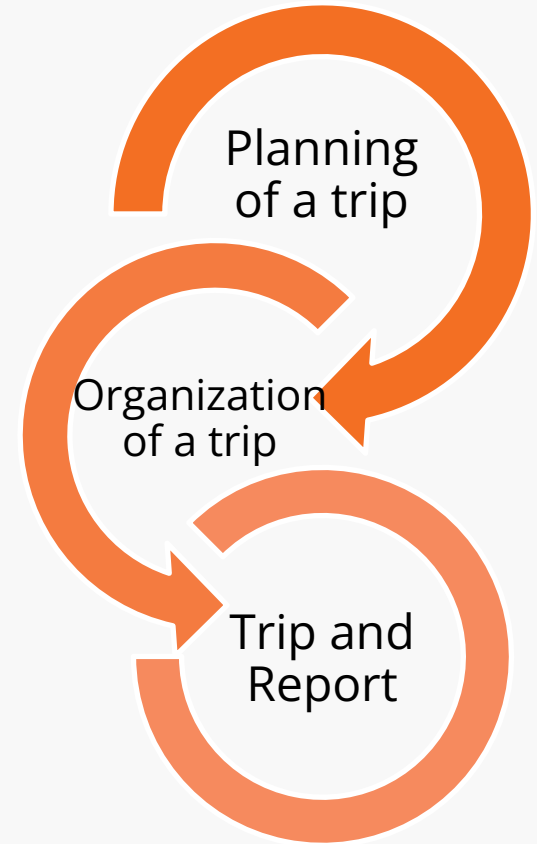
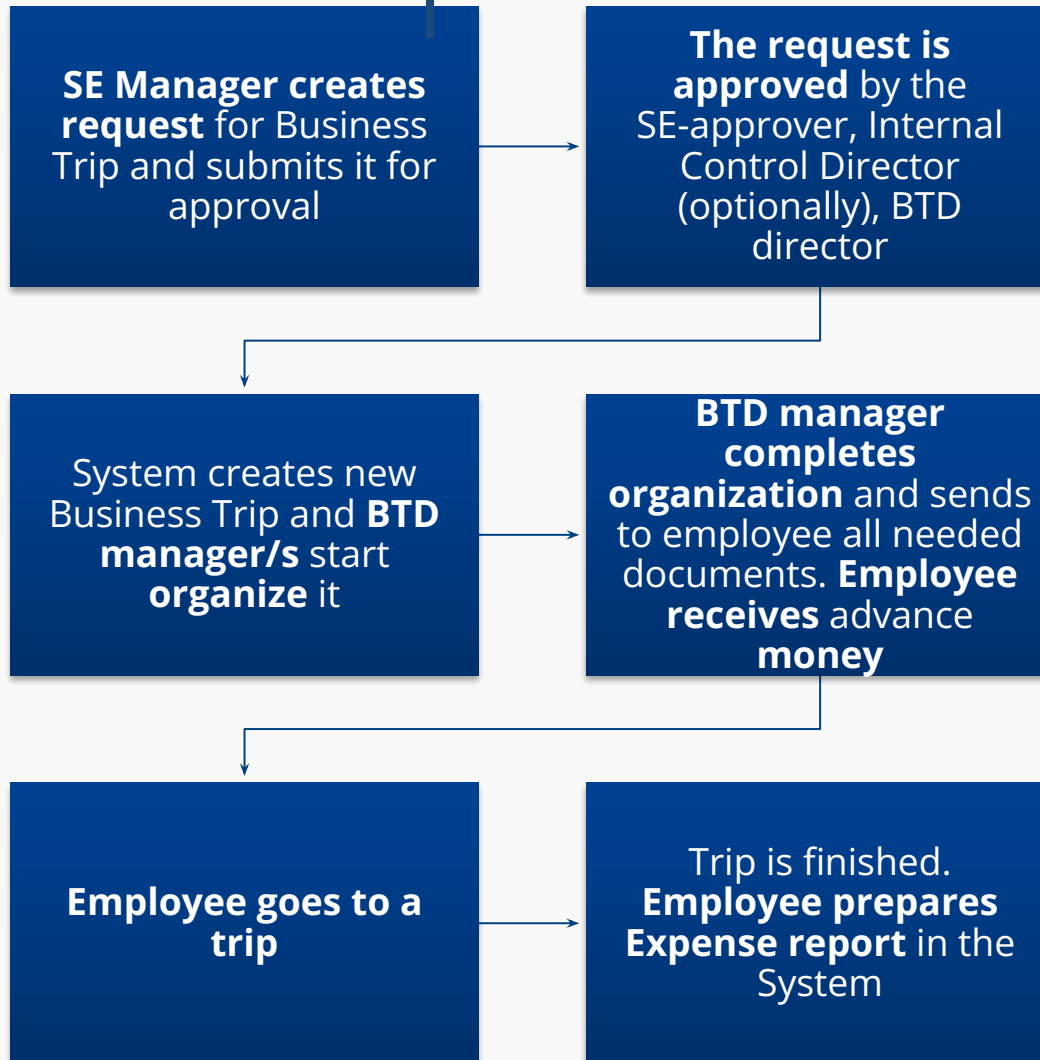


*Please confirm with your Manager the PMO person in your project



Business Trip Process in LuxTravel

LuxTravel



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

Route Bucharest - Denver - Bucharest

Financial Information

Fin Project: Boeing TACOE Reimbursable: Non-compensated

Billing Project: Customer E-mail:

Cost Location: Romania

Traveler: Popa Ionut

Comment:

General Approve Comments Financial Information Period Changes Expenses Route Info

Orders List

#	Order	Comment	Attachment	Status	Detail	City
1	Hotel			Not booked	Hotel	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

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
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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	80.00

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' page in Internet Explorer. The page displays the report details, including the author (Taran Anna), date (23.10.2015), and business trip information. A table shows the route from Dnepropetrovsk, Ukraine to Moscow. Below this, there are sections for 'Received' and 'Spent' expenses. A 'Help' window is open over the 'Spent' section, listing several documents for download, including 'Poland_Business travel instruction.docx' and 'Rus_Ukr_5таблица с расчетами курсов и расходов.xls'. A red arrow points from the 'Help' button at the bottom of the main page to the 'Help' window.

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	09.10.2015	09.10.2015	Moscow	Russia

Financial Information

Received

#	Amount
1	12,415.33
	12,415.33

Spent

#	Expense Item	Detail
1	Accommodatio	AEROSTAR HC
2	Per Diem or Me	Moscow

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

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: Business Trip:

▼ **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 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

#	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 your 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 by 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 18,004 from 26.08.2015 - LuxTravel 2.9.1Stable work is guaranteed in IE 8 and hi - Internet Explorer

Expense report 18,004 from 26.08.2015

Expense report 18,004 from 26.08.2015

NAME AND SURNAME OF THE PROJECT TO

DATE REIMBURSABLE BUSINESS TRIP

DEPARTUR	
Depart from	Departur
Wroclaw	8/19/2
Frankfurt am Main	8/21/2

Document

Date

Document a

Date

Please print out the report and a
- Departure time and Arrival tin destination place and return
- Please provide revised and a attachments (your bills and ir
- If you have any doubts about reimbursed please contact y

Save

Libraries > Documents

Search Documents

Organize New folder

Favorites

- Desktop
- Downloads
- Яндекс.Диск
- Recent Places

Libraries

- Documents
- Music
- Pictures
- Videos

Documents libr... Arrange by: Folder

Includes: 1 location

Name

- My Documents (18)
C:\Users\OPoltashevska
- Outlook Files
- Вводная инфо и курсы
- TeamSolutions
- My Received Files
- LuxTravel
- Wondershare Video Editor

File name: Expense report 18,004 from 26.08.2015

Save as type: Excel2007 sheet-... (*.xlsx)

- Spreadsheet document (*.mxi)
- HTML document (*.htm)
- PDF document (*.pdf)
- Excel sheet (*.xls)
- Excel2007 sheet-... (*.xlsx)
- ODF spreadsheet (*.ods)
- Word2007 document -... (*.docx)

Hide Folders

Save Cancel

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 interface for an expense report titled "Spent". At the top left, there is an "Add" button with a plus sign and a minus sign. Below this is a table with the following columns: #, Expense Item, Detail, Days, Amount, Daily Amount, Currency, Rate Date, Exchange Rate, Exchange Rate 2, and Amount, US. The first row of the table is highlighted in blue and contains the following data: # 1, Expense Item Per Diem or Mea, 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, there are several buttons: Help, Print, View Exchange Rates, Send to Approve (circled in red), Save, and Close.

#	Expense Item	Detail	Days	Amount	Daily Amount	Currency	Rate Date	Exchange Rate	Exchange Rate 2	Amount, US
1	Per Diem or Mea	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](#)

