

Documentation
Atlatos Profi Traveller

Version: Traveller

Stand 14.01.2023

Simply book business trips

We are delighted that you have chosen the Atlasos Profi Traveller as your travel management system and online booking engine. Thank you for placing your trust in us.

The Atlasos Profi Traveller provides an efficient travel management system for easy online booking of flights, hotels, rental cars, and train tickets, without sacrificing expert travel support. It simplifies your daily work routine while simultaneously helping to reduce travel expenses.

- According to company guidelines, flights, hotels, rental cars, and Deutsche Bahn tickets can be easily booked online.
- From travel requests to bookings and expense reporting, all travel processes can be seamlessly integrated and managed.
- With a single travel profile for all bookings, adhering to all data protection measures, travel preferences, loyalty programs, and even vaccinations can be easily managed.
- For all inquiries, from complex travel arrangements and rebookings to visa applications, a dedicated contact person from the supporting travel agency is available to assist you.
- Innovative technologies ensure a powerful price comparison, and special corporate benefits enable additional savings.
- Mobile access to all travel data enhances convenience during business trips.

Atlasos places great emphasis on ease of use in its ongoing development. Flights, hotels, rental cars, and Deutsche Bahn tickets can be easily booked through Atlasos Profi Traveller without compromising expert travel agency support.

We always welcome suggestions for improvement. If you have any questions, we are happy to assist you at +49 6431 212498-0.

Yours sincerely,
Esther Stehning

* For the sake of readability, the masculine form has been used in the text; however, the information naturally applies to individuals of all genders.

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1. Efficiently Booking Business Trips

The following pages explain how to use the Atlatos Profi Traveller and the Atlatos Expense Engine. Further information and training videos can be found at support.atlatos-traveller.de.

1.1 Homepage

After logging into the Atlatos Profi Traveller, a personalized homepage appears with the following functionalities:

The screenshot shows the Atlatos Profi Traveller homepage. At the top, there is a navigation bar with links for HOME, KONTAKT, BLOG, ÜBER UNS, and SUPPORT. The Atlatos logo is on the left, and the user profile 'Atlas Test-Reisebüro' with ID 12345 and language 'DEU' is on the right. Below the navigation bar are four main service categories: FLUG, HOTEL, MIETWAGEN, and BAHN. A left sidebar contains menu items: MEINE DATEN, TRAVEL MANAGEMENT, MEIN UNTERNEHMEN, and ADMINISTRATION. The main content area is divided into several sections:

- AKTUELLE REISEPLÄNE**: A search bar for 'Suche nach Reisendem' with the value 'Höger'. Below it, a list of travelers is shown, with 'Esther Stehning' highlighted. To the right, a calendar for 'FEBRUAR 2020' is displayed, with a popup for '03.03.2020 12:00' showing 'Düsseldorf Airport » Tegel Airport' and options to 'Anzeigen' or 'Storno'.
- BUCHUNGEN**: A tabbed interface with options for REISEANTRÄGE, NEUE RKA, GENEHMIGTE RKA, and TRAVELINFO AKTUELL. A message states 'Es sind keine Buchungen vorhanden.'
- WICHTIGE MITARBEITERINFORMATIONEN**: A section with several articles:
 - Sicherheit auf Dienstreisen** (14.11.2018 - 09:38): Bitte beachten Sie die aktuellen Reisewarnungen und Hinweise.
 - Booking.com jetzt freigeschaltet** (14.11.2018 - 09:33): Ab heute können Hotels von booking.com gebucht werden.
 - Atlatos App** (14.11.2018 - 09:33): Atlatos App-Buchung ist kostenfrei möglich.
 - Firmenpool-Fahrzeuge** (14.11.2018 - 09:33): Auch an unseren Standort München können ab heute 3 Firmenpool-Fahrzeuge genutzt werden.
 - Änderung der Reiserichtlinie** (07.11.2018 - 11:27): Hotelbuchungen im Inland, die 120 Euro übersteigen (150 im Ausland) sind...
- AKTUELLE REISEINFORMATIONEN**: A summary of travel data:
 - Buchungen**: 0 Flug-Buchungen, 0 Hotel-Buchungen, 0 Mietwagen-Buchungen, 0 Bahn-Buchungen, 0 BahnCard-Buchungen.
 - Neue Genehmigungen**: 0 genehmigte Reiseanträge, 0 genehmigte Reisekostenabrechnungen (RKA).
 - Bisherige Reiseausgaben (2020)**:

Flug:	115,98 €
Hotel:	130,50 €
Mietwagen:	0,00 €
Bahn:	238,50 €
BahnCard:	0,00 €
Gesamtausgabe:	484,98 €

Point 1: login area

The user's own name is displayed here, or the name of the selected traveler in the case of a team booking. The supporting travel agency or travel office is listed along with its contact details.

Point 2: horizontale navigation

The horizontal navigation allows users to start booking the respective services (flight, hotel, rental car, and train, as well as special services if applicable). By clicking on the tab, the search for the booking process is initiated.

Point 3: verticale navigation

The vertical navigation allows users, depending on their permissions, to access the menu items "My Data," "Travel Management," "My Company," and "Administration."

Point 4: current travel plans

The homepage also provides an overview of current travel plans. The calendar displays upcoming flight, hotel, rental car, and train bookings through icons. If booking rights for colleagues are granted, the trips of selected travelers can also be displayed. Up to five VIP travelers can be permanently shown on the homepage. Additionally, the calendar allows access to detailed views for each booking or the initiation of the cancellation process.

Point 5: overviews

The traveler can view upcoming bookings in chronological order through the "Bookings" tab. They can access detailed booking information, retrieve train tickets, initiate cancellations, or access check-in options for flights.

For train journeys, the ticket can be retrieved. By clicking on "Cancel," the travel services can be canceled.

Buchungen	Reiseanträge	Neue RKA	Genehmigte RKA	TravelInfo aktuell
Buchung	Anreise	Abreise	Reisende/r	Preis
 8YTM AZ	03.07.18	03.07.18	Herr Mustermann	EUR 80,20
				Ticket Storno

Through the "Travel Requests" tab, the traveler's active travel requests can be accessed with the option to view details. The same applies to the tabs "New Expense Report," "Approved Expense Report," and "Current Travel Info."

Point 6: important employee information

Through the "Important Employee Information" section, the company can post its own updates and inform employees about current topics related to business travel.

Point 7: current travel information

The current travel information provides an overview of ongoing bookings, approvals, and travel expenses. Previous travel expenses are cumulatively summarized by service type. If the user can only book travel for themselves, only their own travel expenses are displayed. However, if the user has travel management rights, trips are displayed based on permissions for specific departments, branches, or the entire company.

Six weeks before the expiration of BahnCards and credit cards, the user is notified on the homepage about the need for renewal.

1.2 User profile and password

In the Atlatos user profile, the traveller can change their user profile, which was stored centrally when they first logged in. For example, it is possible to enter several credit cards in the user profile, provided the employer allows this. Frequent flyer numbers can also be entered. It is also possible to enter data such as vaccinations and visas in the Atlatos travel profile, which is particularly important when travelling outside Europe. The password can be updated under the menu item 'Change password'. Please note that the password function can be updated with a single sign-on procedure. If your company regularly synchronises personnel data, changes can also be imported by the employer. In this case, please contact your internal travel management team. hotel, flight and car hire preferences can be specified in order to take travel preferences into account for each booking. These are sent to the respective provider as a comment with every booking. However, it is at the hotel provider's (or airline's or car hire provider's) discretion to fulfil the hotel requests. If a seat request, e.g. seat in the large area, mobile phone area, is stored for a train journey, the travel requests are transferred when the train application is called up and taken into account by the train.

In addition to your BahnCard and personal credit card, you can also enter your ID card and debit card to identify yourself to the railway.

After entering the desired changes to the travel profile, the process can be completed by clicking on the 'Change' button. If the travel agency in charge uses profile synchronisation, profile data is also synchronised in the travel agency's system.

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragsuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung
- Reisebüro
- Kontakt
- Benutzerprofil**
- Buchungsrecht

TRAVEL MANAGEMENT

TRAVELINFO

MEIN UNTERNEHMEN

ADMINISTRATION

ATLATOS-ADMIN

UNTERNEHMENS DATEN

Unternehmen: Atlatos GmbH Standort: Runkel-Dehrn

Ansprechpartner: Frau Stehning

IHR PERSÖNLICHES REISEPROFIL

Anrede*: Herr Titel:

Vorname*: Max Name*: Mustermann

Geburtsdatum: Nationalität*: Deutschland

Telefon*: +49 643121249821 Telefax: +49 Mobil: +49

E-Mail*: Mustermann@atlatos.com

Kontonummer: BLZ: EC-Gültigkeit: ---

IBAN: BIC:

hotel.de Kundennummer hotel.de Kunden E-Mail hotel.de Kunden-Passwort

Bahn-Benutzername Bahn-Passwort

1.3 Travel request

Depending on the travel policy, there may be an obligation to submit a travel request before the start of the trip, which the line manager or another predefined person can authorise. The travel request form asks for the travel period, type of trip, reason for the trip and the expected costs. Depending on the company settings, internal company information such as a project number or cost centre may also be requested. Select the desired travel services and, if applicable, a rough cost estimate from the company. Please note that travel services that are not ticked cannot be booked. You can also add brief comments about the trip. The travel request can then be forwarded to the person authorised to approve it. As soon as the 'Forward' button is clicked, the person authorising the trip will receive a message by e-mail. The e-mail contains a link with a direct reference to the Atlatos Profi Traveller page for approving the travel request.

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragsuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

TRAVEL MANAGEMENT

TRAVELINFO

MEIN UNTERNEHMEN

ADMINISTRATION

ATLATOS-ADMIN

ANTRAG

AUFTRAGSSTATUS

ARCHIV

Name:	Sascha - Admin Spelkus	Kostenstelle:	
Benutzername:	AdminSpelkusATL	Unternehmen:	Atlatos GmbH Schloßstr. 24 65594 Runkel-Dehm
RKA-Nummer:	Neue RKA		

NEUEN REISEANTRAG ANLEGEN

noch nicht weitergeleitet

Bitte geben Sie den Ort des Reisestarts an, sofern dieser vom oben angegebene Unternehmenssitz abweicht.

Ort des Reisestarts:	<input type="text"/>
Zielort der Reise:	<input type="text"/>
Zielland:	Deutschland ▼
Von*:	13.03.2020 📅
Abfahrtszeit:	08:00
Ankunftszeit:	08:00
Abweichung:	00:00
Bis*:	14.03.2020 📅
Abfahrtszeit:	17:00
Ankunftszeit:	17:00
Abweichung:	00:00
Reisetyp:	- Bitte auswählen - ▼
Reisegrund*:	<input type="text"/>
Personalnummer	<input type="text"/>
Internes Konto	Test#1 ▼

As soon as the travel request has been approved or rejected, the traveller is informed. The traveller can also call up the respective status (unprocessed, approved, rejected) under 'Order status'. All travel requests are stored in the archive for documentation purpose.

1.4 Flight selection and booking

All flights available in the travel agency systems (450 airlines including 60 low-cost carriers) can be booked via the flight booking screen. After specifying the desired selection criteria, such as departure and destination as well as the corresponding travel times, the search results are displayed

The Atlatos Flight Booking Engine only displays the flights approved by the company in accordance with the employee's travel policy, provided a travel policy has been stored. Depending on the company's travel policy, only a small selection of flights may be available.

Travellers can use the search mask to display flights that match their travel requirements. In addition to the date of travel, travellers can enter a departure time (any time, morning, midday and afternoon) or an exact time. After entering the departure city, destination and travel times as well as other optional points, the matching offers are selected by clicking on 'Search'.

ATTENTION: The flight search is a time-based flight search. We therefore recommend that you enter the exact time. If you want a flight at 7:00 a.m., you can also enter 7:00 a.m. in the flight search to obtain an exact result.

The traveller receives a sorted overview of available flights according to the selected display option (sorting by price, time or provider). The flight prices shown are final prices including taxes and fees. You can view the flight conditions and details by clicking on the 'Details' button. In addition to outward and return flights, one-way, open-jaw and multi-stop flights can also be displayed.

The screenshot displays the flight search interface. At the top, there are navigation tabs for FLUG, HOTEL, MIETWAGEN, and BAHN. Below these is a breadcrumb trail: 1. Suche → 2. Auswahl → 3. Details → 4. Übersicht & Zahlung → 5. Buchungsabschluss. On the left, a sidebar menu contains sections: MEINE DATEN (Aktuelle Buchungen, Bahn-Auftragsuche, Bahn Service, Buchungshistorie, Reiseantrag, Reiseabrechnung, Reisebüro, Kontakt, Benutzerprofil, Buchungsrecht), TRAVEL MANAGEMENT, TRAVELINFO, MEIN UNTERNEHMEN, and ADMINISTRATION. The main area is titled 'FLUGSUCHE' and contains the following search criteria:

- Abflugort: [Empty field]
- Hinflug: 06.03.2020
- Zielort: [Empty field]
- Rückflug: 07.03.2020
- Flugart: Hin-/Rückflug
- Fluglinie: Alle
- Umkreis der Flughäfen: ---
- Anzahl der Reisenden: 1
- Tarifart: Best Buy, Flexibel
- Abflug/Ankunft: Abflug, Ankunft. Mornings (06:00 - 12:00 Uhr)
- Rückflug/Ankunft: Abflug, Ankunft. Abends (18:00 - 00:00 Uhr)
- Klasse: Economy
- Preis pro Person bis: € [Empty field]
- Options: Nur Direktflüge, Nur Firmenraten anzeigen, Linienflüge nur mit Gepäck

A red 'Suchen' button is located at the bottom right of the search form.

Selection of one-way flights, return flights and fork or multi-stop flights:

1. Suche → 2. Auswahl → 3. Details → 4. Übersicht & Zahlung → 5. Buchungsabschluss

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragssuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

TRAVEL MANAGEMENT

TRAVELINFO

MEIN UNTERNEHMEN

ADMINISTRATION

FLUGSUCHE

Abflugort:

Hinflug: 06.03.2020

Abflug Ankunft
Morgens (06:00 - 12:00 Uhr)

Zielort:

Rückflug: 07.03.2020

Abflug Ankunft
Abends (18:00 - 00:00 Uhr)

Flugart:

- Hin-/Rückflug
- Hin-/Rückflug**
- Oneway
- Gabel-/Multistopflug

Fluglinie: Alle

Klasse: Economy

Anzahl der Reisenden: 1

Preis pro Person bis: €

Tariffart: Best Buy Flexibel

Nur Direktflüge Linienflüge nur mit Gepäck

Nur Firmenraten anzeigen

Suchen

Change in the display of the flight search when clicking on 'Fork/multi-stop flight':

FLUGSUCHE

Strecke 1

Abflugort:

Hinflug: 06.03.2020

Abflug Ankunft
Morgens (06:00 - 12:00 Uhr)

Zielort:

Strecke 2

Abflugort:

Hinflug:

Abflug Ankunft
Morgens (06:00 - 12:00 Uhr)

Zielort:

Strecke 3

Abflugort:

Hinflug:

Abflug Ankunft
Morgens (06:00 - 12:00 Uhr)

Zielort:

Su Search for flights with a specific stopover:

You can also search for flights with a special stopover for a flight with a transfer. Simply click on the arrow next to the departure airport:

FLUGSUCHE

Abflugort <input type="text"/>	<input type="button" value="▼"/>	Hinflug 06.03.2020 <input type="button" value="📅"/>	<input checked="" type="radio"/> Abflug <input type="radio"/> Ankunft Morgens (06:00 - 12:00 Uhr) <input type="button" value="▼"/>
über <input type="text"/>		Rückflug 07.03.2020 <input type="button" value="📅"/>	<input checked="" type="radio"/> Abflug <input type="radio"/> Ankunft Abends (18:00 - 00:00 Uhr) <input type="button" value="▼"/>
Zielort <input type="text"/>			
Flugart Hin-/Rückflug <input type="button" value="▼"/>	Fluglinie Alle <input type="button" value="▼"/>	Klasse Economy <input type="button" value="▼"/>	
Umkreis der Flughäfen --- <input type="button" value="▼"/>	Anzahl der Reisenden 1 <input type="button" value="▼"/>	Preis pro Person bis € <input type="text"/>	
Tarifart <input checked="" type="radio"/> Best Buy <input type="radio"/> Flexibel	<input type="checkbox"/> Nur Direktflüge <input type="checkbox"/> Nur Firmenraten anzeigen	<input type="checkbox"/> Linienflüge nur mit Gepäck	

Suchen

Select flights with the proximity search:

FLUGSUCHE

Abflugort <input type="text"/>	<input type="button" value="▼"/>	Hinflug 06.03.2020 <input type="button" value="📅"/>	<input checked="" type="radio"/> Abflug <input type="radio"/> Ankunft Morgens (06:00 - 12:00 Uhr) <input type="button" value="▼"/>
über <input type="text"/>		Rückflug 07.03.2020 <input type="button" value="📅"/>	<input checked="" type="radio"/> Abflug <input type="radio"/> Ankunft Abends (18:00 - 00:00 Uhr) <input type="button" value="▼"/>
Zielort <input type="text"/>			
Flugart Hin-/Rückflug <input type="button" value="▼"/>	Fluglinie Alle <input type="button" value="▼"/>	Klasse Economy <input type="button" value="▼"/>	
Umkreis der Flughäfen --- <input type="button" value="▼"/>	Anzahl der Reisenden 1 <input type="button" value="▼"/>	Preis pro Person bis € <input type="text"/>	
<ul style="list-style-type: none">50 KM100 KM150 KM200 KM	<input type="checkbox"/> Nur Direktflüge <input type="checkbox"/> Nur Firmenraten anzeigen	<input type="checkbox"/> Linienflüge nur mit Gepäck	

Suchen

Search for direct flights and for best-buy or flexible flights:

Clicking on 'Best buy' displays the cheapest flights, regardless of the cancellation and rebooking conditions. Clicking on 'Flexible' displays the flexible flights that can be cancelled or rebooked free of charge or for a fee, depending on the airline.

Tarifart
 Best Buy Flexibel

Nur Direktflüge Linienflüge nur mit Gepäck
 Nur Firmenraten anzeigen

Suchen

Display of the rebooking conditions

You can call up the rebooking conditions via the information icon in the results list. Please note that we are unfortunately unable to translate the airline's terms and conditions for legal reasons. The booking conditions are displayed in short form during the booking process.

Click on the information icon to display the complete rebooking terms and conditions:

Rebooking conditions in the next booking step:

SUCHERGEBNISSE

Wir haben für Sie Flüge gesucht Von Echterdingen Airport nach Munich International Airport, Abflug am 06.03.2020 und Rückflug am 07.03.2020.

Neue Suche

BEST BUY MIX BUSINESS BAHN AB 39,80 EURO Reisehinweise anzeigen Preis ▾

06.03.20 STUTTGART » MÜNCHEN Lufthansa Echterdingen Airport (STR) 06:10 Uhr Munich International Airport (MUC) 06:55 Uhr Flugdauer: 00:45	07.03.20 MÜNCHEN » STUTTGART Lufthansa Munich International Airport (MUC) 18:45 Uhr Echterdingen Airport (STR) 19:30 Uhr Flugdauer: 00:45
--	--

Flugklasse: Economy
Preis pro Person: € 225,32 [Zur Buchung](#)

06.03.20 STUTTGART » MÜNCHEN Lufthansa Echterdingen Airport (STR) 06:10 Uhr Munich International Airport (MUC) 06:55 Uhr Flugdauer: 00:45	07.03.20 MÜNCHEN » STUTTGART Lufthansa Munich International Airport (MUC) 21:45 Uhr Echterdingen Airport (STR) 22:30 Uhr Flugdauer: 00:45
--	--

Flugklasse: Economy
Preis pro Person: € 225,32 [Zur Buchung](#)

TARIFINFORMATION

Light Tarif, ausschließlich 1 Handgepäckstück, kein zusätzliches Gepäck, Snacks und Getränke inklusive, ACHTUNG: Keine Stornierung und Umbuchung möglich. Für weitere Buchungsklassen und Tarife klicken Sie auf Profitarifsuche.



CO2-Ausstoß: 0,20 t

Zurück

Zur Buchung

Alternative display of the flight search

In addition to displaying the search results in list form sorted by price, the mix search is an alternative. By clicking on the 'Mix search' button, the one-way flights are also loaded so that a combination of different airlines is also possible.

Click on 'Mix' to open the following display. The various flights can be combined as desired. The prices are calculated accordingly. The individual prices of the flights are also listed in the overview.

BEST BUY
MIX
BUSINESS

Uhrzeit ▼

Hinflug

06:45 - 07:15 (01:30h) ab 102,89 €
Oneway 102,89 €

07:00 - 07:40 (01:40h) ab 34,49 €

07:00 - 07:40 (01:40h) ab 102,89 €
Oneway 102,89 €

07:00 - 07:35 (01:35h) ab 83,45 €
Oneway 97,89 €

07:05 - 07:55 (01:50h) ab 76,94 €
Oneway 91,89 €

Rückflug

06:30 - 09:05 (01:35h) ab 82,83 €
Oneway 82,83 €

07:05 - 09:40 (01:35h) ab 73,00 €
Oneway 73,00 €

07:30 - 10:05 (01:35h) ab 82,83 €
Oneway 82,83 €

08:05 - 10:35 (01:30h) ab 34,49 €

08:30 - 11:05 (01:35h) ab 82,83 €
Oneway 82,83 €

Auswahl

19.05.21 Frankfurt » London

Frankfurt International Airport
 Heathrow Airport

07:00 Uhr

07:40 Uhr

Flugdauer 01:40

20.05.21 London » Frankfurt

Heathrow Airport
 Frankfurt International Airport

07:30 Uhr

10:05 Uhr

Flugdauer 01:35

Preis pro Person: 185,72 € Zur Buchung

If the flight meets the traveller's requirements, the flight can be booked from the details page in the next step.

FLUG

Flug-Nr. 94

Abflug:	Frankfurt International Airport - Frankfurt	13.03.2020 07:15 Uhr
Ankunft:	Munich International Airport - München	13.03.2020 08:10 Uhr
Klasse:	Economy(K) - CLASSIC	
Gepäck:	1 Gepäckstück(e)	

RÜCKFLUG

Flug-Nr. 2128

Abflug:	Munich International Airport - München	14.03.2020 21:10 Uhr
Ankunft:	Dresden Airport - Dresden	14.03.2020 22:05 Uhr
Klasse:	Economy(T) - CLASSIC	
Gepäck:	1 Gepäckstück(e)	

Achtung: Der Flug wird von  durchgeführt.

Flug-Nr. 207

Abflug:	Dresden Airport - Dresden	15.03.2020 06:35 Uhr
Ankunft:	Frankfurt International Airport - Frankfurt	15.03.2020 07:40 Uhr
Klasse:	Economy(T) - CLASSIC	
Gepäck:	1 Gepäckstück(e)	

TARIFINFORMATION

Classic Tarif, 1 Handgepäckstück und 1 Gepäckstück, Snacks und Getränke inklusive, Stornierung nicht möglich, Umbuchung in der gleichen Buchungsklasse gegen voraussichtlich 70 EUR. 

 CO2-Ausstoß: 0,55 t

[Zurück](#) [Zur Buchung](#)

In addition to details of the booking class, route and price, the CO2 values (approximate values) are also displayed. The offer can also be forwarded to colleagues by e-mail.

By clicking on 'Book', the traveller's exact booking details are requested, with the data from the booking profile already entered. It is also possible to make a seat reservation.

SITZPLÄTZE

Für Flug A31837 können keine Sitzplätze reserviert werden.

Sitzplätze für den Flug EY90 (Athen - Abu Dhabi)



Vorderer Bereich (Reihen 6 - 13)
Mittlerer Bereich (Reihen 14 - 22)
Hinterer Bereich (Reihen 23 - 30)

Reihe/Platz	A	B	C	D	E	F
6						
7						
8	X	X	X	X	X	X
9	X	X	X	X	X	X
10	X	X	X	X	X	X
11	X	X	X	X	X	X
12						
13						

Sitzplätze für den Flug EY388 (Abu Dhabi - Muscat)



Vorderer Bereich (Reihen 6 - 12)
Mittlerer Bereich (Reihen 13 - 18)
Hinterer Bereich (Reihen 19 - 25)

Reihe/Platz	A	B	C	D	E	F
6						
7						
8						
9						
10						
11	X	X	X	X	X	X
12	X	X	X	X	X	X

Sitzplätze für den Flug LH9597 (Muscat - Frankfurt)



Vorderer Bereich (Reihen 20 - 28)
Mittlerer Bereich (Reihen 29 - 36)
Hinterer Bereich (Reihen 37 - 45)

Keine Sitzplätze in diesem Bereich verfügbar

Hinweis:

Bitte beachten Sie, dass die Reservierung der Sitzplätze unverbindlich und ggf. kostenpflichtig sind. Es besteht daher kein Rechtsanspruch auf die reservierten Sitzplätze.
Mit * markierte Sitze sind nur eingeschränkt verfügbar (z.B. nur für Personen mit einem bestimmten Vielfliegerstatus).

Please note that, depending on your company's travel policy, you may only have a limited choice of flights or it may not be possible to book a flight at all.

In the final booking step, click on 'Yes, book with obligation to pay' to finalise the booking.

SIND ALLE DATEN KORREKT?

Zurück

Ja, zahlungspflichtig buchen

Alle Transaktionen werden SSL-verschlüsselt übertragen.

1.5 Hotel selection and booking

Atlatos offers an extensive search for hotels. More than 1,000,000 hotels are available via the booking interface, which can be selected according to destination, arrival period and price.

The search query displays a selection of available hotels according to the desired sorting. The price shown is the cheapest available room rate for all desired overnight stays (total price incl. VAT). Click on the 'Hotel details' button to display further details about the selected hotel.

After selecting the hotel, an online booking is possible. The booking confirmation is displayed as a PDF document and simultaneously sent to the traveller by e-mail.

If a travel policy for hotels has been defined, the selection is restricted according to the criteria of the policy. Company rates are marked with a flag and displayed first.

The screenshot shows the 'HOTELSUCHE' (Hotel Search) interface. At the top, there are three tabs: 'HOTEL' (selected), 'MIETWAGEN' (Car Rental), and 'BAHN' (Train). Below the tabs is a progress indicator: '1. Suche → 2. Auswahl → 4. Übersicht & Zahlung → 5. Buchungsabschluss'. The search form is titled 'HOTELSUCHE' and contains the following fields:

- Zielort**: A text input field with a house icon and placeholder text 'Ort, Adresse, Sehenswürdigkeit'.
- Umkreis**: A dropdown menu with a red downward arrow and a placeholder '---'.
- Anreisetag**: A date input field showing '14.01.2021' with a calendar icon.
- Hotelname**: A text input field.
- Preisstart**: A price input field showing '€ 40'.
- Preislimit**: A price input field showing '€'.
- Abreisetag**: A date input field showing '15.01.2021' with a calendar icon.
- Gewünschte Kategorie**: A star rating selection with five stars.
- Personen**: A dropdown menu showing '1' with a red downward arrow.
- Zimmer**: A dropdown menu showing '1' with a red downward arrow.

A red 'Suchen' button is located at the bottom right of the search form.

The hotel distributor is identified by an icon (HRS, ehotel, hotel.de, booking.com, DERhotel or CRC). Please note that, depending on your company's travel policy, you may only have a limited selection of hotel providers at your disposal.

MEINE DATEN

TRAVEL MANAGEMENT

MEIN UNTERNEHMEN

ADMINISTRATION

FILTERN NACH:

Preis: 164 - 300+

Sterne: 3 - 5

Entfernung: 5.0km

Bewertungen: 0.0

Ausstattung

- Kostenloses WLAN
- WLAN
- Fitnessraum
- Parken am Hotel
- Sauna
- Flughafen Shuttle
- Veranstaltungsräume
- Restaurant
- Bar
- Geschäftszentrum

1. Suche → 2. **Auswahl** → 4. Übersicht & Zahlung → 5. Buchungsabschluss

SUCHERGEBNISSE

Zielort

Berlin Hauptbahnhof

Umkreis

5 KM

Anreisetag

15.04.2021

Hotelname

Preisstart

€ 80

Preislimit

€

Abreisetag

16.04.2021

Gewünschte Kategorie

☆☆☆☆☆

Personen

1

Zimmer

1

Suchen

HOTELS

MAP

Preis ▾



THE WEINMEISTER BERLIN-MITTE

★★★★★

Weinmeisterstrasse 2
10178 Berlin
Deutschland

8.0/10

📍 2,4 km

✈️ 8,8 km

🚗 1,3 km



ab 99,00 EUR

Hoteldetails



LUX 11

★★★★★

Rosa-Luxemburg-Strasse 9-13
10178 Berlin
Deutschland

8.0/10

📍 2,7 km

✈️ 9,1 km

🚗 1,6 km



ab 104,00 EUR

Hoteldetails



TITANIC GENDARMENMARKT BERLIN

★★★★★



DERhotels
ab 99,00 EUR

HRS
ab 121,72 EUR

eHotel
169,63 EUR

DERhotels
ab 104,00 EUR

Booking.com
ab 147,60 EUR

HRS
ab 169,10 EUR

- 17 -

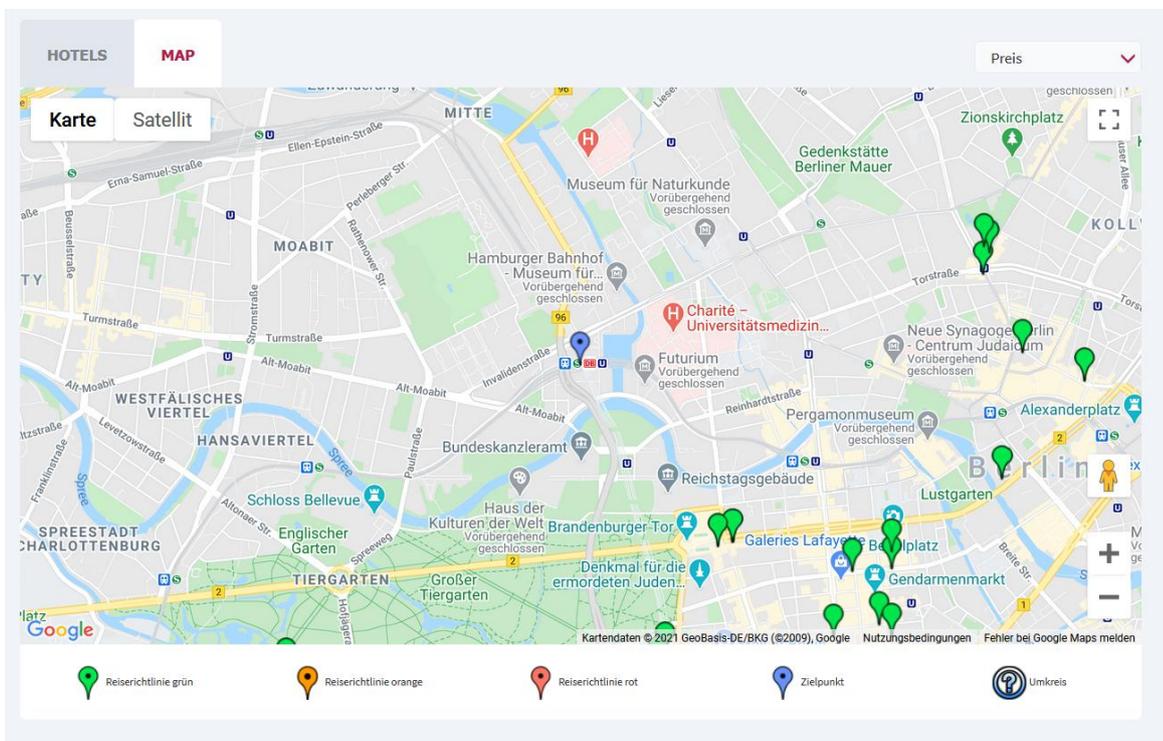
If locations are stored in the company profile, the respective locations can be selected in the hotel search. The distance within whose radius hotels are displayed can be set as required.

HOTELSUCHE

The screenshot shows the 'HOTELSUCHE' (Hotel Search) interface. On the left, there is a list of hotels with their names, addresses, and some filters like 'Preisstart' (Price start) and 'Personen' (Persons). The hotels listed are: Atlas Baden Baden (Baden-Baden, Fremersbergstraße), Atlas Berlin (Berlin, Kurfürstendamm), Atlas Bremen (Bremen, Waller Ring), Atlas Dresden (Dresden, Bergmannstraße), and Atlas Düsseldorf (Düsseldorf, Königstraße). On the right, there are search filters: 'Umkreis' (Radius) set to '---', 'Anreisetag' (Check-in date) set to '20.03.2020', 'Preislimit' (Price limit) set to '€', 'Abreisetag' (Check-out date) set to '21.03.2020', and 'Zimmer' (Rooms) set to '1'. A red 'Suchen' (Search) button is at the bottom right.

In addition to displaying the hotels in list form with a picture, the hotels can also be listed without a picture or displayed in the map view.

Map display of available hotels



By clicking on a flag, the corresponding hotel is listed and can be booked. Red icons are travel policy violations. Orange icons are hotels that are booked as a gesture of goodwill if no more favourable offer is available. Mit Auswahl der Hotels werden die unterschiedlichen verfügbaren Raten angezeigt.

The cancellation conditions are shown next to each rate. In addition to the hotel rates, the hotel details such as photos, facilities and surroundings can also be called up. The directions also show the proximity to the S-Bahn and U-Bahn and other places of interest.

Depending on the company's authorisation, you can switch between hotel providers via tabs. The hotel descriptions and rates may differ depending on the provider. The provider with the most favourable rate is displayed first.

Lux 11 Berlin-Mitte
Rosa-Luxemburg-Str. 9-13, Berlin

Entfernung: 2,7 km
Reisedaten: Berlin Hauptbahnhof
15.04.2021 - 16.04.2021
1 Erwachsener
1 Zimmer

Zimmer & Preise | Hotelinformationen | Anfahrt

Doppel	Zimmer/Nacht
<input checked="" type="radio"/> Standardzimmer - nicht kostenfrei stornierbar - kostenfreies WLAN Elegantes Apartment mit einer Kochnische und einer Regendusche. Stornierung ist nicht möglich	147,60 EUR exkl. Frühstück () Anzahlung erforderlich
<input type="radio"/> Superior Zimmer - nicht kostenfrei stornierbar - kostenfreies WLAN Geräumiges, elegantes Apartment mit einer Küchenzeile und einer Regendusche. Einige Zimmer bieten auch einen Balkon. Stornierung ist nicht möglich	154,83 EUR exkl. Frühstück () Anzahlung erforderlich
<input type="radio"/> Deluxe Zimmer - nicht kostenfrei stornierbar - kostenfreies WLAN	

In the final booking step, the booking is finalised by clicking on 'Yes, book with obligation to pay'. The traveller and/or the person making the booking will receive the booking confirmation by email. The booking confirmation can also be called up again at any time via the current bookings.

1.6 Rental Car selection and booking

The Atlatos Profi Traveller offers you the possibility to query all available car rental providers for the best conditions. At the same time, you can also query only the vehicles of a specific station, which shortens the search time.

Please enter the rental location and, if different, the return location and the rental times. Optionally, preferences for the price and category as well as display preferences can be defined. The return location can only be entered after selecting the provider and the corresponding station. Then click on the 'Search' button and a selection of hire cars corresponding to the search query will appear.

If you click on Details, you will receive further information on the rental conditions and can book the desired vehicle.

Selection of providers when searching for a hire car:

You can select a specific provider or search for all providers by clicking on 'All'. When selecting all providers, it is not possible to select a station, but only a city with the location airport, railway station or city.

If you would like to see all providers at Frankfurt Airport, select the city of Frankfurt as 'Rental location' and the location 'Airport'.

MIETWAGENSUCHE

<



>

Mietland <input type="text" value="Deutschland"/>	Rückgabeland <input type="text" value="Deutschland"/>	Anmietung <input type="text" value="06.03.2020"/> 	Uhrzeit <input type="text" value="10:00"/>
Mietort <input type="text"/>	Rückgabeort <input type="text"/>	Rückgabe <input type="text" value="07.03.2020"/> 	Uhrzeit <input type="text" value="10:00"/>
Kategorie <input type="text" value="Alle"/>	Lage <input type="text" value="Alle"/>	Preislimit <input type="text" value="€"/>	Mitfahrer <input type="text"/>

The different providers are displayed with the individual vehicles sorted by price. In the final booking step, the booking is finalised by clicking on 'Yes, book with obligation to pay'.

BESTBUY	ANBIETER	KARTE	Preis ▼
	TOYOTA AYGO OR SIMILAR Anmietung: FRANKFURT FLUGHAFEN T1T2, TERMINAL 1+2- (ETFRAT61) Rückgabe: FRANKFURT FLUGHAFEN T1T2, TERMINAL 1+2- (ETFRAT61) enterprise  MBMR		ab EUR 55,34 Buchten
	OPEL CORSA OR SIMILAR Anmietung: FRANKFURT FLUGHAFEN T1T2, TERMINAL 1+2- (ETFRAT61) Rückgabe: FRANKFURT FLUGHAFEN T1T2, TERMINAL 1+2- (ETFRAT61) enterprise  ECMR		ab EUR 57,55 Buchten
	VOLKSWAGEN GOLF OR SIMILAR Anmietung: FRANKFURT FLUGHAFEN T1T2, TERMINAL 1+2- (ETFRAT61) Rückgabe: FRANKFURT FLUGHAFEN T1T2, TERMINAL 1+2- (ETFRAT61) enterprise  CDMR		ab EUR 61,98 Buchten
	VW GOLF ESTATE OR SIMILAR Anmietung: FRANKFURT FLUGHAFEN T1T2, TERMINAL 1+2- (ETFRAT61) Rückgabe: FRANKFURT FLUGHAFEN T1T2, TERMINAL 1+2- (ETFRAT61) enterprise 		

An overview of the providers shows all available car hire providers with the cheapest price in each case:

SUCHERGEBNISSE

Wir haben für Sie folgende Mietwagenangebote für den Mietort Frankfurt und den Zeitraum 06.03.2020 (10:00Uhr) bis 07.03.2020 (10:00Uhr) gefunden.

[Neue Suche](#)

BESTBUY **ANBIETER** **KARTE** Preis ▼

SIXT Gefundene Stationen:3 Gefundene Angebote:60
[Stationen anzeigen](#)

Günstigstes Angebot: **Economy Manual**
Preis ab: **EUR 60,10** [Anzeigen](#)

Hertz Gefundene Stationen:2 Gefundene Angebote:34
[Stationen anzeigen](#)

Günstigstes Angebot: **Economy Manual**
Preis ab: **EUR 30,03** [Anzeigen](#)

AVIS Gefundene Stationen:2 Gefundene Angebote:30
[Stationen anzeigen](#)

Günstigstes Angebot: **Mini Manual**
Preis ab: **EUR 74,98** [Anzeigen](#)

enterprise Gefundene Stationen:3 Gefundene Angebote:77
[Stationen anzeigen](#)

Günstigstes Angebot: **2-Door Mini Manual**
Preis ab: **EUR 44,63** [Anzeigen](#)

Navigation system display

Vehicles that are equipped with a navigation system as standard are labelled with a corresponding icon. Alternatively, the navigation system can be booked as an extra service for a fee.

Booking extra services

With some car hire providers, additional services such as navigation systems, winter tyres etc. can be booked. The hire price changes accordingly. Individual delivery and collection from the company location can also be booked. Please note that an error message will appear when booking for individual delivery locations that are too far away from the selected station. Please note that the traveller may only have a limited selection of rental cars available in accordance with the company's travel policy.

1.7 Train booking

Using the rail booking module, travellers can simply make their rail bookings and receive their online ticket directly with a credit card debit. Travellers no longer need to go to the ticket counter or ticket machine.

The rail booking module of Atlatos Profi Traveller is based on the BIBE interface of Deutsche Bahn, which accesses the company programme bahn.business. To set up the rail booking module, Atlatos requires the customer no., the so-called BMIS no., of the company. A customer no. can be applied for or an existing one can be activated for Atlatos using a corresponding railway form. All employee rail bookings are then automatically transferred to the company account with Deutsche Bahn for discounting depending on the rail volume.

Before you reach the actual search screen, you have the option of entering or changing additional data, such as your personnel number and cost centre, for your rail booking. Click on 'Next' to go to the connection search.

HOME KONTAKT BLOG ÜBER UNS SUPPORT DEU

atlatos Einfach Geschäftsreisen buchen

Atlasos Test-Reisebüro 12345 ES

FLUG HOTEL MIETWAGEN BAHN

MEINE DATEN TRAVEL MANAGEMENT MEIN UNTERNEHMEN ADMINISTRATION

ZUSATZDATEN FÜR IHRE BAHNBUCHUNG

Bevor Sie mit Ihrer Bahnbuchung fortfahren, möchten wir Sie bitten, Ihre hinterlegten Zusatzdaten für Ihre Bahnbuchung zu überprüfen und ggfls. abzuändern.
Mit Klick auf "weiter" wird Ihre Bahnbuchung fortgesetzt.

Pers. Nr. 11	Zahlungs-ID 	Kostenträger - Bitte auswählen -
Kostenstelle - Bitte auswählen -	Abteilung : Abteilung 13	Reisegrund Kundenbesuch
Reiseart 1. Dienstreise		
Kreditkarte 		

[→ Weiter ohne Sitzplatzreservierung](#)
[→ Weiter mit Sitzplatzreservierung](#)

After entering the required data such as start and destination, travel date and time, details and connections as well as the BahnCard data, the possible connections are displayed by clicking on 'Search'.

[→ Startseite](#)



Wohin soll es gehen?

Geben Sie hier Start und Ziel für Ihre Verbindung ein und machen Sie weitere Angaben zu Ihrer Reise.

GeschäftlichKarte anzeigen 

Verbindung suchen

↔[Suchen](#)

 **Heute, ab 09:37** >
Hinfahrt ändern **Heute, ab 10:37** >
Rückfahrt ändern **Reisende, Fahrräder, BahnCards** >
1 Person (27-64 Jahre), keine Ermäßigung

1. Klasse**2. Klasse**

Zwischenhalte >
Keine **Verkehrsmittel** >
Alle **Umstiegszeit** >
Normal **Nur Sitzplatz buchen** ?

Schnellste Verbindungen anzeigen Nur Direktverbindungen Fahrradmitnahme möglich

 Was bedeutet das?

[→ Hinweis für Inhaber:innen des Deutschland-Tickets](#)

After selecting the appropriate connection, the rail journey can be booked by entering the relevant booking details.

The traveller receives their online ticket to print out immediately after booking. The traveller can retrieve the PDF printout of the ticket at any time via the rail order search. In Atlatos reporting, the rail bookings are only displayed 24 h - 48 h later.


BAHN

Online-Ticket

Bitte auf A4 ausdrucken

ICE Fahrkarte

Gültigkeit: 10.12.2015 - 09.01.2016 Hinfahrt bis 11.12.2015
Rückfahrt an 2 aufeinander folgenden Tagen innerhalb der Gültigkeit
City-Rückfahrt am 11.12.15

Normalpreis (Hin- und Rückfahrt)
Klasse: 2
Erw: 1, mit 1 BCB50FK
Hinfahrt: Limburg(Lahn) → Hamburg+City, mit ICE
Rückfahrt: Hamburg+City → Limburg(Lahn), mit ICE
Über: VIA: (FH/FFMF)*F*(GI/FD)*GOE*(BUCH/UE)



Barcode bitte nicht knicken!

Zahlungspositionen und Preis

Positionen	Preis	Mwst D: 19%	Mwst D: 7%
ICE Fahrkarte FK 1	124,10€	124,10€	19,81€
Reservierungen 4	9,00€	9,00€	1,44€
Zahlungsmittelentgelt 1	1,00€	1,00€	0,16€
Summe	134,10€	134,10€	21,41€

Kreditkartenzahlung
Betrag 134,10€ VU-Nr 4556695619 Transaktions-Nr 100969
Datum 09.12.2015 Gen-Nr 204074

Ihre Kreditkarte wurde mit dem oben genannten Betrag belastet. Die Buchung Ihres Online-Tickets erfolgte am 09.12.2015 20:11 Uhr. DB Fernverkehr AG/DB Regio AG, Stephensonstr. 1, 60326 Frankfurt, Steuernummer: 29/550/00001.

Hinfahrt:
Zertifikat: 2080 AN8F G0R
Gültig ab: 10.12.2015

Zugenandruck

Rückfahrt:
Zertifikat: 22CA YYQU 270
Gültig ab: 10.12.2015

Zugenandruck

bahn.corporate
Frau Esther Stehning
ID-Karte: BahnCard 0314
Auftragsnummer: PU9WEE

Ihre Reiseverbindung und Reservierung Hinfahrt am 10.12.2015

Halt	Datum	Zeit	Gleis	Produkte	Reservierung
Limburg Süd	10.12.	ab 11:13	1	ICE 623	1 Sitzplatz, Wg. 27, Pl. 42, 1 Fenster, Großraum,
Frankfurt(Main)Hbf	10.12.	an 11:48	5		Nichtraucher, Handy, Ref. 801270164848
Frankfurt(Main)Hbf	10.12.	ab 11:58	8	ICE 76	1 Sitzplatz, Wg. 1, Pl. 31, 1 Fenster, Großraum,
Hamburg Hbf	10.12.	an 15:35	13		Nichtraucher, Handy, Ref. 801270164849

Ihre Reiseverbindung und Reservierung Rückfahrt am 11.12.2015

Halt	Datum	Zeit	Gleis	Produkte	Reservierung
Hamburg Hbf	11.12.	ab 08:24	14	ICE 73	1 Sitzplatz, Wg. 1, Pl. 31, 1 Fenster, Großraum,
Frankfurt(Main)Hbf	11.12.	an 12:00	6		Nichtraucher, Handy, Ref. 801270164850
Frankfurt(Main)Hbf	11.12.	ab 12:10	7	ICE 724	1 Sitzplatz, Wg. 25, Pl. 42, 1 Fenster, Großraum,
Limburg Süd	11.12.	an 12:42	4		Nichtraucher, Handy, Ref. 801270164851

1.8 Cancellation of travel services

You can cancel your booking in Atlatos Travel Management under the 'Current bookings' view. The cancellation conditions of the respective provider apply. Select the travel service to be cancelled and click on 'Cancel'.

The screenshot shows the 'MEINE DATEN' (My Data) sidebar on the left with a dropdown menu. The main content area is titled 'IHRE AKTUELLEN BUCHUNGEN IM ÜBERBLICK' (Your current bookings at a glance). It features a list of travel services with checkboxes: 'Alle' (checked), 'Reisezeitraum' (unchecked), 'Buchungszeitraum' (unchecked), 'Buchungscode' (unchecked), 'Flug' (checked), 'Hotel' (checked), 'Mietwagen' (checked), 'Bahn' (checked), and 'Bahncard' (checked). Below the list is a link for 'Erweiterte Suche' (Advanced search) and a red 'Suchen' (Search) button.

Rail bookings are cancelled under the menu item 'My data - Rail order search'.

The screenshot shows the 'Meine Reisen' (My Trips) section. At the top right, there is a link for 'Startseite' (Home page). Below the DB logo, the section is titled 'Meine Reisen'. Underneath, there is a sub-section 'Auftragssuche' (Order search) with the instruction: 'Zur Suche Ihres Auftrags geben Sie bitte die Auftragsnummer und den Nachnamen der reisenden Person ein.' (For the search of your order, please enter the order number and the last name of the traveling person). There are two input fields: 'Auftragsnummer*' (Order number*) and 'Nachname der reisenden Person*' (Last name of the traveling person*). A red 'Suchen' (Search) button is located at the bottom right.

1.9 Rebooking travel services

You can rebook an existing car hire booking with the providers Sixt and Europcar. Go to 'MY DATA' > 'Current bookings' to view the existing car hire booking. At the bottom of the page, under the 'Other' tab, you will find the 'Rebook' button.



You now have the option of making your changes.

UMBUCHUNG

Buchungscode
Vorgangsnummer: 

Anmietung Koblenz Friedrich-Mohr-Str. 10a 56070 Koblenz-Lützel	Rückgabe Koblenz Friedrich-Mohr-Str. 10a 56070 Koblenz-Lützel
21.04.2020  11:00	29.04.2020  11:00

[Preis anfragen](#)

ADMINISTRATION >

4_x	Miettage	153.99 EUR
		153.99EUR

HINWEISE DES ANBIETERS

→ Anbieter Informationen (AGB, Mietbedingungen)

Ich akzeptiere die Tarifbedingungen des Anbieters und die AGB der Atlatos GmbH

[Zurück](#) [Ja, jetzt umbuchen](#)

Then confirm the terms and conditions and click on 'Yes, rebook now'.

1.10 Buchungsberechtigungen

The booking authorisation allows another authorised person to access an employee's profile to make bookings. It is documented who made the booking for the traveller. Under the menu item 'My data → Booking authorisation', people from the company who can book for the respective traveller can be stored.

BERECHTIGTE

Suchen Sie nach berechtigten Personen, die für Sie Buchungen durchführen können.

BERECHTIGTE FÜR

Hinzufügen

VORNAME	NAME					RKA	RKA+		
Recht über Unternehmensebene									
Test	Account	✓	✓	✓	✓	✗	✗		

2. Creating a Travel Expense Report

2.1 Create travel expense report

The travel expense report can be created using a template (1) or manually without a template (2).

To begin, click on 'Travel expense report' in the Atlatos Expense Engine. If you would like to settle a trip with receipts for which no booking exists in Atlatos Profi Traveller, continue with option 2 'Manual travel expense report' (2).

If a travel expense report is created for a colleague, the relevant traveller is selected via Travel Management 'Team booking' BEFORE the travel expense report is created and the travel expense report is then created for the selected person via 'My data - Travel expense report'.

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragssuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung**
- Reiseanfrage
- A1 Bescheinigung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

TRAVEL MANAGEMENT

MEIN UNTERNEHMEN

ADMINISTRATION

RKA RKA-STATUS ARCHIV

Name: [blurred] Kostenstelle: [blurred]

Benutzername: [blurred] Unternehmen: Atlatos GmbH
Schloßstr. 24
65594 Runkel-Dehm

RKA-Nummer: Neue RKA

Bitte wählen Sie die Reisen aus, die Sie abrechnen möchten. Sollte Ihre Reise nicht aufgeführt sein, klicken Sie auf "Manuelle RKA".

1 RKA-VORLAGEN **2 MANUELLE RKA**

Start: 22.05.2020 - 08:00 Ende: 23.05.2020 - 17:00 [Download](#)

RKA-Nummer: 3270-1106 Reisegrund: Test in Runkel

Reiseart: 4. Belegabrechnung

Keine Belege erfasst.

Start: 22.05.2020 - 08:00 Ende: 23.05.2020 - 17:00 [Download](#)

RKA-Nummer: 3270-1115 Reisegrund: Test in Runkel

Reiseart: 4. Belegabrechnung

EINZELBELEGE

1. Bahn Ausland 59,45 EUR Keine Vorausz.

2.2 Expense reporting for travel services booked via Altatos

1. One or more modules for the travel expense report can be selected by clicking on the selection box. You can then click on the 'Select' button at the bottom of the page or a template can be customised directly using the icons for editing.
2. Then, if not already filled in, the cost centre or all additional data requested by the company and, if applicable, a comment on the trip can be entered.
3. If you are entitled to a meals or accommodation allowance, you can tick the relevant box.
4. If the journey times and the reason for the journey have changed, the reason for the journey and the journey times can be adjusted by clicking on the edit icon.
5. Further travel expenses can then be entered using additional receipts. The date, expense type and price are important here.

The accounting template can be changed either by 1. changing the basic trip data or by 2. Directly editing the accounting documents or by clicking on 'Select'.

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragssuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung
- Reiseanfrage
- A1 Bescheinigung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

TRAVEL MANAGEMENT

MEIN UNTERNEHMEN

ADMINISTRATION

RKA

RKA-STATUS

ARCHIV

Name: [blurred] Kostenstelle: [blurred]

Benutzername: [blurred] Unternehmen: Atlas GmbH
Schloßstr. 24
65594 Runkel-Dehrn

RKA-Nummer: Neue RKA

Bitte wählen Sie die Reisen aus, die Sie abrechnen möchten. Sollte Ihre Reise nicht aufgeführt sein, klicken Sie auf "Manuelle RKA".

RKA-VORLAGEN

MANUELLE RKA

Start: 22.05.2020 - 08:00
Ende: 23.05.2020 - 17:00

Download

RKA-Nummer:	3270-1106	Reisegrund:	Test in Runkel	✎
Reiseart:	4. Belegabrechnung			
Keine Belege erfasst.				

1. Änderung der Grunddaten →

Start: 22.05.2020 - 08:00
Ende: 23.05.2020 - 17:00

Download

RKA-Nummer:	3270-1115	Reisegrund:	Test in Runkel	✎
Reiseart:	4. Belegabrechnung			

2. Hinzufügen und Bearbeiten von Abrechnungspositionen →

INZELBELEGE

1. Bahn Ausland	59,45 EUR Keine Vorausz.	✎
-----------------	--------------------------	---

Start: 06.04.2020 - 08:00
Ende: 07.04.2020 - 17:00

Download

RKA-Nummer:	3270-1112	Reisegrund:	Belege in Runkel	✎
Reiseart:	4. Belegabrechnung			

INZELBELEGE

1. Bahn Ausland	53,77 EUR Keine Vorausz.	✎
2. Bahn Ausland	53,77 EUR Keine Vorausz.	
3. Hotelnebenkosten	179,99 EUR Keine Vorausz.	

Start: 10.03.2020 - 08:00
Ende: 10.03.2020 - 16:00

Download

RKA-Nummer:	3270-1098	Reisegrund:	Corona ITB in Berlin	✎
Reiseart:	1. Dienstreise			

INZELBELEGE

1. Bahn Ausland	59,45 EUR Keine Vorausz.	✎
-----------------	--------------------------	---

→ [Weitere Vorlagen laden](#)

→ [Ausgewählte Vorlagen löschen](#)

Auswählen

By clicking on 'Change basic trip data', the employee can change the basic data such as the reason for the trip, the destination or the additional data as well as the trip data.

REISEGRUND UND REISEZEITEN ÄNDERN

noch nicht weitergeleitet

Bitte geben Sie den Ort des Reisestarts an, sofern dieser vom oben angegebene Unternehmenssitz abweicht.

Ort des Reisestarts*:

Zielort der Reise*:

Zielland*: ▼

[Weiteres Ziel hinzufügen](#)

Von*: 📅

Abfahrtszeit: ⌚

Bis*: 📅

Ankunftszeit: ⌚

Reisetyp: ▼

Reisegrund*:

Pers. Nr.:

Zahlungs-ID:

Kostenträger: ▼

Kostenstelle laut Reiseprofil: ▼

Kostenstelle: ▼

Bemerkung:

Datei anhängen

If the data has been changed, the traveller simply clicks on 'Change'.
The creation of the invoice can be continued with the changed travel times.

If the user clicks directly on the edit button next to a template (editing receipts), they are taken to the receipts. Alternatively, you can also click on the voucher type such as 'Flat rates'.

Vouchers

One of the company-specific expense types and the date can be selected for the receipts. The receipt number is generated by the Atlasos Expense Engine. The total price can be entered in any currency; the exchange rate on the settlement date is used to calculate the euro value. Alternatively, you can also enter your own exchange rate.

- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung
- Reiseanfrage
- A1 Bescheinigung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

- ✚ TRAVEL MANAGEMENT >
- ✚ MEIN UNTERNEHMEN >
- ✚ ADMINISTRATION >

Name: [Redacted]

Benutzername: [Redacted]

RKA-Nummer: 3270-1112

Kostenstelle: [Redacted]

Unternehmen: Atlasos GmbH
Schloßstr. 24
65594 Runkel-Dehrn

Fügen Sie unter den jeweiligen abzurechnenden Reisen alle Belege hinzu, die noch nicht aufgeführt sind.

HINTERLEGTE REISEKOSTEN

Einzelnachweise		
Bahn Ausland	53,77 EUR Keine Vorausz.	<input checked="" type="checkbox"/>
Bahn Ausland	53,77 EUR Keine Vorausz.	<input checked="" type="checkbox"/>
Hotelnebenkosten	179,99 EUR Keine Vorausz.	<input checked="" type="checkbox"/>

BELEGE

EINZELBELEGE

Spesenart:

Beleg Nr.:

Steuerschlüssel:

Vorauszahlung des Unternehmens

Kommentar/Bemerkung:

Datum:

Gesamtpreis:

Menge:

Währung:

[→ Weiteren Reisebaustein hinzufügen](#)

The 'Company prepayment' field means that the amount is included in the total cost of the settlement, but not in the employee's reimbursement amount. For Atlasos bookings that have been paid for with a company travel card, for example, the company prepayment is already activated in advance.

A comment can be entered. This will be listed on the booking PDF.

By clicking on 'Browse', a receipt can be listed as a photo or PDF file. The receipt can also be uploaded or photographed first via the app and the Atlasos app automatically recognises the price, taxes and receipt date, provided the receipt can be read accordingly.

Travelling expenses

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragssuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung**
- Reiseanfrage
- A1 Bescheinigung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

TRAVEL MANAGEMENT

MEIN UNTERNEHMEN

ADMINISTRATION

STAMMDATEN

Name: [redacted] Kostenstelle: [redacted]
Unternehmen: Atlatos GmbH
Benutzername: [redacted] Schloßstr. 24
65594 Runkel-Dehm
RKA-Nummer: 3270-1098

Fügen Sie unter den jeweiligen abzurechnenden Reisen alle Belege hinzu, die noch nicht aufgeführt sind.

HINTERLEGTE REISEKOSTEN

Einzelnachweise
Bahn Ausland 59,45 EUR Keine Vorausz.

BELEGE **FAHRTKOSTEN** TAGESANGABEN VORSCHUSS BEWIRTUNG

KILOMETERGELD

Dienstlich gefahrene Kilometer

Fahrzeug **1** PKW

Datum **2** 10.03.2020 **3** Gefahrene Kilometer **4** Kennzeichen

Kommentar/Bemerkung: **5**

Fahrtkosten speichern

The vehicle type (1), the date (2), the kilometres driven (3) and the registration number (4) as well as a comment/remark (5) can be entered for the travel costs. The applicable flat rate for travelling expenses is calculated.

Daily Data

Kontakt

Benutzerprofil

Buchungsrecht

TRAVEL MANAGEMENT >

MEIN UNTERNEHMEN >

ADMINISTRATION >

HINTERLEGTE REISEKOSTEN

Einzelnachweise
Bahn Ausland 59,45 EUR Keine Vorausz.

BELEGE
FAHRTKOSTEN
TAGESANGABEN
VORSCHUSS
BEWIRTUNG

VERPFLEGUNG UND ÜBERNACHTUNG

Verpflegungspauschale ⓘ
 Übernachtungspauschale ⓘ
 Werbungskosten ⓘ
 Kürzung nach Sachbezug

AKTIV	DATE	FRÜHSTÜCK ⓘ	MITTAG ⓘ	ABEND ⓘ	VON / BIS	VERPFLEGUNG ⓘ ÜBERNACHTUNG ⓘ
<input checked="" type="checkbox"/>	10.03.2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:00 - 18:00	Deutschland <input type="checkbox"/> ohne Übernachtung
<input checked="" type="checkbox"/>	10.03.2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:00 - 17:00	Deutschland <input checked="" type="checkbox"/> ohne Übernachtung
<input checked="" type="checkbox"/>	10.03.2020	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	00:00 - 16:00	Deutschland

Alle aktivieren/deaktivieren
Verpflegung speichern

The meals per diems and the accommodation per diem can be activated. All meals provided free of charge by the employer must be ticked in the respective checkbox. The meals per diem is reduced by a percentage in accordance with accounting law. The travel times for the respective travel days can be adjusted - as can the country of travel - the country in which the traveller was located at midnight must be entered here.

Advance

The screenshot shows the 'Advance' tab in the software interface. On the left is a navigation menu with 'Kontakt', 'Benutzerprofil', and 'Buchungsrecht' under a red header, and 'TRAVEL MANAGEMENT', 'MEIN UNTERNEHMEN', and 'ADMINISTRATION' below. The main content area is titled 'HINTERLEGTE REISEKOSTEN' and shows a single entry: 'Einzelnachweise' for 'Bahn Ausland' with a value of '59,45 EUR Keine Vorausz.' and an edit icon. Below this is a tabbed interface with 'BELEGE', 'FAHRTKOSTEN', 'TAGESANGABEN', 'VORSCHUSS' (selected), and 'BEWIRTUNG'. The 'VORSCHUSS-LEISTUNG' section contains the instruction: 'Bitte geben Sie den Vorschuss ein, den Sie von Ihrem Unternehmen erhalten haben.' It features two input fields: 'Vorschuss:' with a currency dropdown set to 'EUR (Euro)' and a date field for 'Datum der Auszahlung:'. A 'Vorschuss anlegen' button is on the right. At the bottom, there is a link '→ Weiteren Reisebaustein hinzufügen' and 'Zurück' and 'Weiter' buttons.

Under the Advance tab, you can specify how much the employee has received from the company and in which currency. This value is reduced from the reimbursement amount in the payroll run.

The advance is also listed as a posting line in the RKA export with the stored account. Please note that the 'Advance' tab can also be deactivated.

Catering

Any number of hospitality items can be added to the travel expense report. The day of the hospitality (1), the amount of the expense (2), the currency (3) and the amount of the tip (5) can be specified. The receipt number (4) is generated by the system. In addition, the tax code (6) can be selected (if configured accordingly) and the place of hospitality (7) and occasion of hospitality (8) can be entered.

A distinction between internal events and events with external persons is required (9) and an associated account is addressed for each option. For hospitality with external persons, the costs can be allocated to different accounts according to the 70:30 rule, provided this is configured accordingly. A digital hospitality receipt can be added (10) and the participants of the hospitality must be listed (11).

PDF proof

Drucken Sie sich den PDF-Nachweis aus und kontrollieren Ihre Ausgaben.

REISEKOSTENABRECHNUNG ÄNDERN

Zusätzliche Information

Kostenstelle: 1 (123)

Bemerkung:

Reiserecht: Standard

Reisekosten: **71,45 EUR**
Erstattungsbetrag: **71,45 EUR**

Start: 10.03.2020 - 08:00
 Ende: 10.03.2020 - 16:00

Reiseart:	1. Dienstreise	Reisegrund:	Corona ITB in Berlin	<input checked="" type="checkbox"/>
EINZELBELEGE <input checked="" type="checkbox"/>				
1. Bahn Ausland	59,45 EUR	Keine Vorausz.		
PAUSCHALEN				
Verpflegung:	12,00 EUR			

Die Weiterleitung der Reisekostenabrechnung erfolgt an Herr Test Umbrella Test.

Once all receipts have been added, a provisional travel expense report can be checked by clicking on PDF proof and forwarded to the internal travel expense accounting centre according to company requirements. For the electronic workflow, the employee can 'Forward' it for approval.

It is listed who receives the expense report for approval in the first step.
Please note: Only the first approvers are listed.

Approval variant:

Via Atlatos it can also be set that the 1st approver can be selected by the traveller from a pool. In this case, the approver must first be selected.

2.3 Manuelle billing without a template

If there is no booking or travel request for a travel expense report, the traveller has the option of making a manual settlement.

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragssuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung**
- Reiseanfrage
- A1 Bescheinigung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

TRAVEL MANAGEMENT

MEIN UNTERNEHMEN

ADMINISTRATION

RKA | RKA-STATUS | ARCHIV

Name: [blurred] Kostenstelle: [blurred]

Benutzername: [blurred] Unternehmen: Atlas GmbH
Schloßstr. 24
65594 Runkel-Dehrn

RKA-Nummer: [blurred]

Bitte wählen Sie die Reisen aus, die Sie abrechnen möchten. Sollte Ihre Reise nicht aufgeführt sein, klicken Sie auf "Manuelle RKA".

RKA-VORLAGEN | **MANUELLE RKA**

Sie können auch zur Abrechnung von Belegen, für die noch keine Vorlage existiert, eine manuelle Reisekostenabrechnung anlegen.

Klicken Sie hier für eine manuelle Reisekostenabrechnung.

Erstellen

Click on 'Manual RKA' and 'Create' to fill in the basic data for the journey. This includes the date and time of arrival and departure (1-4). The trip type, which can offer different company-specific options (5), the reason for the trip (6), the destination of the trip (7) and the destination country (8). Additional destination countries can also be added. The optional trip start (9) and the company-specific additional fields (11). A comment can also be entered. The next steps are identical to those for an invoice based on a template (see 2.2).

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragsuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung**
- Reiseanfrage
- A1 Bescheinigung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

TRAVEL MANAGEMENT

MEIN UNTERNEHMEN

ADMINISTRATION

Name: [blurred] Kostenstelle: [blurred]

Benutzername: [blurred] Unternehmen: Atlasos GmbH
Schloßstr. 24
65594 Runkel-Dehrn

RKA-Nummer: [blurred]

MANUELLE REISEKOSTENABRECHNUNG ERSTELLEN

Von*: 12.06.2020 **1**

Abfahrtszeit: 08:00 **2**

Bis*: 13.06.2020 **3**

Ankunftszeit: 17:00 **4**

Reiseart: 1. Dienstreise **5**

Reisegrund*: **6**

Zielort der Reise*: **7**

Zielland*: Deutschland **8**

Weiteres Ziel hinzufügen

Bitte geben Sie den Ort des Reisestarts an, sofern dieser vom oben angegebene Unternehmenssitz abweicht.

Reisestart: **9**

Pers. Nr.: 11 **10**

Zahlungs-ID: [empty]

Kostenträger: - Bitte auswählen - **11**

Kostenstelle laut Reiseprofil: - Bitte auswählen - **11**

Kostenstelle: - Bitte auswählen - **11**

Bemerkung: [empty] **11**

Weiter

2.4 Travel Expense Report Status

All settlements that are still being processed and have not been authorised are listed under the RKA status.

Reisekostenabrechnung, für die eine Bearbeitung noch aussteht:

ÜBERSICHT DER REISEKOSTENABRECHNUNGEN

RKA-NR.	REISEDATUM	KOSTENST.	BEARBEITET
<input type="checkbox"/>  3270-842	05.03.2019	--	noch nicht bearbeitet
<input type="checkbox"/>  3270-397	19.10.2015	6666	noch nicht bearbeitet
<input type="checkbox"/>  3270-505	28.06.2016	6666	noch nicht bearbeitet
<input type="checkbox"/>  3270-413	11.11.2015	6666	noch nicht bearbeitet
<input type="checkbox"/>  3270-406	23.09.2015	6666	noch nicht bearbeitet
<input type="checkbox"/>  3270-399	05.08.2015	5555	noch nicht bearbeitet
<input type="checkbox"/>  3270-653	17.10.2017	--	noch nicht bearbeitet
<input type="checkbox"/>  3270-627	19.07.2017	--	noch nicht bearbeitet
<input type="checkbox"/>  3270-612	24.05.2017	6666	noch nicht bearbeitet
<input type="checkbox"/>  3270-662	01.11.2017	--	noch nicht bearbeitet

4 Weitere Abrechnungen laden

Ausgewählte Abrechnungen: Weiterleiten **3**

Die Weiterleitung der Reisekostenabrechnung erfolgt an Herr Test Umbrella Test. **OK**

LEGENDE

-  Offen
-  Genehmigt
-  Abgelehnt
-  Weitergeleitet
-  Wiedervorlage

H: Hauptgenehmiger
V: Vertreter für Genehmigungen

The billing PDF can be displayed at any time under the RKA status tab (2) and the associated vouchers are listed using the document icon (1). If the documents are electronic, the icon is labelled with an office bracket. Statements that have not yet been forwarded can be forwarded directly (4). Further statements can be reloaded (4).

2.5 Travel Expense Report Archive

Under the RKA archive, all statements are displayed according to the travel period. The travel period can be changed under 'Advanced search'.

MEINE DATEN

- Aktuelle Buchungen
- Bahn-Auftragsuche
- Bahn Service
- Buchungshistorie
- Reiseantrag
- Reiseabrechnung
- Reiseanfrage
- A1 Bescheinigung
- Reisebüro
- Kontakt
- Benutzerprofil
- Buchungsrecht

TRAVEL MANAGEMENT

MEIN UNTERNEHMEN

ADMINISTRATION

RKA
RKA-STATUS
ARCHIV

Übersicht aller Reisekostenabrechnungen Erweiterte Suche

Reisezeitraum von bis Suchen

ÜBERSICHT DER REISEKOSTENABRECHNUNGEN

RKA-NR.	REISEDATUM	KOSTENST.	MITARBEITER	REISEKOSTEN	BEARBEITET	
3270-1115	22.05.2020	1		59,45 EUR	<i>noch nicht bearbeitet</i>	
3270-1114	05.03.2019	--		16,00 EUR	<i>noch nicht bearbeitet</i>	
3270-1112	06.04.2020	1		287,53 EUR	<i>noch nicht bearbeitet</i>	
3270-1111	22.05.2020	--		0,00 EUR	<i>noch nicht bearbeitet</i>	
3270-1110	22.05.2020	--		0,00 EUR	<i>noch nicht bearbeitet</i>	
3270-1109	22.05.2020	--		0,00 EUR	<i>noch nicht bearbeitet</i>	
3270-1108	22.05.2020	--		0,00 EUR	<i>noch nicht bearbeitet</i>	
3270-1106	22.05.2020	--		0,00 EUR	<i>noch nicht bearbeitet</i>	
3270-1105	17.06.2019	1234		584,72 EUR	<i>noch nicht bearbeitet</i>	
3270-1104	13.08.2019	1234		115,77 EUR	<i>noch nicht bearbeitet</i>	
3270-1103	14.04.2020	1		4,00 EUR	<i>noch nicht bearbeitet</i>	
3270-1102	14.05.2020	1		175,23 EUR	<i>noch nicht bearbeitet</i>	
3270-1099	17.09.2019	--		17,44 EUR	<i>noch nicht bearbeitet</i>	
3270-1098	10.03.2020	1		71,45 EUR	<i>noch nicht bearbeitet</i>	
3270-1013	23.10.2019	123		35,20 EUR	<i>noch nicht bearbeitet</i>	
3270-1012	07.12.2018	123		1050,40 EUR	<i>noch nicht bearbeitet</i>	
3270-1004	19.11.2019	--		176,18 EUR	<i>noch nicht bearbeitet</i>	

2.6 Approval of Travel Expense Reports

If the employee has the 'Approve expense reports' function and has been granted the right to approve expense reports for a traveller via access rights, they can approve the respective expense reports via 'Team booking -> Travel expense report'.

RKA-STATUS ARCHIV

Reisekostenabrechnung, für die eine Bearbeitung noch aussteht:

ÜBERSICHT DER REISEKOSTENABRECHNUNGEN

von: 12.12.2019 bis: 13.06.2020 RKA-Nummer:

Pers. Nr.: Zahlungs-ID: Kostenträger: - Bitte auswählen -

Kostenstelle:

RKA-NR.	REISEDATUM	KOSTENST.	MITARBEITER	REISEKOSTEN	BEARBEITET
3270-1060	16.01.2020	--		67,10 EUR	20.01.2020 - 12:41
3270-1074	17.02.2020	--		60,30 EUR	noch nicht bearbeitet

Ausgewählte Abrechnungen:

LEGENDE

Offen
 Genehmigt
 Abgelehnt
 Weitergeleitet
 Wiedervorlage
 H: Hauptgenehmiger V: Vertreter für Genehmigungen

All expense reports for which the employee can grant approvals are listed under "Travel Management - Travel expense report". The approver has the option of accessing the receipts (4), viewing the expense report PDF (5) or a print view including receipts (6) or clicking on the expense report for further details. If the employee has the extended right to reprocess travel expense reports, the approver can also correct reports via the detailed view.

The search filters can be used to search for specific expense reports by time period, report number or company-specific additional data (1). If the employee submits a payroll twice, the processor is informed of this duplicate payroll separately via a warning triangle (3).

The settlements can all be selected and approved, placed on resubmission or finally rejected with a single click.

- Resubmission: The employee receives an email informing them that the expense report will be sent back for resubmission. The traveler is asked to make the corrections and can then resubmit the expense report for approval.
- Finally rejected: The supervisor rejects the expense report. In this case, the employee can no longer correct the expense report and the process is finally completed.
- Delete: This function is only available to approvers with editing rights.

The screenshot displays the 'RKA-STATUS ARCHIV' interface. On the left is a navigation menu with categories: MEINE DATEN, TRAVEL MANAGEMENT (containing Reiseantrag, RKA-Abrechnung, Team-Buchung, RKA-Export, and Drei-Monats-Export), MEIN UNTERNEHMEN, and ADMINISTRATION. The main area has tabs for 'RKA-STATUS' and 'ARCHIV'. Below the tabs is a search section titled 'Übersicht aller Reisekostenabrechnungen' with input fields for 'RKA-Nummer:', 'Pers. Nr.:', 'Zahlungs-ID:', 'Kostenstelle:', and 'Kostenträger:'. A 'Suchen' button is located at the bottom right of the search area. Below the search section is a table titled 'ÜBERSICHT DER REISEKOSTENABRECHNUNGEN' with the following columns: RKA-NR., REISEDATUM, KOSTENST., MITARBEITER, REISEKOSTEN, BEARBEITET, and action icons. The table contains 12 rows of data.

RKA-NR.	REISEDATUM	KOSTENST.	MITARBEITER	REISEKOSTEN	BEARBEITET	
3270-1092	07.04.2020	1		31,00 EUR	20.04.2020 - 09:13	
3270-1070	12.02.2020	16		355,50 EUR	26.02.2020 - 13:48	
3270-1073	04.02.2020	--		10,00 EUR	17.02.2020 - 10:14	
3270-1072	04.02.2020	1		10,00 EUR	17.02.2020 - 10:06	
3270-1071	11.02.2020	1		10,00 EUR	17.02.2020 - 08:39	
3270-1068	03.02.2020	--		245,11 EUR	11.02.2020 - 13:56	
3270-1057	10.12.2019	--		154,28 EUR	06.02.2020 - 14:35	
3270-1059	18.12.2019	--		195,25 EUR	06.02.2020 - 14:35	
3270-1066	29.01.2020	--		38,30 EUR	06.02.2020 - 14:33	
3270-1062	09.01.2020	1		42,60 EUR	06.02.2020 - 14:29	
3270-1065	19.12.2019	16		207,40 EUR	06.02.2020 - 14:18	

Via the RKA archive, the approver can access all settlements for which he can make approvals if the right is activated via the role.

A specific settlement can also be searched for here.

3. Using the Atlatos App

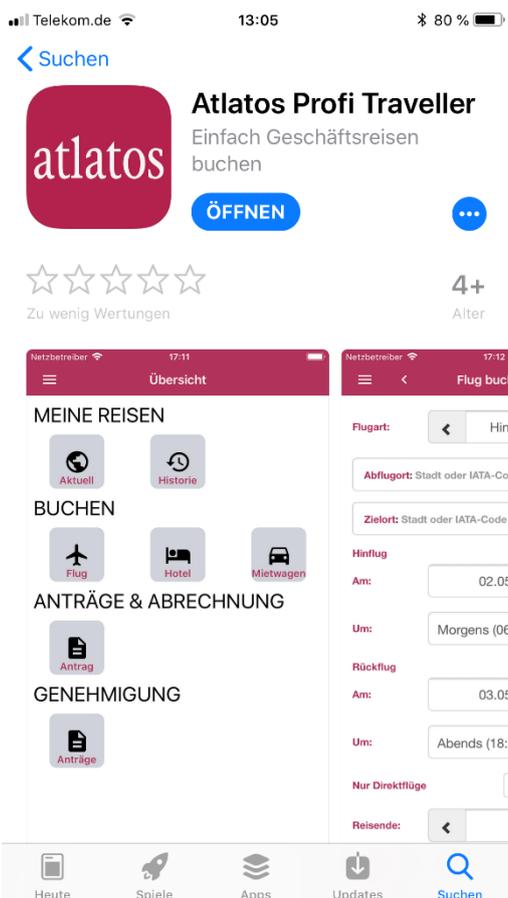
3.1 Booking Business Trips on Mobile Devices

Atlatos Profi Traveller is an online solution for corporate travel organization and accounting. Business trips can be easily booked and invoiced according to company specifications. Travel guidelines are taken into account as well as the selection of the correct means of payment and account assignments.

The Atlatos app includes functionalities for viewing personal bookings and booking flights, hotels and rental cars online. Travel requests can also be submitted and approved.

The Atlatos app can be downloaded from the Apple App Store or Google Play under the keyword "Atlatos Profi Traveler". The Atlatos app must first be activated by the company's travel management team. If the app has not yet been activated for your company, you can contact Atlatos support at support@atlatos.com.

Download der Atlatos-App:



The Atlatos app can be downloaded from Google Play or the Apple App Store:

The app can only be used with Atlatos access data. If the user does not have Atlatos access data, it cannot be used.

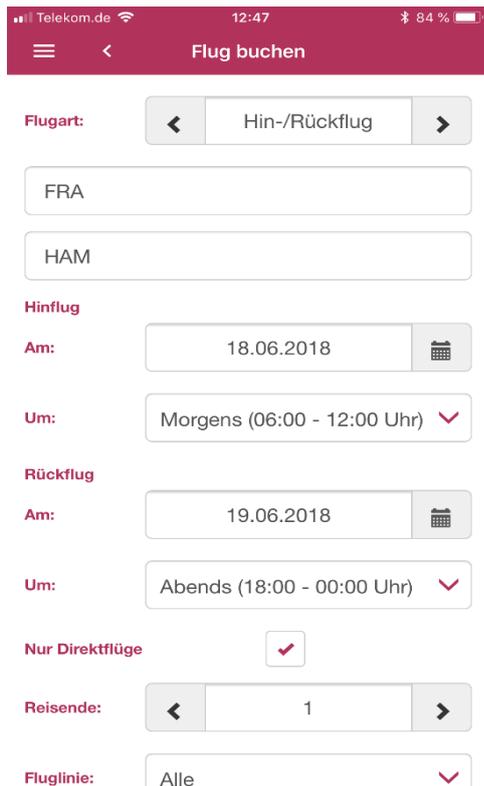
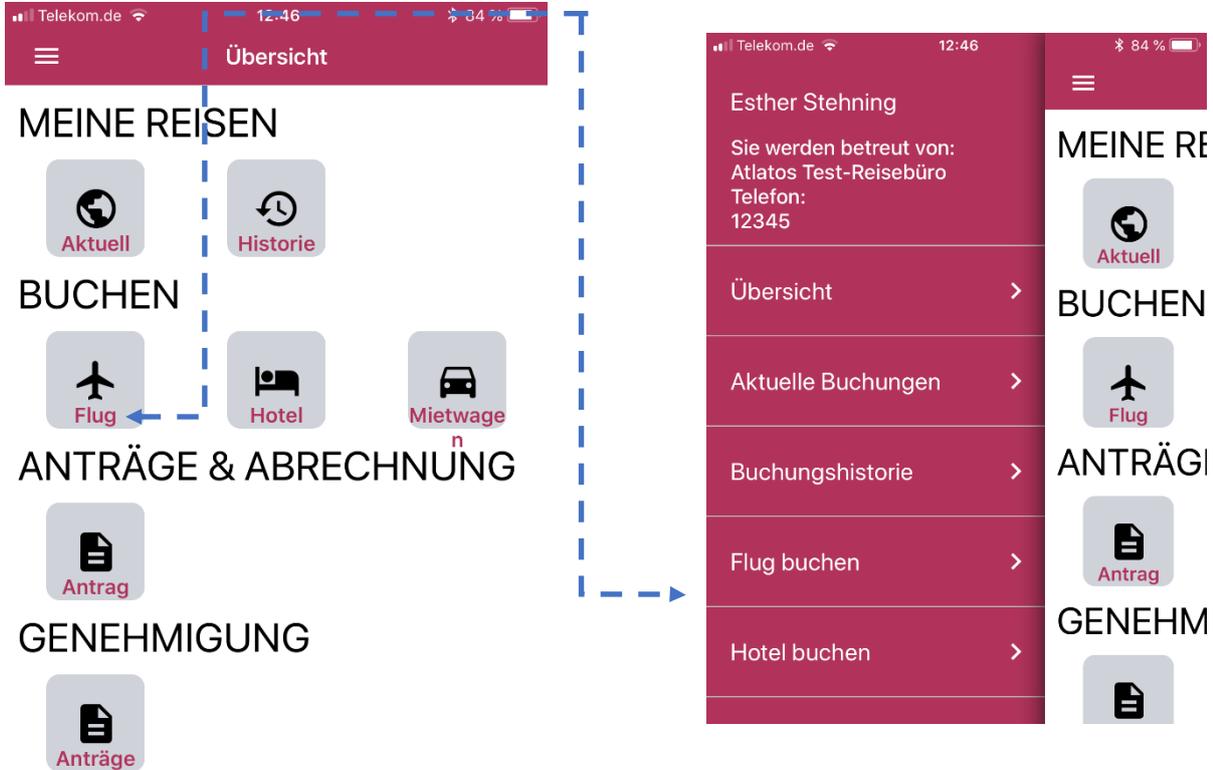
If you successfully log in with the access data, you will receive an e-mail for security reasons and the access data will be stored in the app until further notice.



Impressum | Kontakt | Desktop Version

Book mobile flights

Select the flight icon on the start page or the “Book flight” option via the navigation bar.

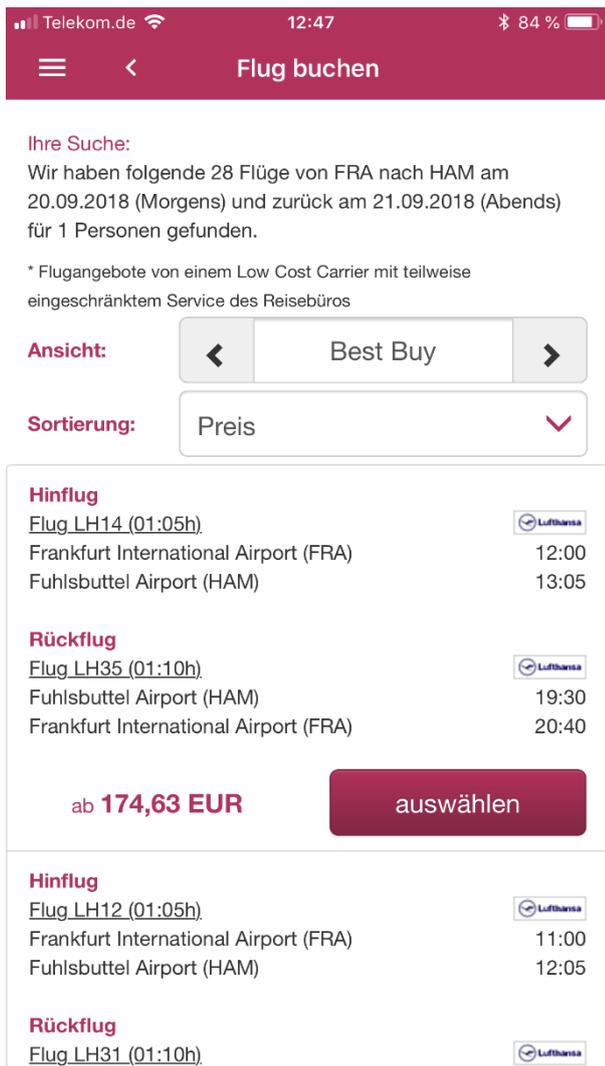


Then enter the search criteria for the desired flight.

The flight type option can easily be changed from return flight to one-way.

The travel times (date and time/time window) are mandatory.

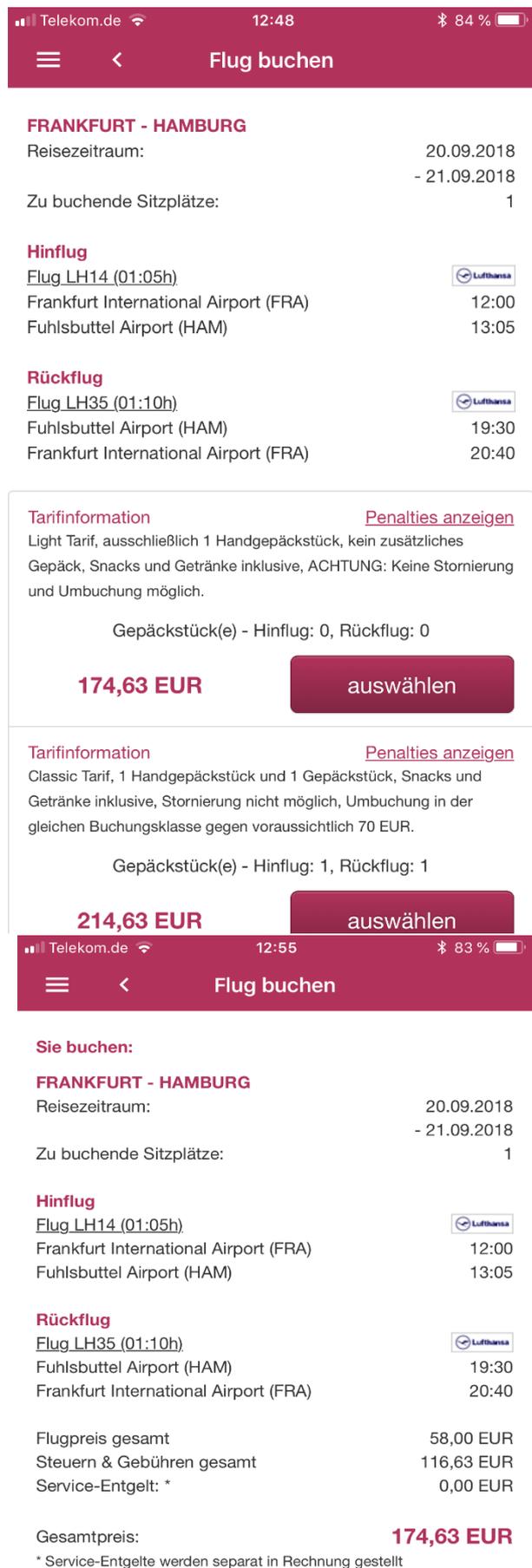
Click on “Search” to display all available flight connections. The company's travel policy is also taken into account.



Now select the desired connection and the appropriate fare.

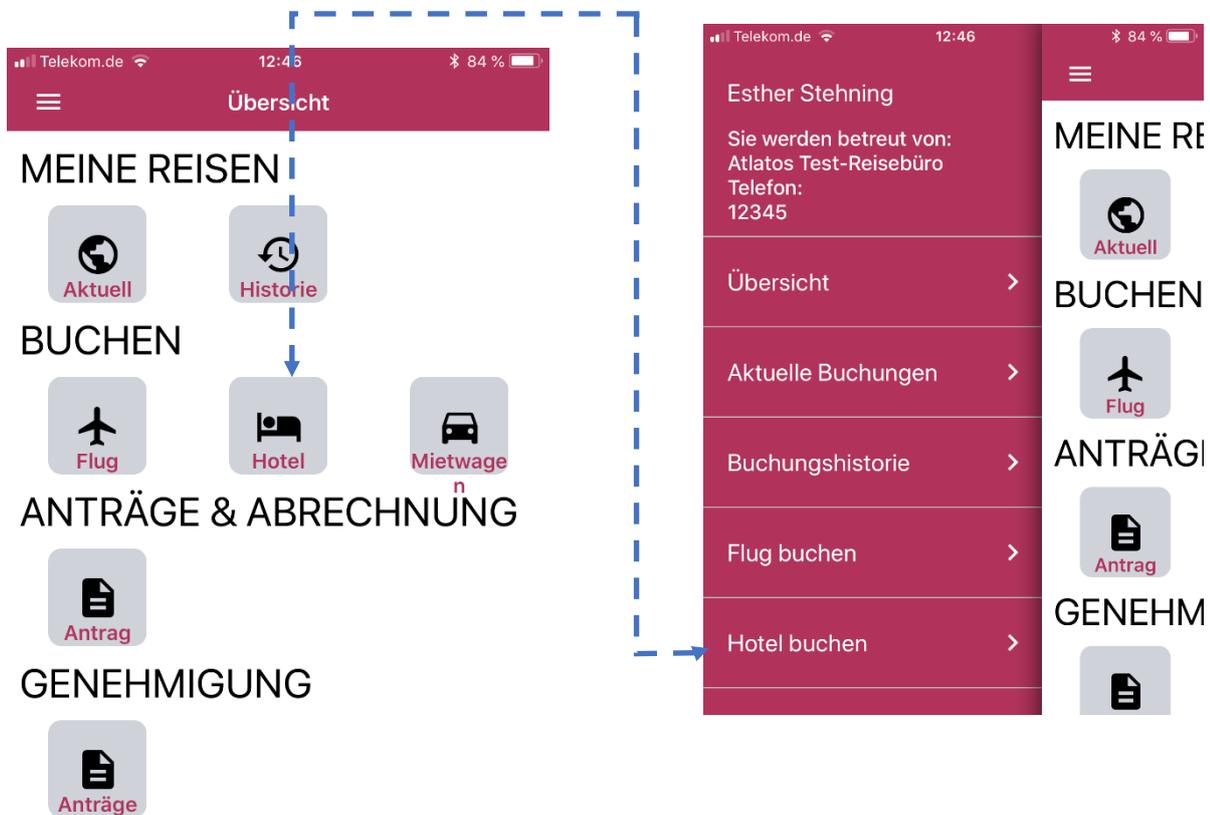
In the final booking step, you can add travel details such as additional data.

Click on "Book with obligation to pay" to make a binding booking. You will receive the booking confirmation directly on your cell phone and by email.



Mobil Hotles booking

Select the hotel icon on the start page or the “Book hotel” option via the navigation bar.



The image shows a screenshot of the 'Hotel buchen' (Book hotel) form. The form is titled 'Hotel buchen' and has a red header. It contains several input fields and dropdown menus for search criteria:

- Ziel:** Ort, Region, Sehenswürdigkeit
- Hotelname:** [Empty text field]
- Umkreis:** [Dropdown menu with '10km' selected]
- Anreise:** [Date field with '18.06.2018' and a calendar icon]
- Abreise:** [Date field with '19.06.2018' and a calendar icon]
- Personen:** [Dropdown menu with '1' selected]
- Zimmer:** [Dropdown menu with '1' selected]
- Sterne:** [Dropdown menu with '3' selected]
- Preis von:** [Dropdown menu with '30€ pro Nacht' selected]
- Preis bis:** [Dropdown menu with '200€ pro Nacht' selected]

Then enter the search criteria for the desired hotel.

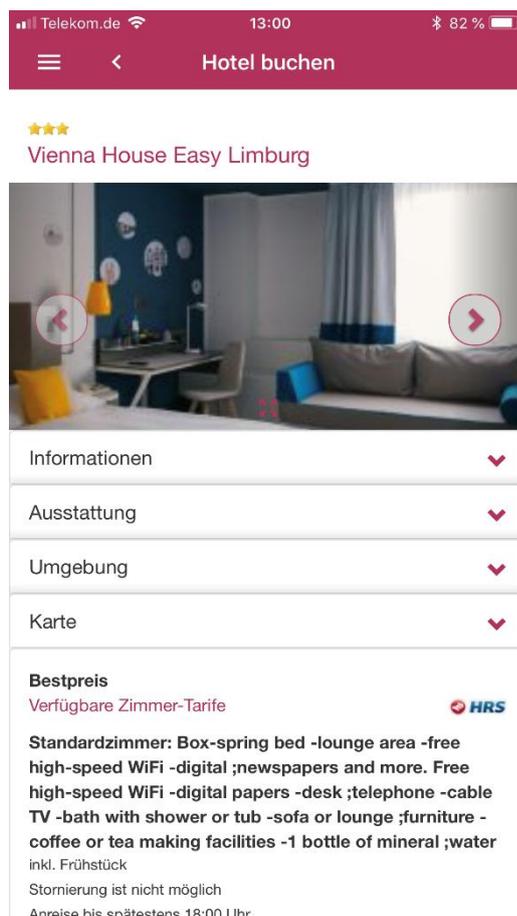
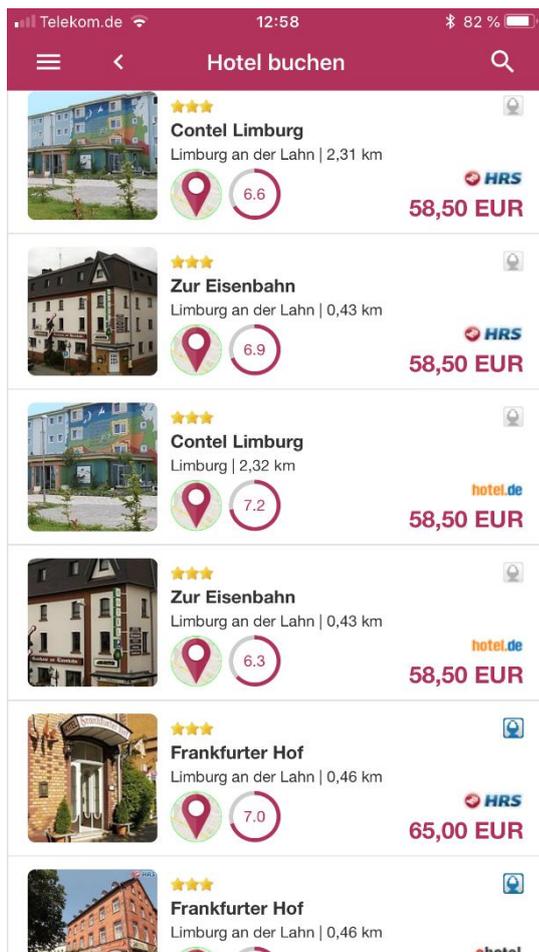
The travel times (date and time/time slot) and the number of people and rooms are mandatory.

Click on “Search” to display all available hotels. The company’s travel policy is also taken into account.

Now select the desired hotel and the appropriate room rate.

In the last booking step, the travel dates can be added as additional data.

Click on “Book with obligation to pay” to make the booking binding. You will receive the booking confirmation directly on your cell phone and by e-mail.

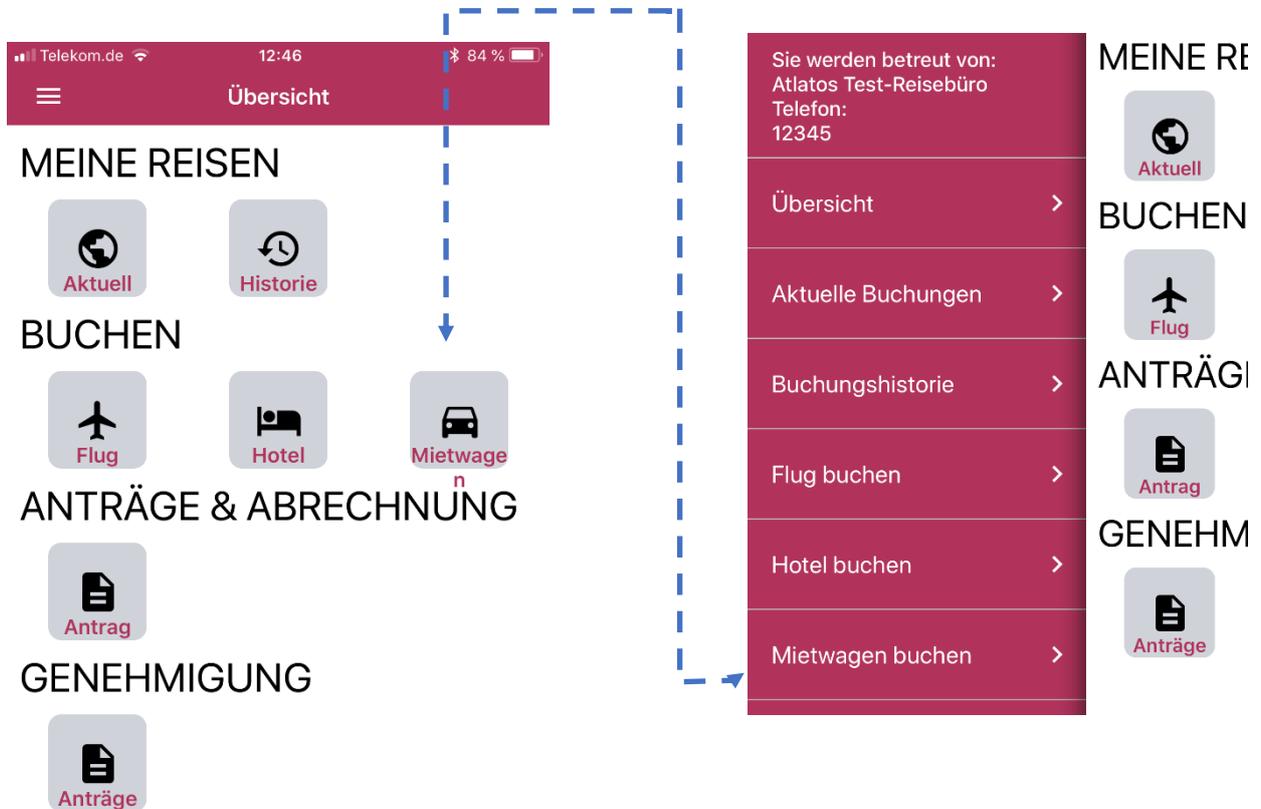


Hoteldetails

Vienna House Easy Limburg ****
Schliede 10
65549 Limburg an der Lahn, Deutschland
Telefon: 49 64312070

Mobile car rental booking

Select the rental car icon on the homepage or the “Book rental car” option via the navigation.



Then enter the search criteria for the desired hotel..

The travel times (date and time/time slot) and the rental location are mandatory.

Click on “Search” to display all available rental cars. The company's travel policy is also taken into account.

Now select the desired rental car and the optional additional services.

In the last booking step, you can add the travel dates and additional data.

Click on "Book with obligation to pay" to make the booking binding. You will receive the booking confirmation directly on your cell phone and by email.



Sie buchen:



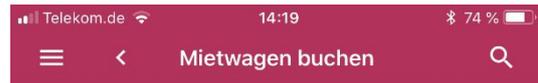
SEAT ARONA

Anmietung Stuttgart Flughafen
 Anschrift: Flughafenstrasse
 70629 STUTT GART
 Deutschland
 Telefon: (+49) 711 9499010

Rückgabe Stuttgart Flughafen
 Anschrift: Flughafenstrasse
 70629 STUTT GART
 Deutschland
 Telefon: (+49) 711 9499010

Ihre Buchungsdaten:

Anreise: 18.10.2018
 Abreise: 19.10.2018
 Personen: 1
 Preis/Tag: 104,43 EUR



Ihre Suche:

Wir haben folgende 10 Mietwagenangebote für den Mietort "STUTT GART FLUGHAFEN" und den Rückgabeort "STUTT GART FLUGHAFEN" im Zeitraum vom 18.10.2018 (10:00 Uhr) bis zum 19.10.2018 (10:00 Uhr) gefunden.

Sortierung:

Preis

VW UP! (MCMR)



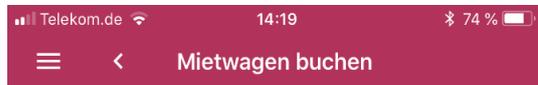
2/4

ab 89,75 EUR



auswählen

VW POLO (ECMR)



Ihre Auswahl
SEAT ARONA



Compact Manual (CCMR)
 von 18.10.2018 bis 19.10.2018
 ab 104,43 EUR



Station

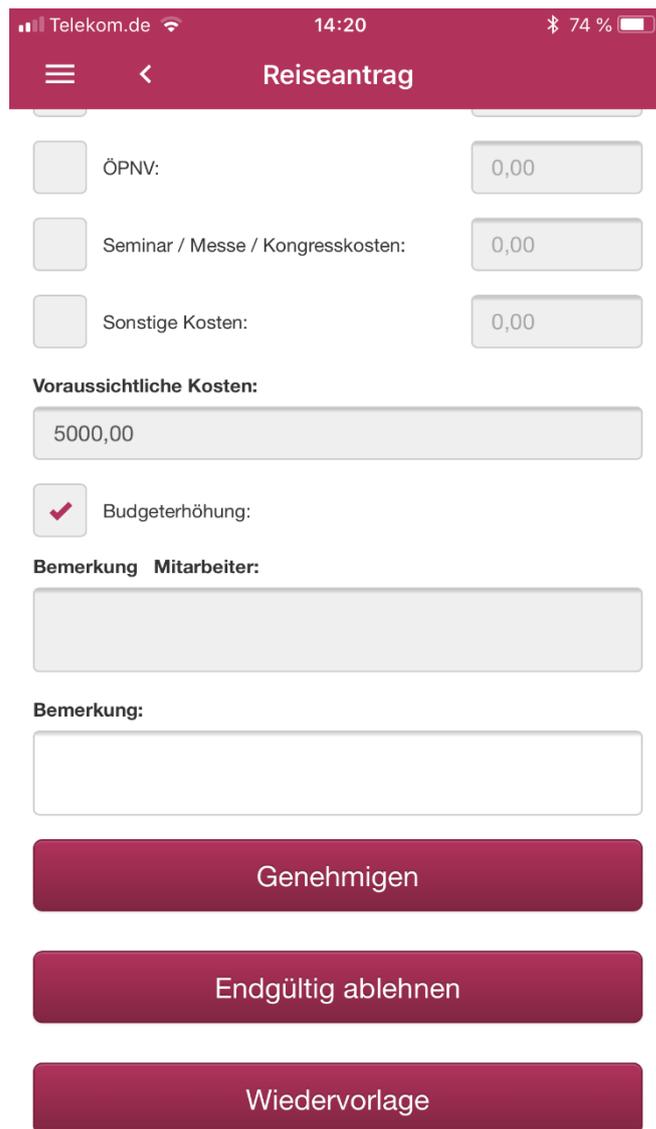
Anmietung Stuttgart Flughafen
 Anschrift: Flughafenstrasse
 70629 STUTT GART
 Deutschland
 Öffnungszeiten: MO: 08:00 - 23:00
 DI: 07:00 - 23:30

Reiseanträge

From the start page, select the “Applications” icon under “Applications & billing” or the “Travel application” option via the navigation bar.

All requests for which approval is pending are displayed first.

By clicking on the respective travel request, it can be approved, rejected or put on resubmission.



Submit a travel request

From the start page, select the “Applications” icon under “Applications & invoicing” or the “Travel application” option via the navigation bar.

Click on the icon with the plus sign.

All the required data can now be entered.



Telekom.de 14:20 74 %

Reiseantrag

Name: Esther Stehning
Kostenstelle: 66666
Benutzername: 14
Unternehmen: Atlas GmbH,
Schloßstr. 24
65594 RUNKEL-DEHRN
RKA-Nummer: Neue RKA

noch nicht weitergeleitet

Bitte geben Sie den Ort des Reisestarts an, sofern dieser vom oben angegebene Unternehmenssitz abweicht.

Ort des Reisestarts:

Zielort der Reise:

Zielland:
Deutschland ✓

Von*:
11.06.2018

Abfahrtszeit: 08:00

Ankunftszeit: 08:00

Abweichung: 00:00

Bis*:

Contact us



If you have any questions, please do not hesitate to contact us.

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65594 Runkel-Dehrn

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