



## New mileage registration in TimeLog

In TimeLog, we continuously improve and update the functionality of our system. Now the turn has come for our mileage registration, and we look very much forward to introducing you to the new processes.

In this document, we have gathered information about:

- Why we make the changes
- Which changes we make
- What you will need to do after the release

Happy reading!

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# Index

<b>1</b>	<b>Background of development</b>	<b>2</b>
<b>2</b>	<b>Description of solution</b>	<b>2</b>
2.1	Improvements in new solution	2
2.2	Specification of the elements of the solution	3
2.2.1	Mileage rates	3
2.2.2	Cars	4
2.2.3	Registering mileage	4
2.2.4	Reporting and integration to salary system	5
<b>3</b>	<b>How to handle the change</b>	<b>5</b>
3.1	Concrete system changes	5
3.1.1	Who will be effected by the release	5
3.1.2	Mileage separated from travel registration	6
3.1.3	Mileage rates	6
3.1.4	Cars	6
3.2	What to do when the new mileage is released?	6
<b>4</b>	<b>Future non-planned development</b>	<b>7</b>
4.1	Using map functionality to find distance	7
4.2	Move sales price from the mileage rate to the project	7





# 1 Background of development

TimeLog's current mileage registration was developed in 2003 why it is outdated and long overdue for re-implementation.

The target of the development is to create mileage registration that works across platforms (web, mobile etc.) with high usability and the flexibility to support collecting the required information for lawful reporting of mileage in the countries where TimeLog is used.

The implementation will support the existing integrations to salary systems, and also prepare for integrating mileage registrations to the finance systems.

## 2 Description of solution

There are two purposes of mileage registration:

1. To add the cost of the mileage to a project and maybe invoice the cost to the customer so the reporting includes all cost and earnings for the project
2. Reimbursement of mileage to the employee when driving their own car (and sometimes also when driving company cars)

The mileage solution has five main components:

1. The mileage rate which defines the cost and sales price per kilometre and how much, if at all, the employee will be reimbursed per kilometre
2. The cars used to drive the reported kilometres
3. User interfaces to register mileage
4. Reports to support processes around mileage registration and control
5. Integration by transferring the registered mileage to the salary system for reimbursement and to the finance system as cost for the company

### 2.1 Improvements in new solution

- Mileage registration in [TimeLog Mobile app](#)
- Mileage registration directly from the timesheet
- True personal car only available to the single employee owning the car
- Improved and simplified administration of mileage rates
- Reporting improved for documentation demands towards tax authorities and auditors
- Support for mileage reporting split into a non-taxable and a taxable part for salary integration





- Support for multiple legal entities ([see more about MLE here](#))

## 2.2 Specification of the elements of the solution

### 2.2.1 Mileage rates

Mileage rates are the basis of mileage reporting, and at least one mileage rate must exist in the system to create the cars and to report mileage at all.

Mileage rates control that the correct rates for cost, sales price and reimbursement are applied to a mileage registration based on the date of the registration.

It is possible to specify on which code(s) in the salary system reimbursement of a mileage rate lands.

If the system is set up with multiple legal entities, a mileage rate can be made available across all legal entities or restricted to only be available for mileage registration in one legal entity ensuring only relevant rates are available in each legal entity.

A mileage rate has a set of basic information:

- Name
- Salary system code to report the mileage reimbursement on in the salary system
- A second salary system code to report taxable part of reimbursement
- If the mileage rate is the default rate for private cars (read more under cars below)
- If the mileage rate has reimbursement for the employee
- If the mileage rate is active, so it is possible to deactivate mileage rates that should no longer be used
- The legal entity where the mileage rate is available ([for sites where MLE is active](#))

Each mileage rate has a set of mileage rate periods which define the applicable rates for a given period. This makes it easy to apply rates when the government changes the rates (often once a year). For each period, the following can be specified:

- Start and end date of when the rate is applicable (periods cannot overlap)
- Reimbursement per kilometre (0 and hidden, if the rate does not have reimbursement)
- Cost per kilometre (by default set to reimbursement amount)
- Sales price per kilometre (the standard price the company invoice per kilometre)
- Non-taxable reimbursement amount. The company can choose to reimburse more than the non-taxable limit set by law. If they do so, they specify what the non-taxable limit is, and it is used for splitting the reimbursement in two posts on two different salary system codes: One for taxable and one for non-taxable reimbursement





## 2.2.2 Cars

When reporting mileage, the employees must always specify which car they have used for driving. This includes the license plate of the car to have the correct documentation towards tax authorities.

The car will most of the time define which mileage rate to be used, and if the employee is reimbursed per kilometre driven.

There are two car types: Company cars and private cars.

- Company cars can be available across all legal entities or within one legal entity only
- Private cars are personal and only available to the specific employee owning the car. An employee can create as many private cars as they want to. Private cars can be created in the mobile app while registering the mileage, or they can be created by the system administrator in the system administration

In the app, the employee can specify which car is default when reporting mileage across personal and company cars.

A car has the following information:

- Nick name
- License plate
- Default mileage rate
- Type of car with two options: Private or company car
- The employee the car belongs to, if it is a private car (must be specified for private cars)
- Which legal entity the car belongs to, [if MLE is activated](#)

### 2.2.2.1 Registering mileage

With the new mileage registration, the user gets three ways to register mileage:

- In the mobile app
- In the timesheet through the comment box on the time registration
- In a separate re-newed web interface

Start address and address of destination can be entered manually or filled in by selecting one of the three address shortcut options:

- Home address entered in the personal profile
- Address of the selected customer, entered on the customer card
- The address of the company set on the internal customer card

Besides start address and destination, the user must fill in purpose, distance, if it is a round trip and select the car driven. The user may also change the mileage rate.





Selecting roundtrip doubles the cost, sales price and reimbursement for the registration. A 100 km roundtrip registration will appear as a 200 km registration in invoicing and transfer 200 km reimbursement to the salary system. In this way, the employee only needs to create one mileage registration and saves time and clicks.

The employees can create their own personal cars from the mobile app, and select which car is their own personal default car for mileage registration.

Cars available to the employee are own private cars and all company cars (limited by legal entity they are hired in, if MLE is activated).

### 2.2.3 Reporting and integration to salary system

The solution contains a new report in the **Salary and staff reports** section with purpose of detailed documentation of mileage reimbursement per employee and can function as basis for manual transferring of reimbursement to the salary system for those not integrating TimeLog with their salary system ([read more about our salary integrations here](#)).

The report breaks down mileage registrations into taxable and non-taxable reimbursement posts, summing up the selected period and year to date reimbursement.

The new mileage registration will also be integrated into the existing reports:

- Submit/Print personal expenses
- Balance travel expenses with purchases/expenses
- Date extraction: Mileage
- Expense page under project finance

Mileage registrations will be removed from the report

- Data extraction: Travel expenses, as mileage will be in a separate report

The existing integrations to salary systems are upgraded to support the new mileage registration, and TimeLog will still remember all data that has been transferred. This means that there is no risk of transferring the same data twice or missing out reimbursement due to this release.

## 3 How to handle the change

This is a list of concrete system changes to be aware of, and advice on what to do after the release to help making the transition to the new mileage registration less stressful.

### 3.1 Concrete system changes

#### 3.1.1 Who will be effected by the release

- Employees who register mileage
- Employees who handle mileage reimbursement
- System administrators setting up mileage rates and cars





### 3.1.2 Mileage separated from travel registration

Today the employees must create a travel registration, before they can register mileage. This is cumbersome and not intuitive.

In the new solution, mileage is separated from the travel registration to create a fast and intuitive user experience.

TimeLog will, together with modernisation of travel registration, bring back the option to connect mileage registration to a travel, but until then mileage will exist as a separate unconnected registration.

### 3.1.3 Mileage rates

Today a mileage rate represents one set of amounts for reimbursement, cost and sales price per kilometre. When new rules and rates for reimbursement are set by the government, a new mileage rate must be created to support the new rules.

This results in the same mileage rate being created for each year, and the list of mileage rates becomes very long.

With the new setup of mileage rates, all base information is set once on an overall level with mileage rates periods. The periods hold the amounts for each period which is often a year. The employee will only see the mileage rate names listed, and the number of mileage rates to pick from is limited e.g. to **Private car** and **Company car**.

This limits the possibility of human error by removing the responsibility from the employee to pick the right mileage rate. The system will automatically add the right amounts based on information in the mileage rate periods.

### 3.1.4 Cars

In the current version of TimeLog, you can mark, if mileage reported for the car is reimbursed or not. This means that the car is defining if there is reimbursement or not. As this might be the case in most scenarios, there are scenarios in e.g. Sweden, where the rules are different.

To support this, controlling if reimbursement is given for driving the car is moved to the mileage rate, and we enable the option to change the mileage rate.

Via the system administration, it will be possible to disable the option for the employees to change the mileage rate on the car.

## 3.2 What to do when the new mileage is released?

When the system is updated, the system administrator must:

- Go through all mileage rates and deactivate those not relevant any more
- Make sure the active mileage rates have correct periods and the correct salary system code(s), if you export mileage to your salary system from TimeLog





- Create a default mileage rate for private cars and set the correct periods for this mileage rate
- Deactivate all cars that were “private” cars in the current version, as they will be converted to company cars with a mileage rate which results in a reimbursement. Removing the cars will force your employees to create their own private cars with the correct license plates
- Go through existing company cars, add license plates and set the correct default mileage rates for the cars

## 4 Future non-planned development

In this section, we list some of the future development plans for mileage registration and reporting. We do not currently have any timeline for these ideas, but list them here to give you an opportunity to get involved in the future development of TimeLog.

Please let us know your ideas and what you think would make TimeLog better and more user-friendly by writing an e-mail to [featurerequest@timelog.com](mailto:featurerequest@timelog.com).

Our developers are working hard every day to bring new functionality to you, and we are prioritising feature requests based on what brings most value to the highest number of customers. Do not hesitate to let us know what you believe is the most valuable feature or improvement we should develop.

### 4.1 Using map functionality to find distance

This feature is already high in our priority list of future features, so the user can find the distance driven through the map function of the mobile app.

Suggesting the current location as exit point and searching for the destination address (or opposite) in the map function of the mobile, getting a route and extracting the distance allows the user to quickly fill the mileage registration with most of the information leaving only roundtrip and purpose to be filled out.

### 4.2 Move sales price from the mileage rate to the project

The idea is to move the sales price per kilometre to the project finance setting, so the sales price can be defined in the currency of the project.

Today, price per kilometre is given in the mileage rate, which is in system currency and calculated into the currency of the project for invoicing. This results in strange amounts per kilometre, which can also fluctuate over the lifetime of the project, as the exchange rate is updated.

