

Travel Expense Tab

Add or Edit Time Log

Travel Expenses Tab	
Charge Travel Fees	Tick if Travel Fees are to be charged
Travel Bill Type	Select either Distance or Time Charged

Distance Rate	A distance value to be used in the calculations of a travelled billing value
Kilometres From	Enter the Starting kilometres value
Kilometres To	Enter the Ending kilometres value
Kilometres Billing Value	A calculated value to be billed
Time Rate	A time value to be used in the calculations of a time travelled billing value
Travel Time	Time duration of the journey
Total Travel Time Cost	A calculated travel time value to be billed
Travel Item	Select the appropriate inventory item for travel
Charge Toll Fees	Tick if Toll Fess are to be charged
Toll Cost	Toll Fee value
Toll Fee Item	Select the appropriate inventory item for toll fees
Delete button	Allows a user to delete a time log item

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