

Diets Definitions

In this section you input all the necessary details (amounts, currency, mode) so that the panel works properly and the wages match performed flights by your crew members.

There are **2** modes available:

- **Normal**
- **Workflow**

Normal mode

Diets definitions used in reports and crew

| Airport | Month | Currency | Currency day rate | Currency/PLN rate |
|---------|---------|----------|-------------------|-------------------|
| Default | Default | EUR | 40 | 1 |
| LTN | Default | EUR | 50 | 1 |
| VKO | Default | EUR | 80 | 1 |

Show diems for home bases countries ☐

Default per diems currency: EUR

Diets definitions used in crew

Mode: ☒ normal ☐ workflow

Save

All airports daily rate, unless defined otherwise (LTN & VKO)

Per Diems - mode 'Normal'

In this mode you can see columns such as:

- **Airport** - if the day rate is the same for all airports, it should remain set as 'Default'. That means, all flights away from home base will be calculated at the same rate. If there are exceptions, you should add the airport code and define the rest of columns accordingly.
- **Month** - you can select for what month per diems should be counted - for a specific airport.
- **Currency** - choose the currency in which per diems should be counted.
- **Currency day rate** - the amount of money for a single per diem - it can differ for different airports.
- **Currency/... rate** - you can define default per diems currency in Admin > Operator Settings > General

IMPORTANT!

The column '**Currency/... rate**' should be set as '**1**' if airport currency should be counted vs default currency on a **one-for-one** basis. However, if you have defined a different currency for some airports and you want the system to convert it to default currency - the column '**Currency/... rate**' should be set as '**0**'

Example:

Default currency is set as **EUR**. There are **2** airports, for which per diems should be calculated in a different currency: **STN** - currency **GBP**, **SSH** - currency **USD**. When the column 'Currency/EUR rate' for these 2 airport is set as '**0**' - both currencies will be converted to **EUR**, which will be displayed in

the Per Diems report.

All rates are being converted according to
National Bank of Poland exchange rates
updated every 24 hours - go to section Sales >
Currency Exchange Rates to view the rates

Workflow mode

Diets definitions used in reports and crew

| Airport | Month | Currency | Currency day rate | Currency/PLN rate | |
|---------|---------|----------|-------------------|-------------------|--|
| Default | Default | EUR | 40 | 1 | |
| LTH | Default | EUR | 50 | 1 | |
| VKO | Default | EUR | 60 | 1 | |

Show diems for home bases countries

Default per diems currency EUR

Diets definitions used in crew

Mode

normal

workflow

Can approve pilots per diems:

PersonsDeba Thomas

Add person

Can do payments:

PersonsAnselman Phil

Add person

Save

Select a person/persons who can approve pilots per diems or do payments

Per Diems - mode 'Workflow'

In this mode you can define the **workflow** of calculating, checking and approving per diems. You can select persons who will be responsible for approving it as well as person who can do payments. Pilots can also check their per diems and either approve them or reject.

Exact mechanism of how the diets are calculated in Workflow mode you can find in [Per Diems](#) section of this manual.

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