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Per Diems 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



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 a section Settings > General Settings.

To generate a report of Per Diems calculated for a particular crew member select his name and date period in the filter, then click either PDF link or Details.

Leon calculates Per Diems in the way:

If time spent by crew outside homebase is < 1h - no per diem is calculated.

If time spent by crew outside homebase is > 1h and < 6h - 1/4 of per diem is calculated.

If time spent by crew outside homebase is > 6h and < 12h - 1/2 of per diem is calculated.

If time spent by crew outside homebase is > 12h - 1 per diem is calculated.

IMPORTANT!

Last update: 2018/09/04 07:20

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:

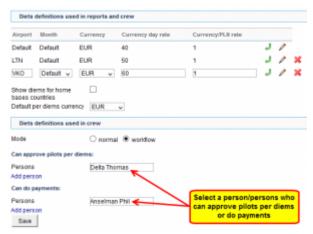
Default currency is set as **EUR**. There are **2** airports for which per diems should be calculated in a different currency: **STN** - currency **GBP**, **SSH** - currency **USD**. When the column 'Currency/EUR rate' for these 2 airport is set as '**0**' - both currencies will be converted to **EUR**,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

All rates are 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



Per Diems - mode 'Workflow'

In this mode you can define the **workflow** of calculating, checking and approving per diems. You can select people 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.

For the exact mechanism of how the diets are calculated in Workflow mode go to Per Diems section of this manual

From:

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Last update: 2018/09/04 07:20

