

How to create a new trip?

1. Click the **“New”** button in the toolbar.
2. From the menu that opens, select **“Trip/Expedition”**.

[image-1781074232876.png](#)

Which Trip/Expedition type should I choose?

- **Agreement** – Select this option when a subcontractor operates under your management and you are forwarding the vehicle for a full or partial route. Payment is usually calculated based on the kilometers driven.
- **Domestic** – Local transportation.
- **Monthly** – Monthly trip.
- **Other** – Other types of trips.
- **Own Trip** – Select this option when the trip is performed with your own vehicle. This enables the completion of the driver's report.
- **Spedition** – Freight forwarding and cargo transportation.

To ensure accurate trip reporting, it is important to select the correct trip type.

[image-1781074911904.png](#)

Revision #3

Created 2026-06-26 08:45:40 UTC by Admin

Updated 2026-07-13 09:27:38 UTC by Admin