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.

In Per Diems module you can see 3 tabs:

- **Default** - if the day rate is the same for all countries and airports, it should remain set as 'Default'. That means, all flights away from the home base will be calculated at the same rate. If there are exceptions, you should add the country or the airport rate.
- **Countries** - fill in, if there is a defined rate per country
- **Airports** - fill in, if there is a defined rate per airport

IMPORTANT!

If country or airport rate is specified, the rate per airport will overwrite the country one and the country one will overwrite the default one.

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!

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:

The 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 airports 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

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Customising Per Diems

We are also able to customise 'Per Diems'.

Customising 'Per Diems' will only be possible if it is within available settings described in this section.

Customising 'Per Diems' is done by our IT Department and can be subject to an additional fee.

Definitions used in the Settings instruction

- **Element** – single element representing crew member's activity with start and end times and locations. For example flight, duty, etc. Usually elements will be crew member's flights and positionings, but this can be changed
- **Element group** – diem elements will be grouped based on their start and end locations in order to determine total duration used for diem rate calculation. Usually group will contain all elements between element starting and element ending in crew member's homebase, but this can be changed
- **Length** –time in a single day which is used for calculation of diem rate. Each diem element group can span multiple days and each of this days will have diem rate calculated based on diem duration. This usually includes all time spent outside home base in a single day for a crew member, but this can be changed
- **Fraction** – value between 0 and 1 indicating fraction of diem rate. This is calculated from diem length
- **Rate** – full amount of money paid to crew member for a single day. This can be configured by the operator from Leon interface. To calculate actual diem rate will be multiplied by fraction which is derived from diem length
- **Selected time period** – period for which diem elements will be fetched and grouped. 30 days will be added to the period selected by user in order to correctly create diem element groups that are not fully included in the selected period
- **HB** – crew member's home base airport
- **NHB** – any airport other than home base

Settings available from Admin > Per Diems Definitions section

Currently, in the 'Per Diems Definitions' section the following settings are available:

- **Rates by airport and currency**
- **Show diems for home bases countries** – when turned on entire country in which crew member's HB airport is located will be treated as HB. Effectively, it means that only international flights will be treated as flights outside the crew member's HB.

Settings available only within customisation

The below settings are only available within the customisation:

1. Element type

Element type controls the type of diem element used for diems calculation. Only one element type can be selected.

This setting allows 3 values described below:

- **Flights (default)** – diems are calculated from flights or positionings in which selected crew member is flying on any position. This setting allows for the additional configuration described below
  - **Exclude PAD (set to 'OFF' by default)** – excludes flights in which crew member is on PAD position from diem calculation
  - **Use reporting times (set to 'ON' by default)** – when turned off start and end times will be taken from flight's active revision. Reporting times will be used otherwise
  - **Activity types (flights and positionings by default)** – list of activity types included in the calculation. Two values can be included in this list, *positioning* and *flight*
- **Duties** – diems are calculated from selected crew member's roster duties. This setting allows for the additional configuration described below.
  - **Duty types (set to 'training' by default)** – list of duty types included in the calculation. All duty types can be included in this list
- **FTL** – diems are calculated using selected crew member's FTL duties. This setting allows for the additional configuration described below
  - **Include duties from roster (set to 'ON' by default)** – when turned on FTL duties based on duties from roster will also be included

2. Element grouping

Element grouping determines the way elements will be grouped.

This setting allows 3 values described below:

- **HB to HB (default)** – elements are grouped so that first element in the group starts in HB and the last element ends in HB
  - Consider the following elements (flights in this case)
    - FLT1 12:00 HB-NHB1 13:00
    - FLT2 15:00 NHB1-NHB2 16:00
    - FLT3 17:00 NHB2-HB 18:00
  - In this case, all of these flights will be grouped in one group with a total length of 6 hours (assuming include data elements setting is on)
- **NHB to NHB** - elements are grouped so that first element in the group starts in NHB and the last element ends in NHB
  - Consider the following elements (flights in this case)
    - FLT1 12:00 HB-NHB1 13:00
    - FLT2 15:00 NHB1-HB 16:00
    - FLT3 17:00 HB- NHB1 18:00
  - In this case, FLT1 will not be in any group and FLT2 and FLT3 will be grouped in one group with total length of 3 hours (assuming *include data elements* setting is on)

- **None** – elements are effectively not grouped resulting in every element, regardless of start and end location, being considered separately

3. Include data elements (set to 'ON' by default)

When switched on, all elements, as well as periods between those elements, will be included in diem calculation. When switched off only periods between those elements will be included

- Consider following elements (flights in this case)
  - FLT1 12:00 HB-NHB 13:00
  - FLT2 15:00 NHB-HB 16:00
- With this option switched on diems will be calculated for 4 hours (12:00 – 16:00)
- With this option switched off diems will be calculated for 2 hours (13:00 – 15:00, both elements are excluded)

4. Selected period handling

This setting determines what happens if an element group does not entirely fit in the selected period.

This setting allows 3 values described below:

- **Divide (default)** – element group that does not fit will be divided and only a part included in selected period will be displayed
- **Current** – element group that does not fit will be included in a period in which it starts
- **Next** – element group that does not fit will be included in a period in which it ends

5. Diem calculation method

This setting configures the way in which diem length influences diem fraction. Any relatively simple mapping of length to fraction can be implemented.

The default mapping is described below:

- Length between 0 and 1 hour → 0
- Length greater than 1 hour and less than 6 hours → ¼
- Length greater than 6 hour and less than 12 hours → ½
- Length greater than 12 hours → 1

6. Use only first home base (set to 'OFF' by default)

When switched on, only the first home base will be treated as home base for diem calculation.

7. Include HB to HB (set to 'ON' by default)

When switched on, elements both starting and ending in HB will be included in diem calculation.

8. Exclude first and last element (set to 'OFF' by default)

When switched on, first and last elements will be stripped from diem calculation. They will still influence grouping.

From:
https://wiki-draft.leonsoftware.com/ - **Leonsoftware Wiki**

Permanent link:
https://wiki-draft.leonsoftware.com/leon/diets-definitions

Last update: **2023/03/26 16:22**