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Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options. Cross-references to other documentation.
Example text	Emphasized words or phrases in body text, titles of graphics and tables.
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, source code, names of variables and parameters as well as names of installation, upgrade and database tools.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key.
Example text	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.

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Travel: Configuration Guide

1 Purpose

This configuration guide provides the information you need to set up the configuration of this building block manually.

If you do not want to configure manually and prefer an automated installation process using BC Sets and other tools, refer to the Quick Guide.

2 Preparation

2.1 Prerequisites

Before you start installing this building block, you must install prerequisite building blocks. For more information, see the Building Block Prerequisite Matrix (Prerequisites_Matrix_[xx]_[yy]_[zz].xls; the placeholder [xx] depends on the SAP Best Practices version you use, e.g. BL refers to the SAP Best Practices Baseline Package, [yy] depends on the language version, e.g. EN for English language, and [zz] depends on the country version, e.g. DE for Germany: *Prerequisites_Matrix_BL_EN_DE.xls*). This document can be found on the SAP Best Practices documentation package in the folder `..\[xx]_[zz]\Documentation\`; ([xx] depends on the SAP Best Practices version and [zz] depends on the country version).

3 Configuration

3.1 Maintaining General Settings

3.1.1 Number Ranges

3.1.1.1 Number Ranges for Trip Numbers

Use

In this IMG activity, you define number ranges and number range intervals for assigning trip numbers. You do so for each personnel area individually. In the case of the settings you make in this activity for internal number assignment, the system automatically assigns the trip numbers within the defined interval.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Set Up Trip Number Ranges</i>
Transaction Code	PR10

2. Field Overview/Data Record Overview NRIV (number range intervals):

Field Name	Description	User Action and Values	Comment
<i>OBJECT</i>	Object Name	RP_REINR	

<i>SUBJECT</i>	Subobject Value	1000 / 1100	
<i>NRRANGENR</i>	Number Range Number	01	
<i>FROMNUMBER</i>	From Number		
<i>TONUMBER</i>	To Number		
<i>NRLEVEL</i>	Current Number		
<i>EXTERNIND</i>	Int.		
Field name	Description	User action and values	Comment
<i>OBJECT</i>	Object Name	RP_REINR	
<i>SUBJECT</i>	Subobject Value	1000 / 1100	
<i>NRRANGENR</i>	Number Range Number	02	
<i>FROMNUMBER</i>	From Number		
<i>TONUMBER</i>	To Number		
<i>NRLEVEL</i>	Current Number		
<i>EXTERNIND</i>	Ext.	X	



Do not change these default values!

3.1.1.2 Number Ranges for Posting Runs

Use

The number ranges required for posting runs are created with a number range interval from _____ to _____. The run type for posting runs is TR (Posting Travel Costs).

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Transfer to Accounting → Set Up Number Ranges for Posting Runs</i>
Transaction Code	PR12

2. Field Overview/Data Record Overview NRIV (number range intervals):

Field Name	Description	User Action and Values	Comment
<i>OBJECT</i>	Object Name	Structure HR_PEVAL2	
<i>SUBJECT</i>	Subobject Value	TR	
<i>NRRANGENR</i>	Number Range Number	01	
<i>FROMNUMBER</i>	From Number		
<i>TONUMBER</i>	To Number		

Field Name	Description	User Action and Values	Comment
NRLEVEL	Current Number		
EXTERNIND	Int.		



Do not change these default values!

3.1.1.2.1 Number Ranges for Trip Transfer Documents

Use

The number ranges required for trip transfer documents are created with a number range interval from to .

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Transfer to Accounting → Set Up Number Ranges for Trip Transfer Documents</i>
Transaction Code	PR11

2. Field Overview NRIV (number range intervals):

Field name	Description	User action and values	Comment
OBJECT	Object Name	HRTR_PDOC	
SUBOBJECT	Subobject Value	TRV_POSTING_DOCS	
NRRANGENR	Number Range Number	01	
FROMNUMBER	From Number		
TONUMBER	To Number		
NRLEVEL	Current Number		
EXTERNIND	Int.		



Do not change these default values!

3.1.2 Travel Management Presetting

3.1.2.1 Define/Delete/Restore Trip Provision Variants

Use

In this IMG activity, you make the basic entry for a new trip provision variant with all the rules for determining the reimbursement of trip expenses and their treatment regarding taxation.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Define/Delete/Restore Trip Provision Variants</i>
Transaction Code	SPRO

2. Chose *Copy/Restore trip provision variants*

Perf	Name of Activity
	Definer/slett/gjenopprett reiseregulativvarianter

3. Select *20 Norwegian Accounting*

ID	Trip Provision Variant
20	Avregning Norge

4. Choose  to copy to *YB Tjenesteyter*

TrProv.Variant	Name
YB	Tjenesteyter (BP)

3.1.2.2 Assign Organizational Areas to Trip Provision Variants via Feature TRVCT

Use

The feature TRVCT determines the possible trip provision variant depending on the employee's organizational assignment.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Assign Organizational Areas to Trip Provision Variants via Feature TRVCT</i>
Transaction Code	SPRO

2. Insert a new line below line 000010.

3. Edit the new and empty line 000020 as described below:

Line	Variable Key	F	C	Operations
000010			D	MOLGA
000020	20 Y1			&TRVCT=YB,
000030	...			

4. Choose  to Activate the feature

3.1.2.3 Global Settings

Use

In this IMG activity, you define the following settings:

- Country grouping for the wage types recorded in the expense types
- Trip currency in which the trip costs are reimbursed
- Settings for the input tax
- Methods for converting the receipt currencies to the trip currency

The *Input tax default value for international receipts* is set to *Set acc. to trip destination*.

(Default value for input tax = blank).

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Define Global Settings</i>
Transaction Code	SPRO

2. Field Overview/Data Record Overview V_706D_B.

3. Note: No configuration change is required as this is a standard configuration.

Field Name	Description	User Action and Values	Comment
<i>MOREI</i>	Trip Provision Variant	YB	Tjenesteyter (BP)
<i>MOLGA</i>	Country Grouping	20	Norge
<i>WAERSKZ</i>	Currency Indicator	1	Valutaen fastsettes ut fra firmakode
<i>WAERS</i>	Currency		
<i>HCURR</i>	Settlement of Foreign Currency Receipts	X	I reisevaluta
<i>PAUVS</i>	Input Tax	X	Inngående mva pr utgiftstype
<i>MWSKZ</i>	With Input Tax Code		
<i>LAND1</i>	Country	NO	Norge
<i>MWAUS</i>	0% Input Tax	I0	Inngående MVA 0%
<i>READ706M</i>	Read Table 'Input Tax for International per Diems'		
<i>DEFMWSKZ</i>	Input Tax Default Value	X	Definer iht reisemål/kvitteringsland

Field Name	Description	User Action and Values	Comment
	for Internat. Receipts		
DEFLNDFR	No Default Value for Country of Receipt		
LTEXT	Unit for Distance	Kilometer	
KURST	Exchange Rate Type	M	Standardomregning for gjennomsnittskurs

3.1.3 Control Parameters from Travel Privileges

3.1.3.1 Statutory M/A Reimbursement Groups

Use

Via the statutory reimbursement group for meals/accommodations indicator, reimbursement rates for meals/accommodations can be reproduced for groups of employees (e.g. classification of employees according to wage groups).

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Control Parameters from Travel Privileges → Define Statutory M/A Reimbursement Groups</i>
Transaction Code	SPRO

2. Make the following entry:

TrProv.Variant	Name	RGrp M/A Stat.	Name
YB	Tjenesteyter (BP)		Alle medarbeidere

3.1.3.2 Enterprise-Specific M/A Reimbursement Groups

Use

Via the enterprise-specific reimbursement group for meals/ accommodation indicator, the statutory reimbursement groups for meals/accommodations can be further distinguished.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Control Parameters from Travel Privileges → Define Enterprise-Specific M/A Reimbursement Groups</i>
Transaction Code	SPRO

2. Make the following entry:

TrProv.Variant	Name	RGrp M/A Stat.	Name
YB	Tjenesteyter (BP)		Alle medarbeidere

3.1.3.3 Employee Grouping for Travel Expense Types

Use

An employee grouping for trip expense type is a classification of employees for whom the same trip expense types are valid.

In this IMG activity the employee grouping for trip expense type is defined depending on trip provision variant via a one-place alphanumeric key and a long name.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting(New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Control Parameters from Travel Privileges → Define Employee Grouping for Travel Expense Types</i>
Transaction Code	SPRO

2. Enter Trip Provision Variant: YB
3. Make the following entry:

EE Grp. Ex	Name
1	Gruppe 1
2	Gruppe 2
3	Gruppe 3
4	Gruppe 4
5	Gruppe 5
6	Gruppe 6
7	Gruppe 7
8	Gruppe 8
9	Gruppe 9

3.1.3.4 Employee Grouping for Travel Management

Use

Via the employee grouping for Travel Management, you can reproduce an enterprise-specific classification of employees in the system.

In this IMG activity, you define, depending on trip provision variant, the permitted entry values for employee groupings for Travel Management and you store a corresponding long name.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Control Parameters from Travel Privileges → Define Employee Grouping for Travel Management</i>
Transaction Code	SPRO

2. Make the following entry:

TrProv.Variant	Name	EE Group Trav	Name
YB	Tjenesteyter (BP)		Alle medarbeidere

3.1.3.5 Reimbursement Groups for Travel Costs

Use

If a company wants to reproduce different trip provisions for travel costs (e.g. mile/kilometer rates) for different groups of employees, they can be stored via the reimbursement group for travel costs.

In this IMG activity, you define the permitted input values for the reimbursement groups for travel costs depending on the trip provision variant and store the corresponding long names.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Control Parameters from Travel Privileges → Define Reimbursement Groups for Travel Costs</i>
Transaction Code	SPRO

2. Make the following entries:

TrProv.Variant	Name	RGrp TravelCost	Name
YB	Tjenesteyter (BP)		Alle medarbeidere
YB	Tjenesteyter (BP)	G	Bagasje
YB	Tjenesteyter (BP)	M	Passasjer
YB	Tjenesteyter (BP)	S	Annet

3.1.3.6 Vehicle Types

Use

Trip costs accounting offers the option to differentiate reimbursement rates for travel costs according to vehicle types (for example, bicycle, motorcycle, cars).

In this IMG activity, you will define, depending on the trip provision variant, the allowed entry values for vehicle type and store the corresponding long names.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Control Parameters from Travel Privileges → Define Vehicle Types</i>
Transaction Code	SPRO

2. Make the following entry:

TrProv.Variant	Name	VeTyp	Name
YB	Tjenesteyter (BP)	B	Scooter, sykkel, til fots
YB	Tjenesteyter (BP)	C	Bil
YB	Tjenesteyter (BP)	H	Stor båt
YB	Tjenesteyter (BP)	L	Liten båt
YB	Tjenesteyter (BP)	M	Motorsykkel
YB	Tjenesteyter (BP)	O	Andre kjøretøy
YB	Tjenesteyter (BP)	S	Snøscooter
YB	Tjenesteyter (BP)	W	Andre fartøy

3.1.3.7 Vehicle Classes

Use

Via Vehicle class, you can reproduce enterprise-specific reimbursement rates for travel costs for vehicle classes. For each employee, the vehicle class can be stored in the info type *Travel Privileges (0017)*.

In this IMG activity, you define, depending on trip provision variant, the permitted entry values for the vehicle class and store a corresponding long name.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Control Parameters from Travel Privileges → Define Vehicle Classes</i>
Transaction Code	SPRO

2. Make the following entry:

TrProv.Variant	Name	RGrp TravelCost	Name
YB	Tjenesteyter (BP)		Alle kjøretøyklasser

3.1.4 Control Parameters from Trip Data

3.1.4.1 Define Trip Areas

Use

Many countries specify different trip expense reimbursement amounts for different trip areas in their business trip provisions. For these trip areas, different trip expense reimbursement rates for travel costs, accommodations and meals must be stored in the system.

Procedure

1. Access the activity using the following navigation options:

IMG Menu	<i>Financial Accounting (New) → Travel Management → Travel Expenses → Master Data → Control Parameters for Travel Expenses → Control Parameters from Trip Data → Define Trip Areas</i>
Transaction Code	SPRO

2. Enter Trip Provision Variant: YB

3. Make the following entries:

Trip Country	Name	RegionTrip	Trip Country
			Ingen forskjell
AD	Andorra		Andorra
AE	Utd.Arab Emir.		United Arab Emirates
AE	Utd.Arab Emir.	DUBAI	United Arab Emirate,Dubai
AF	Afghanistan		Afghanistan
AG	Antigua/Barbuda		Antigua/Barbuda
AI	Anguilla		Anguilla
AL	Albania		Albania
AM	Armenia		Armenia
AO	Angola		Angola
AQ	Antarctica		Antarctica
AR	Argentina		Argentina
AS	Samoa, America		Samoa, American
AT	Austria		Austria
AT	Austria	WIEN	Austria, Vienna
AU	Australia		Australia
AU	Australia	CABRA	Australia, Canberra
AW	Aruba		Aruba
AZ	Azerbaijan		Azerbaijan
BA	Bosnia-Herz.		Bosnia-Herzegovina
BB	Barbados		Barbados
BD	Bangladesh		Bangladesh
BE	Belgium		Belgium
BF	Burkina Faso		Burkina Faso
BG	Bulgaria		Bulgaria
BH	Bahrain		Bahrain
BI	Burundi		Burundi
BJ	Benin		Benin
BM	Bermuda		Bermuda
BN	Brunei Daruss.		Brunei (Darussalam)

Trip Country	Name	RegionTrip	Trip Country
BO	Bolivia		Bolivia
BR	Brazil		Brazil
BR	Brazil	RECIF	Brazil, Recife
BR	Brazil	RIO	Brazil, Rio de Janeiro
BR	Brazil	SPAUL	Brazil, Sao Paulo
BS	Bahamas		Bahamas
BT	Bhutan		Bhutan
BW	Botswana		Botswana
BY	Belarus		Belarus
BZ	Belize		Belize
CA	Canada		Canada
CD	Dem. Rep. Congo		Republic of the Congo
CF	CAR		Central African Republic
CG	Rep.of Congo		Congo
CH	Switzerland		Switzerland
CI	Cote d'Ivoire		Ivory Coast
CL	Chile		Chile
CM	Cameroon		Cameroon
CM	Cameroon	DUALA	Cameroon, Douala
CN	China		China
CN	China	HKONG	China, Hong Kong
CN	China	KANTO	China, Canton
CN	China	PEKIN	China, Beijing
CN	China	SHANG	China, Shanghai
CO	Colombia		Colombia
CR	Costa Rica		Costa Rica
CS	Serbia/Monten.		Serbia and Montenegro
CU	Cuba		Cuba
CV	Cape Verde		Cape Verde
CY	Cyprus		Cyprus
CZ	Czech Republic		Czech Republic
DE	Germany		Germany
DJ	Djibouti		Djibouti
DK	Denmark		Denmark
DK	Denmark	KOPEN	Denmark, Copenhagen
DM	Dominica		Dominica
DO	Dominican Rep.		Dominican Republic
DZ	Algeria		Algeria
EC	Ecuador		Ecuador
EE	Estonia		Estonia
EG	Egypt		Egypt
EG	Egypt	KAIRO	Egypt, Cairo
ER	Eritrea		Eritrea
ES	Spain		Spain
ES	Spain	BARCE	Spain, Barcelona
ES	Spain	KANAR	Spain, Canary Islands
ES	Spain	MADRI	Spain, Madrid
ES	Spain	MALLE	Spain, Palma de Mallorca
ET	Ethiopia		Ethiopia
FI	Finland		Finland
FJ	Fiji		Fiji

Trip Country	Name	RegionTrip	Trip Country
FM	Micronesia		Micronesia
FO	Faroe Islands		Faroe Islands
FR	France		France
FR	France	BORDX	France, Bordeaux
FR	France	LYON	France, Lyons
FR	France	PARIS	France, Paris
FR	France	STRAS	France, Strasbourg
GA	Gabon		Gabon
GB	United Kingdom		Great Britain
GB	United Kingdom	EDIN	Great Britain, Edinburgh
GB	United Kingdom	LONDO	Great Britain, London
GB	United Kingdom	MANCH	Great Britain, Manchester
GD	Grenada		Grenada
GE	Georgia		Georgia
GF	French Guayana		French Guinea
GH	Ghana		Ghana
GL	Greenland		Greenland
GM	Gambia		Gambia
GN	Guinea		Guinea
GP	Guadeloupe		Guadeloupe
GQ	Equatorial Guin		Equatorial Guinea
GR	Greece		Greece
GR	Greece	ATHEN	Greece, Athens
GT	Guatemala		Guatemala
GU	Guam		Guam
GW	Guinea-Bissau		Guinea-Bissau
GY	Guyana		Guyana
HK	Hong Kong		Hong Kong
HN	Honduras		Honduras
HR	Croatia		Croatia
HT	Haiti		Haiti
HU	Hungary		Hungary
ID	Indonesia		Indonesia
IE	Ireland		Ireland
IL	Israel		Israel
IL	Israel	TELAV	Israel, Tel Aviv
IN	India		India, Sikkim prov.
IN	India	BOMBA	India, Sikkim, Bombay
IN	India	DEHLI	India, Sikkim, New Delhi
IN	India	KALKU	India w. Sikkim Calcutta
IQ	Iraq		Iraq
IR	Iran		Iran
IS	Iceland		Iceland
IT	Italy		Italy
IT	Italy	MAILA	Italy, Milan
IT	Italy	ROM	Italy, Rome
JM	Jamaica		Jamaica
JO	Jordan		Jordan
JP	Japan		Japan
JP	Japan	TOKIO	Japan, Tokyo
KE	Kenya		Kenya

Trip Country	Name	RegionTrip	Trip Country
KG	Kyrgyzstan		Kirghizia
KH	Cambodia		Cambodia
KI	Kiribati		Kiribati
KM	Comoros		Comoros
KN	St Kitts&Nevis		St. Christopher, Nevis
KP	North Korea		North Korea
KR	South Korea		South Korea
KW	Kuwait		Kuwait
KY	Cayman Islands		Cayman Islands
KZ	Kazakhstan		Kazakhstan
LA	Laos		Lao People's Democ. Rep.
LB	Lebanon		Lebanon
LC	St. Lucia		St. Lucia
LI	Liechtenstein		Liechtenstein
LK	Sri Lanka		Sri Lanka
LR	Liberia		Liberia
LS	Lesotho		Lesotho
LT	Lithuania		Lithuania
LU	Luxembourg		Luxembourg
LV	Latvia		Latvia
LY	Libya		Libya
MA	Morocco		Morocco
MC	Monaco		Monaco
MD	Moldova		Moldavia, Republic
MG	Madagascar		Madagascar
MH	Marshall Islnds		Marshall Islands
MK	Macedonia		Macedonia
ML	Mali		Mali
MM	Burma		Myanmar
MN	Mongolia		Mongolia
MO	Macau		Macau
MQ	Martinique		Martinique
MR	Mauretania		Mauritania
MS	Montserrat		Montserrat
MT	Malta		Malta
MU	Mauritius		Mauritius
MV	Maldives		Maldives
MW	Malawi		Malawi
MX	Mexico		Mexico
MY	Malaysia		Malaysia
MZ	Mozambique		Mozambique
NA	Namibia		Namibia
NC	New Caledonia		New Caledonia
NE	Niger		Niger
NG	Nigeria		Nigeria
NG	Nigeria	LAGOS	Nigeria, Lagos
NI	Nicaragua		Nicaragua
NL	Netherlands		Netherlands
NO	Norway		Norway
NP	Nepal		Nepal
NR	Nauru		Nauru

Trip Country	Name	RegionTrip	Trip Country
NZ	New Zealand		New Zealand
OM	Oman		Oman
PA	Panama		Panama
PE	Peru		Peru
PG	Pap. New Guinea		Papua New Guinea
PH	Philippines		Philippines
PK	Pakistan		Pakistan
PK	Pakistan	ISLMB	Pakistan, Islamabad
PL	Poland		Poland
PL	Poland	BRESL	Poland, Wroclaw
PL	Poland	DANZI	Poland, Gdansk
PL	Poland	KRAKA	Poland, Krakow
PL	Poland	WARSC	Poland, Warsaw
PR	Puerto Rico		Puerto Rico
PT	Portugal		Portugal
PT	Portugal	LISBO	Portugal, Lisbon
PY	Paraguay		Paraguay
QA	Qatar		Qatar
RE	Reunion		Reunion
RO	Romania		Romania
RO	Romania	BUKAR	Romania, Bucharest
RU	Russian Fed.		Russian Federation
RU	Russian Fed.	MOSKA	Russian Federation, Moscow
RU	Russian Fed.	NOWOS	Russian Fed., Novosibirsk
RU	Russian Fed.	SARAT	Russian Fed., Saratov
RU	Russian Fed.	ST.PE	Russ. Fed., St.Petersburg
RW	Rwanda		Rwanda
SA	Saudi Arabia		Saudi Arabia
SA	Saudi Arabia	RIAD	Saudi Arabia, Riyadh
SB	Solomon Islands		Solomon Islands
SC	Seychelles		Seychelles
SD	Sudan		Sudan
SE	Sweden		Sweden
SG	Singapore		Singapore
SH	Saint Helena		St. Helena
SI	Slovenia		Slovenia
SK	Slovakia		Slovakia
SL	Sierra Leone		Sierra Leone
SM	San Marino		San Marino
SN	Senegal		Senegal
SO	Somalia		Somalia
SR	Suriname		Suriname
ST	S.Tome,Principe		Sao Tome and Principe
SV	El Salvador		El Salvador
SY	Syria		Syria
SZ	Swaziland		Swaziland
TD	Chad		Chad
TG	Togo		Togo
TH	Thailand		Thailand
TJ	Tajikistan		Tajikistan
TL	East Timor		East Timor

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