

Important information for user upload

E-Mail*: The email address is the identifier in L&P, so every user needs an email address. This can only be assigned once and must not contain any special characters, spaces, or umlauts.

First name* / Last name*: This information is used for travel bookings. No titles (e.g., Dr.) may be entered in the **first name** or **last name** fields. Titles can be entered later by the user during registration.

Creditor account: (Only if ERP integration is included in the contract): Please also add your employees' creditors. These can be processed for accounting purposes using ERP integration.

Role*: Please only use the specified roles from L&P! Select from the list of roles in the **Roles** spreadsheet or directly from the **drop-down menu**.

Manager Approval Email (= Travel Manager's email): Must be filled in if a pre- or post-approval process is used.

IMPORTANT: To act as a Travel Manager, the user must have the role of **Manager**, **Accountant** or **Administrator**. You cannot select yourself as a Travel Manager.


If there are multiple Travel Managers: List them with commas and no spaces.

Example: john.doe@mail.com,jane.doe@mail.com

Invoice profile: If you have multiple invoice profiles and would like to store them for the employee → List them with commas and no spaces.

Example: Sample Company,Sample Company

Travel policy group ID: Create [travel policies](#) in your L&P account via Settings & Policies → Manage Groups. Then copy the **ID** from the URL of the respective travel policy group and add it to the employee list.

Example:  `api.lanes-planes.com/org_admin/organizations/3/user_groups/1508`

Cost center: If you have marked [cost centers](#) as mandatory fields in your L&P account, at least one must be assigned here as well. Multiple cost centers can be specified. Cost centers that have not been created in advance in the L&P account are created when the list is uploaded to the account. These cost centers are transferred 1:1 to your L&P account (spelling errors are not checked).

Cost unit: (Only if included in the contract) Multiple [cost units](#) can be specified. Cost units that have not been created in advance in the L&P account are created when the list is uploaded to the account. These cost units are transferred 1:1 to your L&P account (spelling errors are not checked).

***Required field**