

BUILD AN EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

1.INTRODUCTION

1.1 Overview

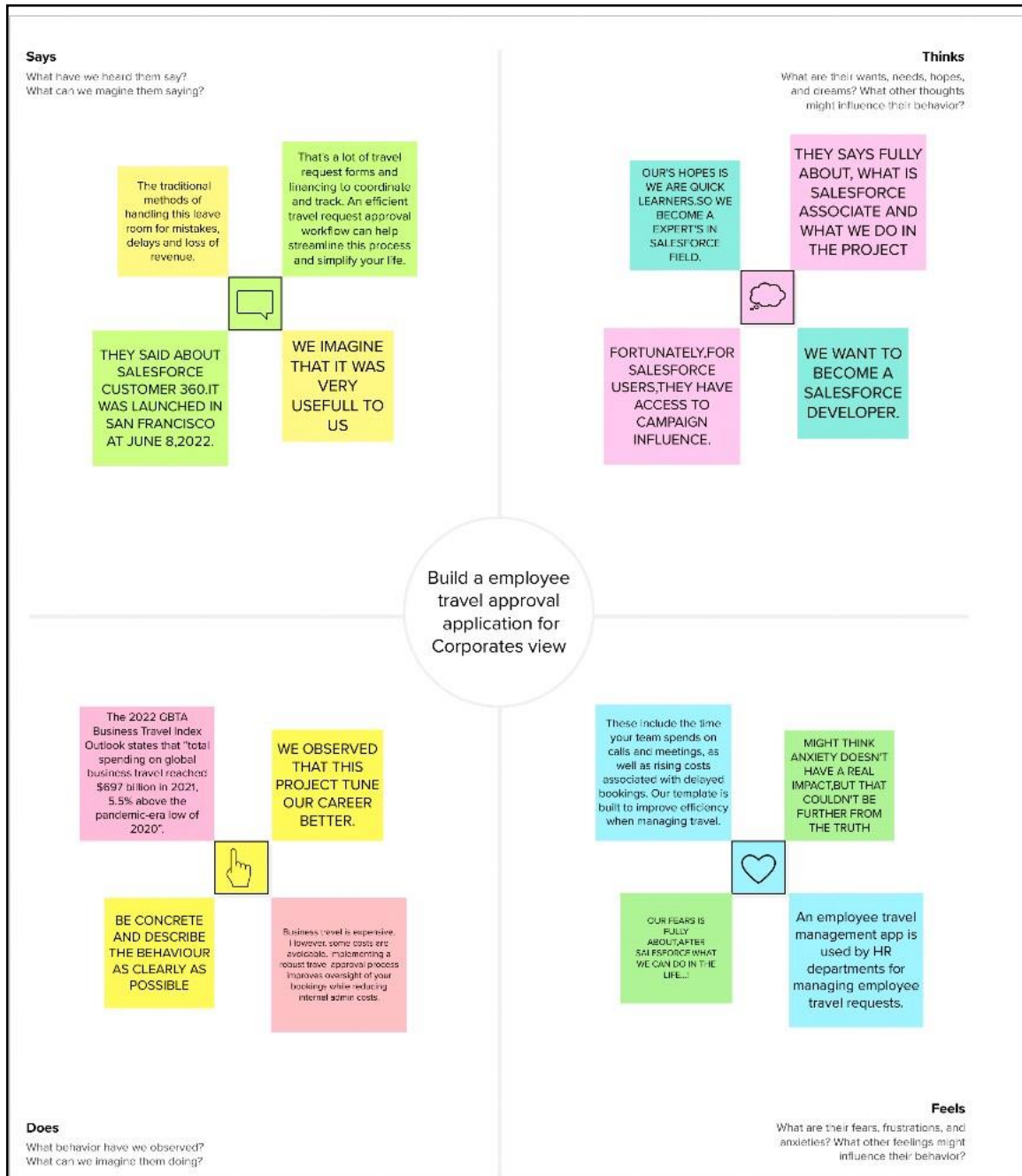
An Employee Travel Approval Application allows you to request and approve business Trips, Flights, Hotels and even more external information such as cell phone expenses(or) car rentals can be entered with the trip request, for the destination, weather information can be queried. A manager can do both, request own trips as well as approved single(or) multiple requests, the manager can print an itinerary (or) receive the itinerary as a PDF File.

1.2 Purpose

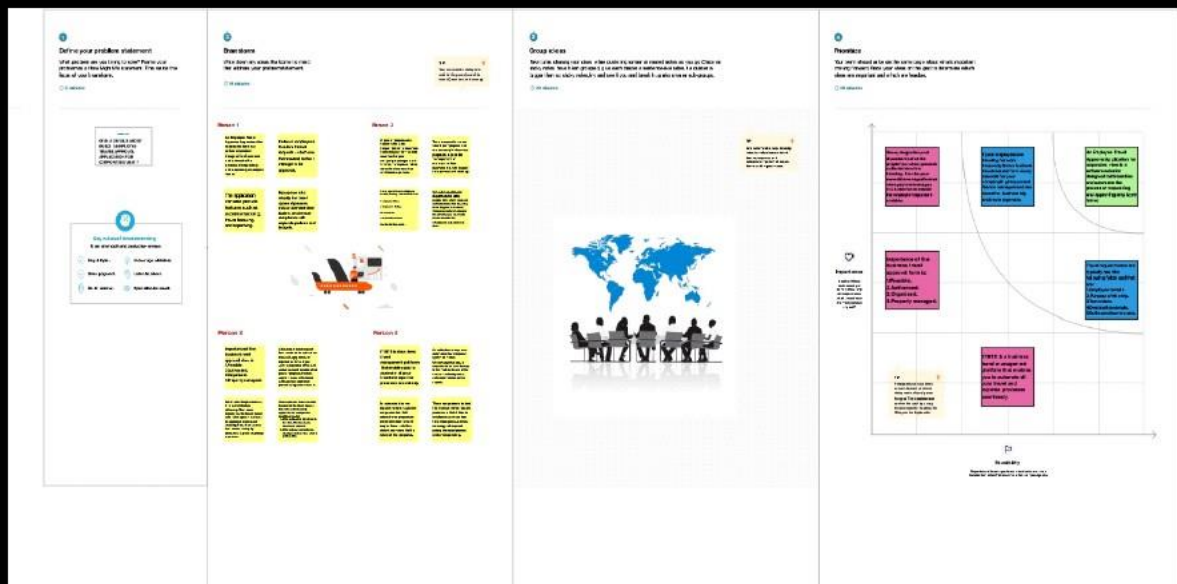
Travel request forms are designed to give management an overview of the intended business trip from both a cost and a strategic point of view. The field that typically appear on a travel request form include; Employee name and contact information.

2. PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy Map



2.2 Ideation & Brainstorming Map

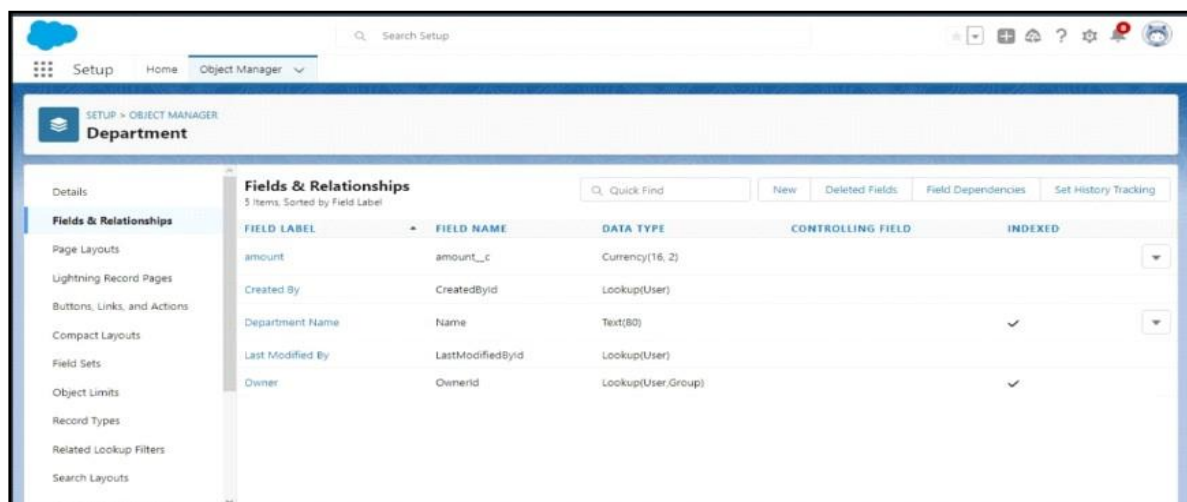
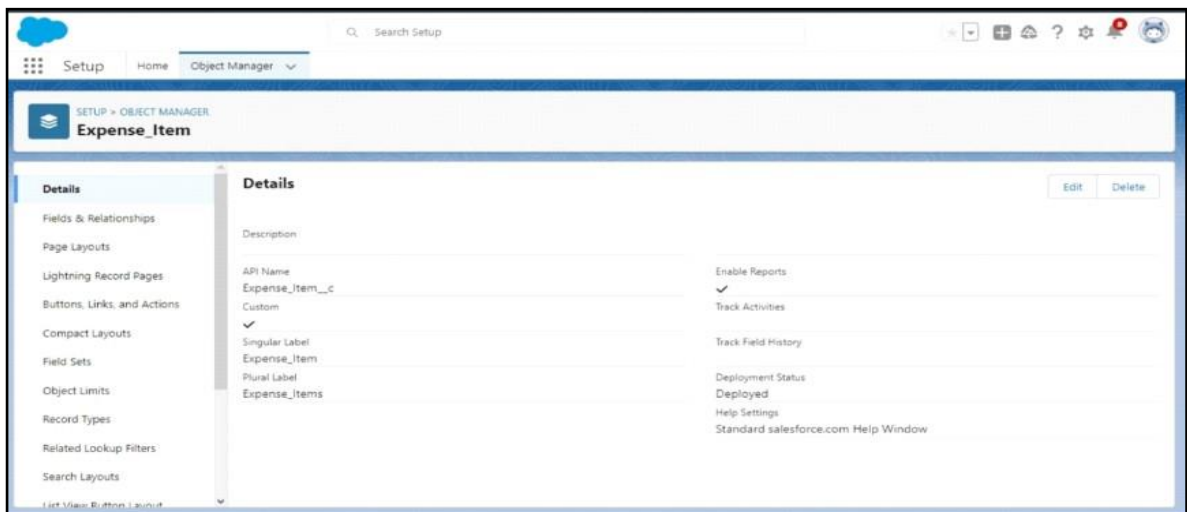
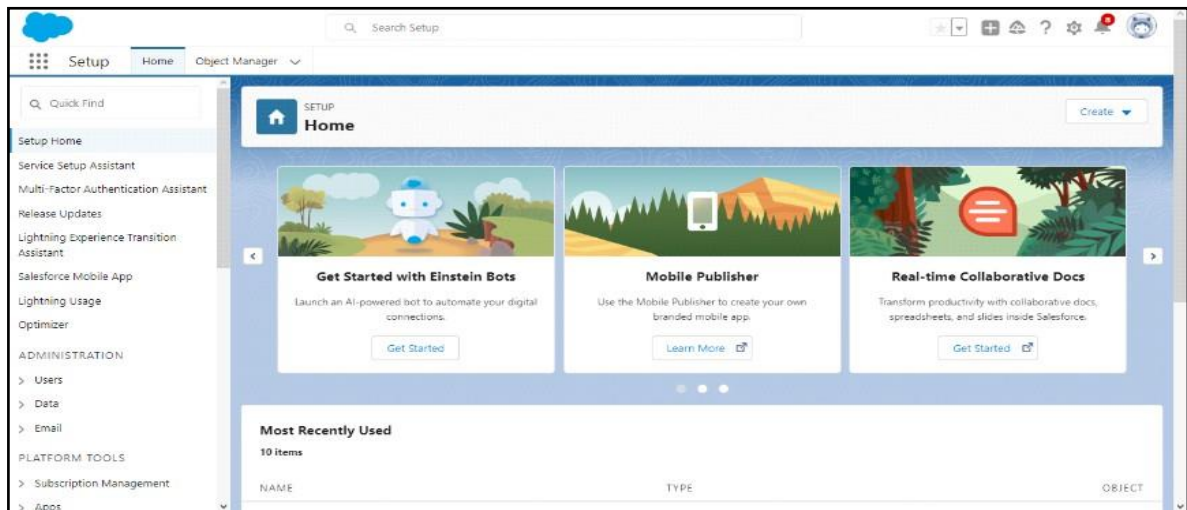


3.RESULT

3.1 Data Model

| OBJECT NAME | FIELDS IN THE OBJECT | | |
|-----------------|----------------------|----------------------|---------------------------|
| | S.NO | FIELD LABEL | DATA TYPE |
| DEPARTMENT | 1 | Amount | Currency(16,2) |
| | 2 | Created By | Lookup(user) |
| | 3 | Last Modified By | Lookup(user) |
| | 4 | Owner | Lookup(user) |
| | 5 | Semester Name | Text(80) |
| TRAVEL APPROVAL | 1 | Created By | Lookup(user) |
| | 2 | Last Modified By | Lookup(user) |
| | 3 | Travel Approval Name | Text(80) |
| | 4 | Travel Approval | Master-Detail(Department) |
| EXPENSE ITEM | 1 | Created By | Lookup(user) |
| | 2 | Expences | Picklist |
| | 3 | Expence-Item Name | Text(80) |
| | 4 | Last Modified By | Lookup(user) |
| | 5 | Owner | Lookup(user,Group) |

3.2 Activity & Screenshot



Setup

Home

Object Manager

Expense_Item

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Details

Description

API Name
Expense_Item__c

Custom

✓

Singular Label
Expense_Item

Plural Label
Expense_Items

Enable Reports
✓

Track Activities

Track Field History

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

Edit

Delete

Setup

Home

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Travel_Approval

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10 Items. Sorted by Field Label

Quick Find

New

Deleted Fields

Field Dependencies

Set History Tracking

| FIELD LABEL | FIELD NAME | DATA TYPE | CONTROLLING FIELD | INDEXED |
|------------------------------------|---------------------------------------|--------------------|-------------------|---------|
| Created By | CreatedById | Lookup(User) | | |
| Department field | Department_field__c | Text Area(255) | | |
| Last Modified By | LastModifiedById | Lookup(User) | | |
| Out-of-state and Destination State | Out_of_state_and_Destination_State__c | Text Area(255) | | |
| Owner | OwnerId | Lookup(User,Group) | | ✓ |
| Status | Status__c | Picklist | | |
| Status Indicator | Status_Indicator__c | Formula (Text) | | |
| Travel_Approval Name | Name | Text(80) | | ✓ |

4 TRAIL HEAD PROFILE PUBLIC URL

| | |
|---------------|---|
| Team Lead | - https://trailblazer.me/id/killi21 |
| Team Member 1 | - https://trailblazer.me/id/manic62 |
| Team Member 2 | - https://trailblazer.me/id/goraj59 |
| Team Member 3 | - https://trailblazer.me/id/gchadru |

5. ADVANTAGES & DISADVANTAGES

ADVANTAGES

1. Streamlined process: Building an employee travel approval application can help streamline the process of submitting travel requests and getting them approved. This can save time and reduce the administrative burden on both employees and managers.
2. Increased efficiency: With a dedicated travel approval application, employees can easily submit requests, track their status, and receive approval or rejection notifications. This can help to increase efficiency and reduce the need for manual processes such as email and paper forms.
3. Improved visibility: By centralizing travel requests through a dedicated application, managers can gain better visibility into employee travel plans, which can help with resource planning and budgeting.
4. Reduced errors: Automated travel approval applications can help to reduce errors and ensure that all necessary information is provided in the request. This can help to minimize delays and avoid issues such as missed flights or incorrect travel arrangements.
5. Cost savings: By streamlining the travel approval process and providing better visibility into travel plans, companies can potentially save money on travel expenses.

DISADVANTAGES

1. Implementation cost: Building a dedicated travel approval application can require significant upfront costs, including software development, IT infrastructure, and staff training.
2. Integration challenges: Depending on the company's existing IT infrastructure, integrating a new travel approval application with other systems can be challenging and time-consuming.
3. User adoption: Employees may be resistant to using a new travel approval application, especially if they are used to traditional methods such as email or paper forms.
4. Maintenance and support: A dedicated travel approval application will require ongoing maintenance and support, which can be costly and time-consuming.

6. SECURITY RISKS

Any new software application comes with security risks, and a dedicated travel approval application is no exception. Companies will need to ensure that appropriate security measures are in place to protect sensitive employee and company data.

7. APPLICATIONS

A travel approval application for corporates can be a useful tool for companies to manage and streamline their employee travel process. Here are some potential applications and benefits:

- Streamlining travel requests: The application can provide a centralized platform for employees to submit their travel requests. This can simplify the process and reduce the need for manual paperwork and emails.
- Approval process: The application can automate the approval process, allowing managers to review and approve travel requests quickly and efficiently. This can ensure that all necessary approvals are obtained before travel is booked.
- Budget tracking: The application can allow managers to set travel budgets for each employee or department and track expenses in real-time. This can help prevent overspending and enable better financial planning.
- Compliance monitoring: The application can help ensure that employees are following corporate travel policies and regulations. For example, it can flag travel to high-risk locations or require employees to provide documentation such as visas and insurance.
- Reporting and analytics: The application can provide data and insights into employee travel patterns, costs, and performance. This can help companies make informed decisions about travel policies and identify areas for improvement.
- Overall, a travel approval application can help companies manage their employee travel more efficiently, reduce costs, and ensure compliance with corporate policies and regulations.

8. CONCLUSION

In conclusion, building an employee travel approval application for corporates can bring a range of benefits to both employees and organizations. By providing a centralized platform for managing travel requests, this application can streamline the approval process, reduce administrative burdens, and ensure compliance with organizational policies.

To build an effective travel approval application, it is important to understand the needs and requirements of the users. The application should be designed with a user-friendly interface, robust security features, and seamless integration with existing corporate systems.

Additionally, the application should allow for customization and flexibility to accommodate different types of travel requests and approval workflows.

By investing in a well-designed and effective travel approval application, organizations can improve the efficiency of their travel approval process, enhance employee satisfaction, and ultimately improve the bottom line through reduced costs and increased productivity.

9. FUTURE SCOPE

There is a lot of potential for a travel approval application for corporates, as it can greatly simplify and streamline the travel booking and approval process. Here are a few potential future scope areas for such an application: Integration with corporate travel management systems: Many companies use travel management systems to book flights, hotels, and other travel services. An employee travel approval application could be integrated with these systems to automatically retrieve and populate travel information, making the approval process even faster and more efficient.

Machine learning and predictive analytics: By analyzing past travel data, a travel approval application could use machine learning and predictive analytics to suggest optimal travel routes, accommodations, and other travel-related services. This could help companies save money and time by booking the most efficient and cost-effective travel arrangements.

Mobile app integration: With the increasing use of mobile devices, integrating the travel approval application with a mobile app could make it even easier for employees to request travel approval and receive updates on the status of their requests.

Overall, the future scope for a travel approval application for corporates is significant, with many opportunities to leverage new technologies to make the travel booking and approval process faster, more efficient, and more user-friendly.