Determine the Requirements:

1. User Authentication: Secure user authentication and authorization to ensure only authorized personnel can access and approve travel requests.
2. Travel Request Form: A comprehensive form for employees to fill out, including details such as travel dates, destination, purpose, budget, and any other necessary information.
3. Approval Workflow: A clear and efficient workflow for travel requests, including automated notifications and routing to the appropriate approvers based on predefined rules.
4. Budget Control: Integration with financial systems to ensure that the proposed travel expenses are within the allocated budget for the department or project.
5. Policy Compliance: Verification of travel requests against corporate travel policies to ensure compliance with regulations and guidelines.
6. Reporting and Analytics: Generation of reports and analytics to monitor travel expenses, analyze patterns, and identify opportunities for cost savings or process improvements.
7. Integration with Travel Services: Integration with external travel services to facilitate booking flights, hotels, rental cars, and other travel-related services.
8. Mobile Accessibility: Development of a mobile-friendly interface to allow employees and approvers to access the application from anywhere, at any time.
9. Notifications: Automated notifications to keep employees and approvers updated on the status of travel requests, approvals, rejections, and any changes in the travel itinerary.
10. Data Security: Implementation of robust data security measures to protect sensitive information, including personal data, travel itineraries, and financial details.