

BUILD A EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

1 INTRODUCTION

1.1 Overview

Travel approval means approval of official travel in advance by an appropriately delegated officer, utilizing the appropriate form or system. Request for travel approval forms are available from the department payroll officer or the county human resource department.


1.2 Purpose

Travel approval and a travel diary will be required for domestic travel for more than 5 nights. Travel approval forms must be signed by the deam in order to be reimbursed for any trip.

The only travel exclusion which does not require state purchasing and travel approval is related car allowances .

2 Problem Definition & Design Thinking


2.1 Empathy Map



Retrospective

Use this framework to reflect on recent work. This simple structure is useful both alone and in groups.

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Reflect on the topic

Working silently and individually, have each person create a few sticky notes in all four quadrants below for about five minutes. With the remaining time, discuss notes in each quadrant.

What went well?

What should we keep doing?

What should we celebrate?

Where did we make progress?

What went poorly?

Where did we have problems?

What were frustrating to us or others?

What failed or didn't?

What ideas do you have?

What ideas do you have for things to keep doing?

What do you also have for things to improve?

What has surprised you?

How should we take action?

What actions should we commit to doing?

What actions should we stop or change?

What actions should we start or change?

Topic: ID REQUEST/NOTIFIED PROJECT: NAME: BUILD A EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES




2.2 Ideation & Brainstorming Map



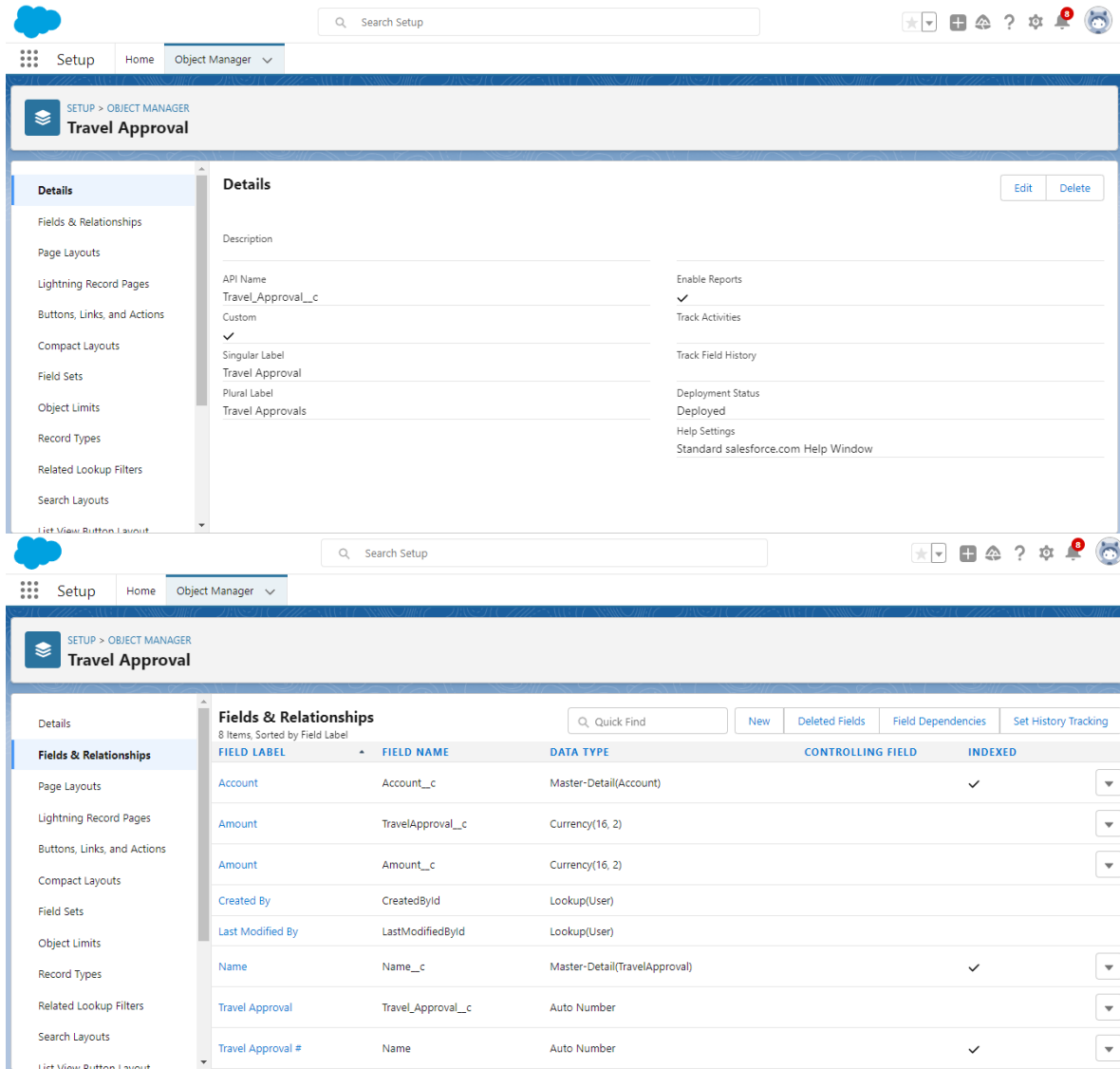
3 RESULT

3.2 Data Model:

Object name	Fields in the Object	
Travel Approval	Field	Data type
	Destination State	Text(2)
	Status	Picklist
Expense Item	Fied	Data type
	Amount	Currency(16,2)
	Expense Type	Picklist
Department	Field	Data type
	Created by	Lookup(user)
	Department name	Text(80)

3.3 Activity & Screenshot

Travel Approval Activity



The screenshot displays the Salesforce Setup interface for the 'Travel Approval' object. The left sidebar shows navigation options: Details, Fields & Relationships, Page Layouts, Lightning Record Pages, Buttons, Links, and Actions, Compact Layouts, Field Sets, Object Limits, Record Types, Related Lookup Filters, and Search Layouts. The main content area is divided into two sections: 'Details' and 'Fields & Relationships'.

Details Section:

- Description:** (Empty text area)
- API Name:** TravelApproval__c
- Custom:** (Checked)
- Singular Label:** Travel Approval
- Plural Label:** Travel Approvals
- Enable Reports:** (Checked)
- Track Activities:** (Checked)
- Track Field History:** (Checked)
- Deployment Status:** Deployed
- Help Settings:** Standard salesforce.com Help Window

Fields & Relationships Section:

8 Items, Sorted by Field Label

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Account	Account__c	Master-Detail(Account)		✓
Amount	TravelApproval__c	Currency(16, 2)		
Amount	Amount__c	Currency(16, 2)		
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Name	Name__c	Master-Detail(TravelApproval)		✓
Travel Approval	TravelApproval__c	Auto Number		
Travel Approval #	Name	Auto Number		✓

Expense Item Activity

Setup

Home

Object Manager

Search Setup

Star

Plus

Refresh

Help

Settings

Notifications

Avatar

SETUP > 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

Restriction Rules

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

Object Manager

Search Setup

Star

Plus

Refresh

Help

Settings

Notifications

Avatar

SETUP > 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

Restriction Rules

Fields & Relationships

6 Items, Sorted by Field Label

Quick Find

New

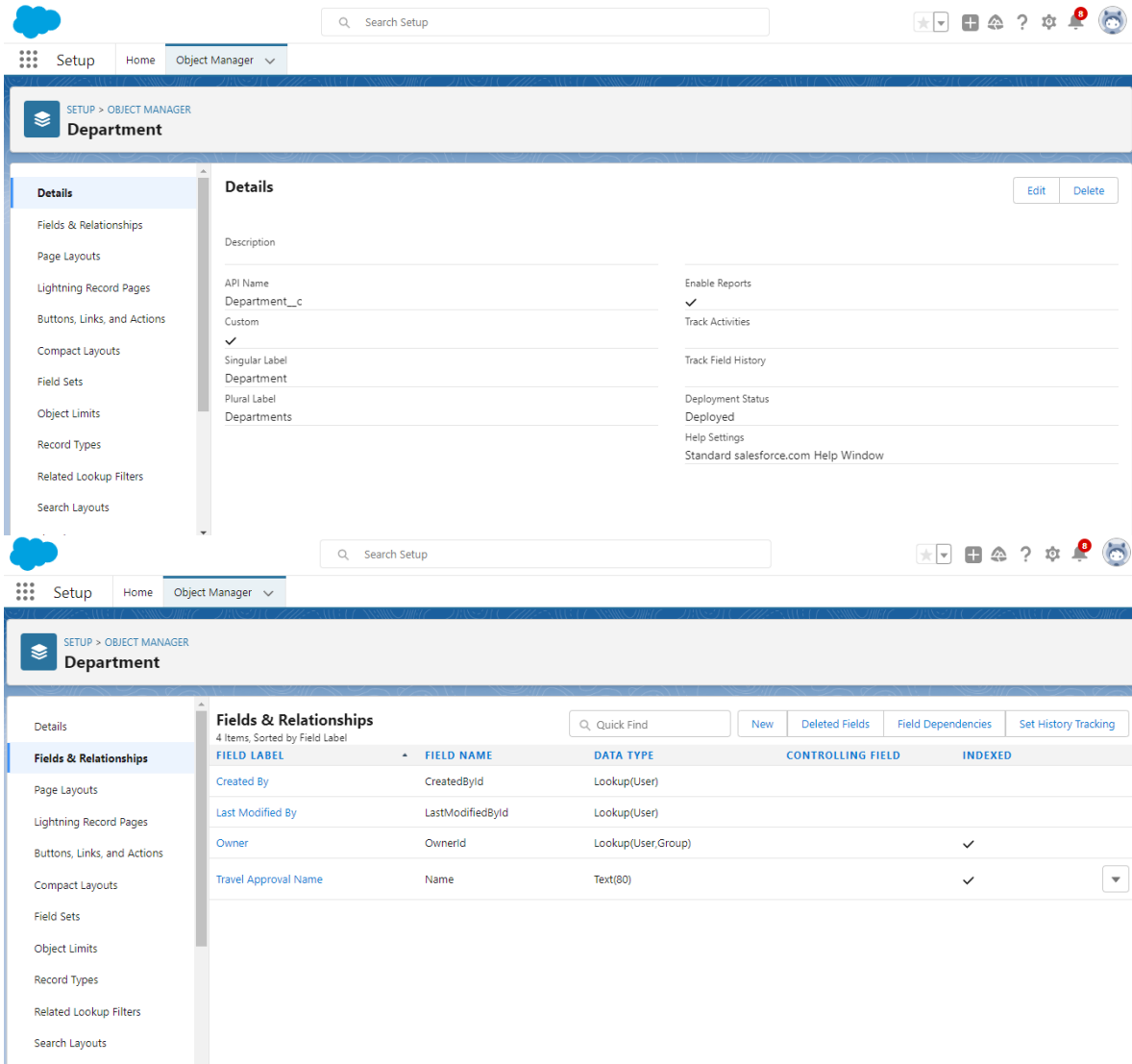
Deleted Fields

Field Dependencies

Set History Tracking

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Amount	Amount__c	Currency(16, 2)		
Created By	CreatedById	Lookup(User)		
Expense Item Number	Name	Auto Number		✓
Expense Type	Expense_Type__c	Picklist		
Last Modified By	LastModifiedById	Lookup(User)		
TRAVEL APPROVAL	TRAVEL_APPROVAL__c	Master-Detail(TRAVEL APPROVAL)		✓

Department Activity



The screenshot shows the Salesforce Setup interface for the 'Department' object. The left sidebar contains a navigation menu with options like Details, Fields & Relationships, Page Layouts, etc. The main content area is divided into two sections: 'Details' and 'Fields & Relationships'.

Details Section:

- Description:** (Empty text area)
- API Name:** Department__c
- Custom:** ☒
- Singular Label:** Department
- Plural Label:** Departments
- Enable Reports:** ☒
- Track Activities:** ☒
- Track Field History:** ☐
- Deployment Status:** Deployed
- Help Settings:** Standard salesforce.com Help Window

Fields & Relationships Section:

4 Items, Sorted by Field Label

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		<input checked="" type="checkbox"/>
Travel Approval Name	Name	Text(80)		<input checked="" type="checkbox"/>

Trailhead Profile Public URL

Team Lead: <https://trailblazer.me/id/akabilar>

Team Member 1 – <https://trailblazer.me/id/bbhuvana15>

Team Member 2 - <https://trailblazer.me/id/aananthi4>

Team Member 3- <https://trailblazer.me/id/anvel3>

4 ADVANTAGES & DISADVANTAGE

ADVANTAGES:

1. Employee travel expenses are taking over other categories in terms of frequencies and spending amounts.
2. If a company is still following archaic methods to report and approve these, it will lag heavily. A better replacement for this is the pre-approved spend.
3. Your employees don't have to go through lengthy reporting procedures after spending. Rather, they can get it pre-approved.
4. It simplifies travel and expense management for your finance department and employees.

DISADVANTAGES:

1. We've seen at length how having a robust business travel policy is of prime importance. Companies not subscribing to pre-defined corporate travel suffer from non-compliance, increased travel costs, escalating business costs, unreliable travel partners and operators etc.,
2. Though there are a lot many companies adopting corporate travel policy, according to a 2011 survey of US business travellers, firms that haven't have suffer the brunt of the disadvantage stated above.
3. Lets see in detail how companies that don't embrace a defined policy lose the travel game.
4. Companies that fail to adopt travel policy have found their business trips to be highly inefficient unsystematic and inconsistent.

5 APPLICATIONS

The travel support system is a small sample application for natural one. As a sample application, its focus is to show natural one functionality rather than being a full-fledged travel support application.

6 CONCLUSION

Travellers continue to seek authentic experience. The tools they use to research and book these experiences are constantly changing due to innovations in technology. Destinations are also challenged by limited financial resources and strong competition for tourist dollars from other iconic and even lesser known locations. The personalization of travel suggests that independent travel will have a stronger presence than group travel, however, we must always consider the type of traveller. The travel services sector is being found to innovate at a startling rate.

7 FUTURE SCOPE

When was the last time you visited a travel agency office to book your travel ticket? Or to understand holiday packages to pick from? Well, I am sure it was a long time back when the online travel business was in its nascent stage. This was a time when it wasn't widely accepted and popular because people had apprehensions about such transactions being fraudulent .