

# **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 went on best?

Team ID:  
NAME OF THE TEAM  
Project Name: BUILD & EMPLOYEE TRAVEL APPLICATION FOR CORPORATE

**What did we learn?**  
What did you learn for future work together?  
Where do you see opportunities to improve?  
What have you stopped/prioritized?

**How should we take action?**  
What do you believe we should do next?  
What specific things should we change?  
What should we start/stop/keep (the next)?

**Retrospective process:** A 2x2 grid with four quadrants. The top-left quadrant is labeled 'What went well?' and the top-right 'What went poorly?'. The bottom-left is 'What did we learn?' and the bottom-right is 'How should we take action?'. A central box contains the team ID and project name. The diagram shows a sequence of steps: 1. Reflect on the topic, 2. Discuss notes, 3. Take action.

## 2.2 Ideation & Brainstorming Map

## Conducting a brainstorm

Brainstorming is a technique for generating ideas. It is a process of generating ideas by thinking about a problem or a challenge. The goal is to generate as many ideas as possible, without judgment. The ideas are then evaluated and refined.

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### Before you brainstorm

Choose your best 'How Might We?' question. This is the question that you will use to generate ideas. It should be a question that is open-ended, specific, and challenging.

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### Brainstorming rules

1. No criticism or judgment. All ideas are welcome.

2. Go for quantity. The more ideas, the better.

3. Build on others' ideas. It's often the best idea that comes from a combination of others' ideas.

4. Stay on topic. The ideas should be related to the question.

5. No off-topic ideas. If you have an idea that is not related to the question, write it down and come back to it later.

### Brainstorming as a group

1. Divide into groups of 4-6 people.

2. Assign a facilitator to each group.

3. The facilitator should ask the 'How Might We?' question and encourage the group to generate ideas.

4. The group should generate ideas for 10-15 minutes.

5. The facilitator should record all ideas on a large sheet of paper.

6. The group should discuss the ideas and select the best ones.

### After you brainstorm

1. Review the ideas. Look for patterns and themes.

2. Select the best ideas. Choose the ideas that are most innovative and feasible.

3. Develop a plan. Create a plan for how to implement the best ideas.

4. Implement the plan. Put the plan into action.

5. Evaluate the results. See if the ideas are working and make adjustments as needed.

**Ideation & Brainstorming Map process:** A sequence of steps: 1. Before you brainstorm, 2. Brainstorming rules, 3. Brainstorming as a group, 4. After you brainstorm. The diagram shows a sequence of steps: 1. Before you brainstorm, 2. Brainstorming rules, 3. Brainstorming as a group, 4. After you brainstorm.

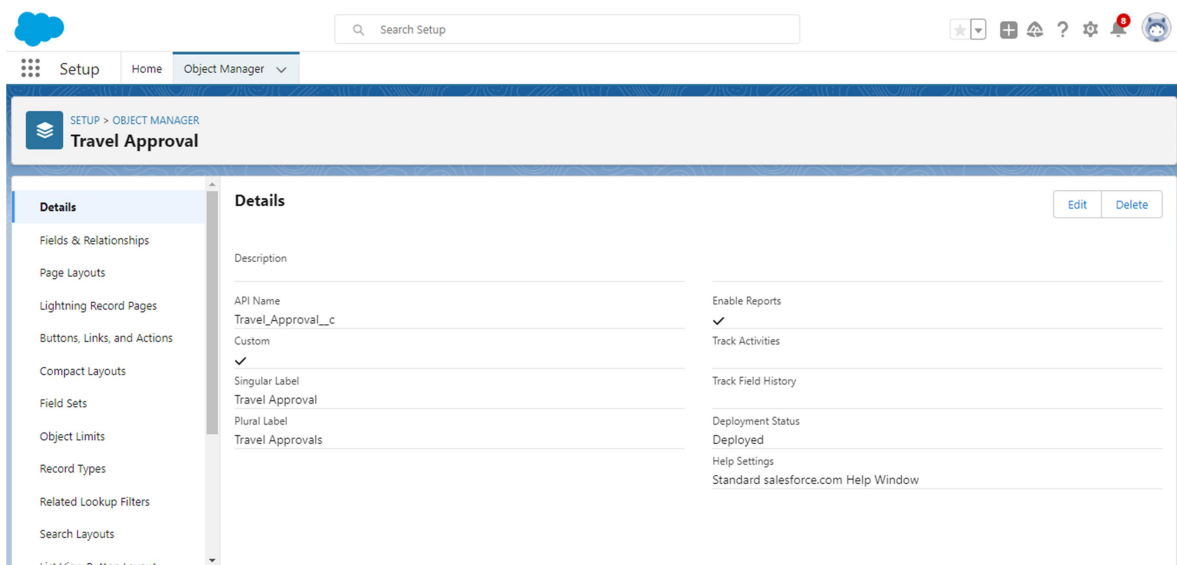
### 3 RESULT

#### 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 shows the Salesforce Setup interface for the 'Travel Approval' object. The top navigation bar includes 'Setup', 'Home', and 'Object Manager'. The main content area is titled 'Travel Approval' and contains a 'Details' section. The 'Details' section is divided into two columns. The left column lists various configuration options: 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 right column displays the current configuration for the 'Travel Approval' object, including the API Name (Travel\_Approval\_\_c), Custom (checked), Singular Label (Travel Approval), Plural Label (Travel Approvals), and various system settings like Enable Reports (checked), Track Activities, Track Field History, Deployment Status (Deployed), Help Settings, and Standard salesforce.com Help Window. The 'Edit' and 'Delete' buttons are visible in the top right corner of the details section.



[Setup](#)
[Home](#)
[Object Manager](#)



SETUP > OBJECT MANAGER

Travel Approval

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

Fields & Relationships

8 Items, Sorted by Field Label

Q, Quick Find

New


Deleted Fields

Field Dependencies


Set History Tracking

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	Travel_Approval__c	Auto Number		
Travel Approval #	Name	Auto Number		✓

## Expense Item Activity



[Setup](#)
[Home](#)
[Object Manager](#)



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

Edit

Delete

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



[Setup](#)
[Home](#)
[Object Manager](#)



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

Q, 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

Smart Internz

Department Activity

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER  
Department

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

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

Edit Delete

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER  
Department

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

Fields & Relationships

4 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)		
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓
Travel Approval Name	Name	Text(80)		✓

## 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/anvel03>

## **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 .