

# **BUILD AN EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES**

## **1 . INTRODUCTION**

### **1.1 Overview**

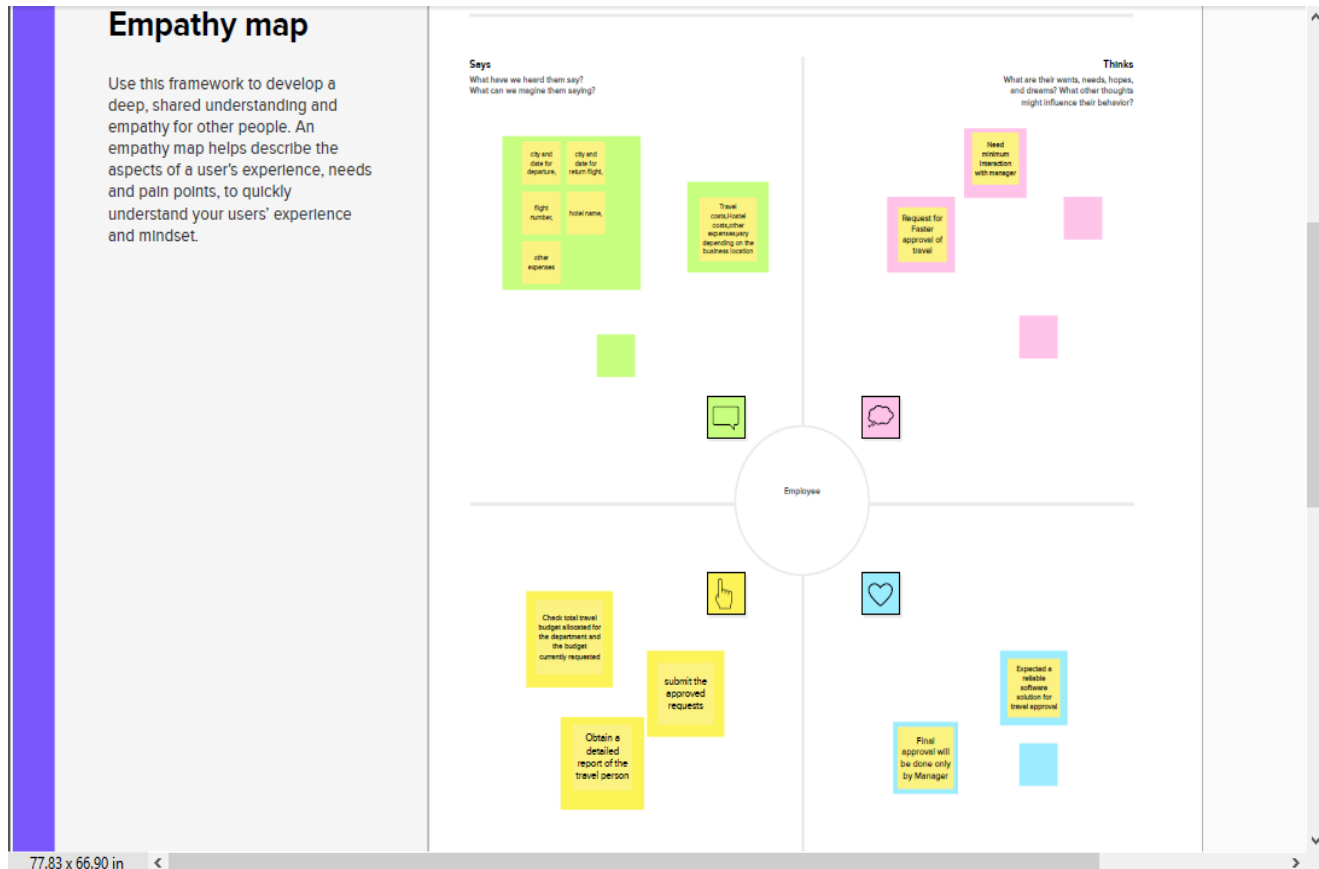
**An employee travel approval application for corporations should simplify the travel request process for employees and provide managers with the tools they need to manage travel expenses effectively**

### **1.2 Purpose**

**The purpose of an employee travel approval application for corporates is to automate and streamline the travel request and approval process, ensuring that employees have the resources they need to travel efficiently and that managers have the tools they need to manage travel expenses effectively.**

## 2 . Problem Definition & Design Thinking

### 2.1 Empathy Map



## 2.2 Ideation & Brainstroming Map

**1 Define your problem statement**

What problem are you trying to solve? Frame your problem as a how might we statement. This will be the focus of your brainstorm.

0 10 minutes

**PROBLEM**

Travel is significantly reduced. PROJECT TEAM: Build a framework Travel Approval Application for employee.

Reducing travel approval requires a change in ideas of work. The project aims to provide our team knowledge for all the people who have been knowledge of business and looking for a way to make this paper off any paper to solve problems with the knowledge and related to work in business.

**Key rules of brainstorming**

To have successful and productive session

- Play to both
- Defy judgement
- Be for volume
- Encourage wild ideas
- Listen to others
- Quantity for result

**2 Brainstorm**

Write down any ideas that come to mind that address your problem statement.

0 10 minutes

Person 1

Person 2

Person 3

Person 4

Person 5

Person 6

Person 7

Person 8

**Tip**

You can make a sticky note and use the word generation strategy to get started thinking.

**3 Group Ideas**

Now turn sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence-like label. If a cluster is bigger than six sticky notes, try and see if you can break it up into smaller sub-groups.

0 20 minutes

**Tip**

Use sticky notes that only have one idea on them. This way you can move them around easily to group ideas as they develop your notes.

It can be used to define a business Travel Applications by entering data patterns and identifying anomalies.

It can be used to streamline the travel approval process by automating the underlying process.

**4 Prioritize**

Your team should all be on the same page about what's important moving forward. Place your ideas on this grid to determine which ideas are important and which are feasible.

0 20 minutes

**Importance**

High importance ideas are those that address the most critical aspects of the problem.

**Feasibility**

High feasibility ideas are those that are easy to implement and require minimal resources.

It can be used to define a business Travel Applications by entering data patterns and identifying anomalies.

It can be used to streamline the travel approval process by automating the underlying process.

Travel Approvals have been done by both men and machine verification.

Approvals on time.

Security should get the maximum priority.

Communication with manager in case of any issues.

**Tip**

Participants can use their own sticky notes to place ideas on the grid. The facilitator can use the sticky notes to move ideas around the grid to group ideas as they develop your notes.

## 3. RESULT

### 3.1 Data Model

Object Name	Fields in the Object	
Travel Approval		
	Field label	Data Type
	Department field	Date
	Status	Pick list
	Status Indicator	Formula (text)
	Travel approval name	Text (80)
	Trip Start Date	Date
	Trip End Date	Date

<b>Department</b>	<b>Field label</b>	<b>Data Type</b>
	Department name	Text(80)
	Owner	Lookup (user , group)
<b>Expense Item</b>	<b>Field label</b>	<b>Data type</b>
	Expense item name	Text (80)
	Travel approval	Master-Detail (travel approval)

## 3.2 Activity & Screenshot

SETUP > OBJECT MANAGER

**Expenseltem**

Details

**Fields & Relationships**

4 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
Created By	CreatedById	Lookup(User)		
Expenseltem #	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		
TravelApproval	TravelApproval__c	Master-Detail(TravelApproval)		✓

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

List View Button Layout

Restriction Rules

Scoping Rules

Triggers

Flow Triggers

Setup Home Object Manager

SETUP > OBJECT MANAGER

**TravelApproval**

Details

**Fields & Relationships**

17 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
Created By	CreatedById	Lookup(User)		
Department	Department__c	Text(16)		
Destination State	Destination_State__c	Text(16)		
enter Amount	enter_Amount__c	Currency(16, 2)		
Expense field	Expense_field__c	Picklist		
Last Modified By	LastModifiedById	Lookup(User)		
Out-of-State	Out_of_State__c	Text(16)		
Owner	OwnerId	Lookup(User:Group)		✓
Purpose of Trip	Purpose_of_Trip__c	Text(16)		
Status	Status__c	Picklist		
Status Indicator	Status_Indicator__c	Formula (Text)		

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SETUP > OBJECT MANAGER

### TravelApproval

Details

**Fields & Relationships**  
17 Items, Sorted by Field Label

Q Quick Find New Deleted Fields Field Dependencies Set History Tracking

Field Label	Field Name	Field Type	Field Properties
Out-of-State	Out_of_State__c	Text(16)	
Owner	OwnerId	Lookup(User.Group)	✓
Purpose of Trip	Purpose_of_Trip__c	Text(16)	
Status	Status__c	Picklist	
Status Indicator	Status_Indicator__c	Formula (Text)	
Total Expenses	Total_Expenses__c	Roll-Up Summary (MAX Student)	
Travel Approval #	Name	Auto Number	✓
Trip End Date	TripEndDate__c	Date	
trip end date	trip_end_date__c	Date/Time	
Trip Start Date	TripStartDate__c	Date	
trip start date	trip_start_date__c	Date/Time	

Sales Home Opportunities Leads Tasks Files Accounts Contacts Campaigns Dashboards Reports Chatter Groups Calendar TRAVEL APPROVALS More

Reports

Recent  
1 Item

Q Search recent reports... New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	TRAVEL APPROVALS Report		Public Reports	Ms AGALYA D AGALYA D	16/4/2023, 3:46 pm	

Created by Me

Private Reports

Public Reports

All Reports

FOLDERS

All Folders

Created by Me

Shared with Me

FAVORITES

All Favorites



#### 4. Trailhead Profile Public URL

**Agalya D (Team Leader)** - <https://trailblazer.me/id/dkathervel>

**Aswin A(Team Member1)** - <https://trailblazer.me/id/aarul34>

**Thamayanthi A(Team Member2)** - <https://trailblazer.me/id/athillai1>

**Balaji B(Team Member3)** - <https://trailblazer.me/id/balab66>



## 5 . ADVANTAGE

- \* User authentication
- \* Trip request form
- \* Automated approval process
- \* Travel policy compliance
- \* Travel itinerary
- \* Expense management

## DISADVANTAGE

- \* Technical Issues
- \* Lack of Flexibility
- \* Privacy Concerns
- \* Dependency on Technology
- \* Resistance to Change
- \* Learning Curve

## 6 . APPLICATIONS

1. **Employee profile management:** Employees can create and manage their profiles, including personal information, passport details, and travel preferences.
2. **Travel request submission:** Employees can submit travel requests that include trip details such as destination, dates, and purpose.
3. **Travel approval workflow:** Managers can approve or reject travel requests based on their availability and budget.

## 7. CONCLUSION

**Integrate the back-end and front-end of the application so that they work together seamlessly.**

**Test the application to ensure that it works as intended and is free of bugs or errors.**

**Deploy the application to a production environment and make it available to employees.**

## 8. FUTURE SCOPE

**Once you have a clear idea of what the application should do, you can begin designing the user interface. This will involve creating wireframes or mockups of the various screens and forms that users will interact with.**

**Once the application is developed, it's important to test it thoroughly to ensure that it works as expected and that there are no bugs or issues. This may involve both manual testing (where testers manually interact with the application) and automated testing (where tests are run automatically using specialized software).**

**Monitor and maintain the application: After deployment, it's important to monitor the application and address any issue that arise. You may also need to update the application periodically to address new requirements or to fix bugs**

**Deploy the application: Once the application has been tested and verified, it can be deployed to a production environment where it can be used by employees and managers.**