



# NEWFOUNDLAND CHOCOLATE COMPANY

Employee Travel Claim Training Manual

Cameron Boyer

# Newfoundland Chocolate Company Travel Claim Employee Training Manual

---

This manual is a step-by-step guide designed to help you enter an employee travel claim by using our travel claim program.

\*\*\*Each proceeding step will have an example of a valid input from the previous step\*\*\*

Follow the steps below:

## STEP 1

```
Please enter employee number (XXXXX):
```

Opening the program will display the input menu.

The employee number must be entered while following the format as shown.

## STEP 3

```
Please enter employee first name: John  
Please enter employee last name:
```

Enter the employee's last name only.

The employee's last name must be entered.

## STEP 2

```
Please enter employee number (XXXXX): 55555  
Please enter employee first name:
```

Enter the employee's first name only.

The employee's first name must be entered.

## STEP 4

Please enter employee last name: Smith  
Please enter trip location: █

Enter the location where the employee traveled.

The trip location must be entered.

## STEP 6

Please enter start date (YYYY-MM-DD): 2025-12-16  
Please enter end date (YYYY-MM-DD): █

Enter the date when the employee returned from the trip.

The end date must be entered, follow the format shown, and must be **after** the start date by **no more than 7 days**.

## STEP 7a

Do you own or did you rent the car used? (O/R): o  
Please enter the number of kilometers traveled: █

Enter the total kilometers traveled during the work trip.

This will only appear when **Car Used** is entered as **Owned**.

Kilometers traveled must be entered if car used is owned and must not exceed 2000km.

## STEP 5

Please enter trip location: Gander, Newfoundland  
Please enter start date (YYYY-MM-DD): █

Enter the date when the employee left for the trip.

The start date must be entered while following the format as shown.

## STEP 7

Please enter end date (YYYY-MM-DD): 2025-12-22  
Do you own or did you rent the car used? (O/R): █

Enter if the car was owned by the employee or rented by entering "O" for owned **OR** "R" for rented.

The car used must be entered.

If the car used was Owned - See Step 7a

If the car used was Rented - Continue to Step 8

## STEP 8

Do you own or did you rent the car used? (O/R): R  
Is this a Standard or an Executive claim? (S/E): █

Enter the claim type by entering "S" for Standard **OR** "E" for Executive.

Claim type must be entered.

## Program Output

Once all inputs are entered, the program will display the travel claim invoice.

Total kilometers will only be displayed if the **Car Used** is **Owned**

```
Newfoundland Chocolate Company
Employee Travel Claim
=====
Employee Name:  John Smith      Employee Number:  55555
Claim Type:     Executive
Trip Location:  Gander, Newfoundland
Car Used:       Owned
=====
Total Kilometers:      1143km
=====
Day Bonus:            $100.00    Mileage:           $194.31
Executive Bonus:      $270.00    Per Diem:          $510.00
Total Bonus:          $715.72    Date Bonus:        $300.00
=====
Total Claim:          $1,420.03    HST:               $213.00
=====
Total Claim Amount:   $1,633.03
=====

Thank you for your submission. Your claim has been processed!

Would you like to enter another claim? (Y/N): █
```

Executive bonus will only be applied on an Executive claim.

Date bonus will only be applied if the trip was between December 15 – December 22.

At the end of the program, the user will be asked  
if they would like to enter another claim.

Enter "Y" for Yes **OR** "N" for No.

Thank you for using our employee training manual!