NEWFOUNDLAND CHOCOLATE COMPANY

Employee Travel Claim Training Manual
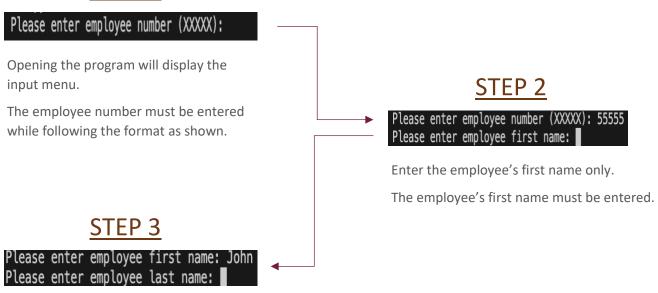
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Newfoundland Chocolate Company Travel Claim Employee Training Manual

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 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 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 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 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 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 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 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 8

```
Do you own or did you rent the car used? (O/R): R
Is this a Stardard 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          Start Date:   2025-12-16
Employee Travel Claim                   End Date:     2025-12-22
---------------------------------       ---------------------------
Employee Name:    John Smith            Employee Number:   55555
Claim Type:       Executive             ---------------------------
Trip Location:    Gander, Newfoundland  Total Days:            6
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!