

## 1 INTRODUCTION

### 1.1 Overview

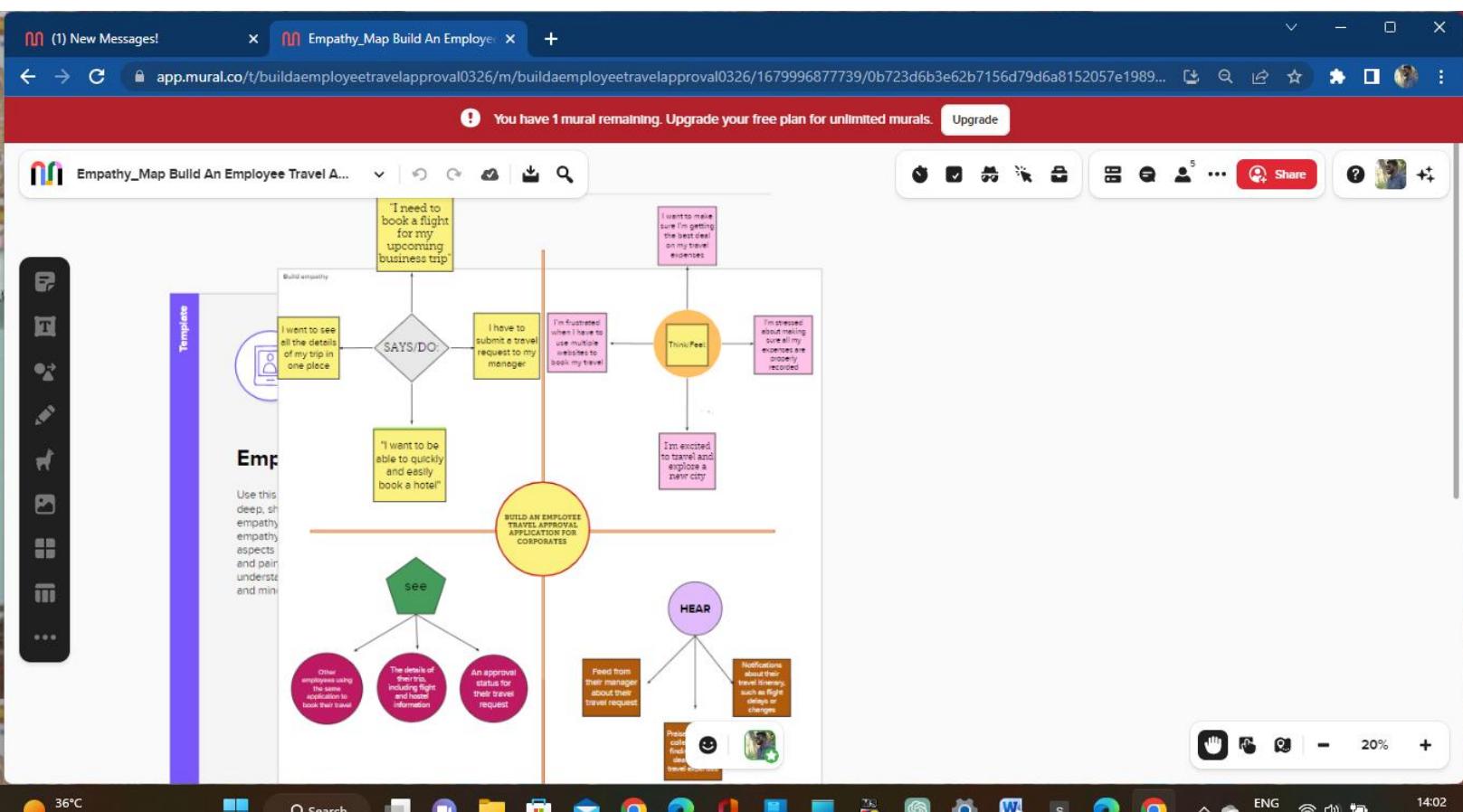
Building an employee travel approval application for a corporate environment requires careful planning, development, testing, and ongoing maintenance to ensure it meets the organization's requirements and provides a seamless and efficient travel approval process for employees.

### 1.2 Purpose

The purpose of building an employee travel approval application for a corporate environment is to streamline and automate the process of requesting, approving, and managing employee travel requests. The application serves as a centralized platform that facilitates the end-to-end travel approval process, from initial request submission to final approval and tracking of travel expenses.

## 2 Problem Definition & Design Thinking

### 2.1 Empathy Map



### 2.2 Ideation & Brainstorming Map

(1) New Messages! Brainstorming\_Build An Employee Travel Approval

You have 1 mural remaining. Upgrade your free plan for unlimited murals.

Define your problem statement  
What problem are you trying to solve? Formulate your problem statement here and focus on your objectives.  
10 minutes

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

Group ideas  
Take turns sharing your ideas with the entire group. Once all ideas have been shared, group them into categories based on their similarity. If they are too large, break them down into smaller subgroups.  
10 minutes

SHRI PRANAV  
RAHUL  
DEVARAJ  
KALADAMITRAN

Rahul R Companies can partner with travel providers such as airlines, hotels and car rental companies  
Kalaiththan K Use a travel management program during travelling for business purposes  
Devaraj N Make least cost effective choices  
Shripranav R Provide travel allowances

Key rules of crowdsourcing  
To run an efficient crowdsourcing session:  
• Be clear, transparent and inclusive  
• Ask relevant questions  
• Set clear goals  
• Encourage participation  
• Be open to feedback

Provide travel allowances  
Use a travel management company (TMC)  
Make least cost effective choices  
Use a travel management program during travelling for business purposes

After you collaborate  
After you collaborate, you can export the mural as an image or pdf to share it with others or keep it for reference.

Quick edit-ons  
Share the mural with others and make edits directly on the mural.  
Annotate mural  
Create a visual annotation or PDF to attach to the mural for reference.

Keep moving forward!  
Merge request  
Edit the components of a card like its title or description.  
Open the template  
Customer satisfaction survey  
Feedback  
New ideas  
Show template feedback

36°C Sunny 11-04-2023 14:08

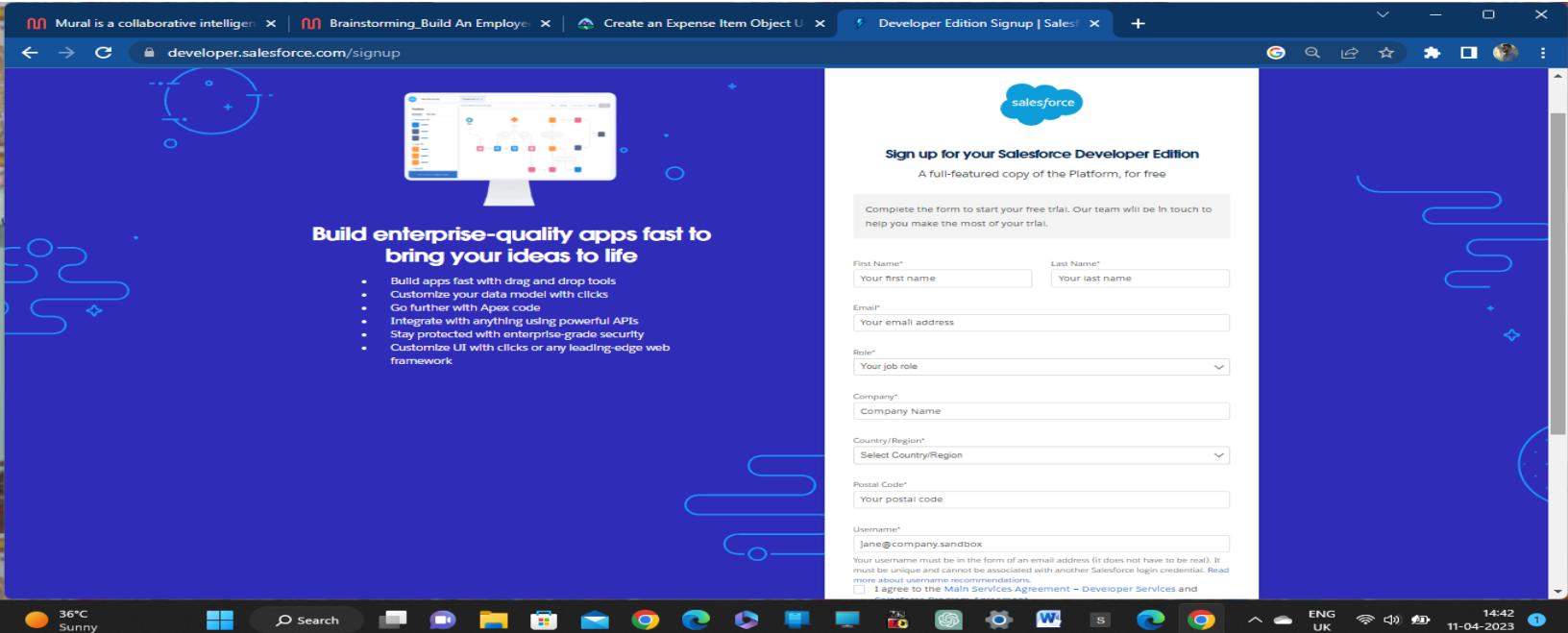
### 3 RESULT

#### 3.1 Data Model:

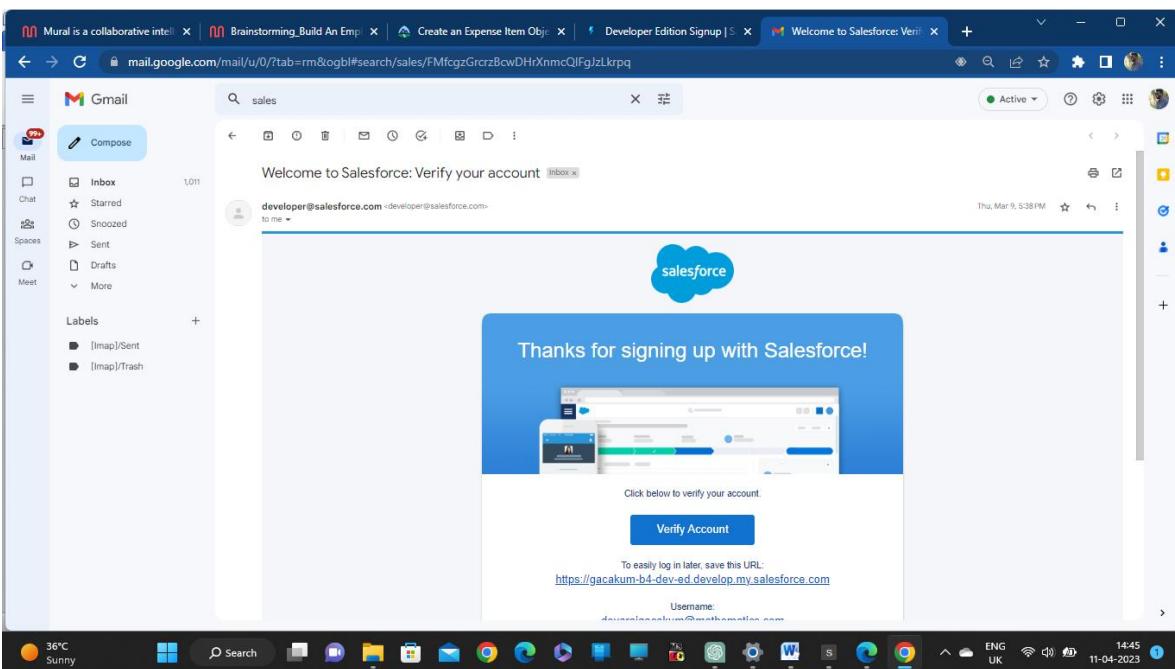
Object name	Fields in the Object					
Department	<table border="1"> <tr> <td>Field label</td><td>Data type</td></tr> <tr> <td>Department Code</td><td>Text</td></tr> </table>		Field label	Data type	Department Code	Text
Field label	Data type					
Department Code	Text					
Travel Approval	<table border="1"> <tr> <td>Field label</td><td>Data type</td></tr> <tr> <td>Purpose of Trip</td><td>Text Area</td></tr> </table>		Field label	Data type	Purpose of Trip	Text Area
Field label	Data type					
Purpose of Trip	Text Area					
Expense Item	<table border="1"> <tr> <td>Field label</td><td>Data type</td></tr> <tr> <td>Amount</td><td>currency</td></tr> </table>		Field label	Data type	Amount	currency
Field label	Data type					
Amount	currency					

## 3.2 Activity & Screenshot

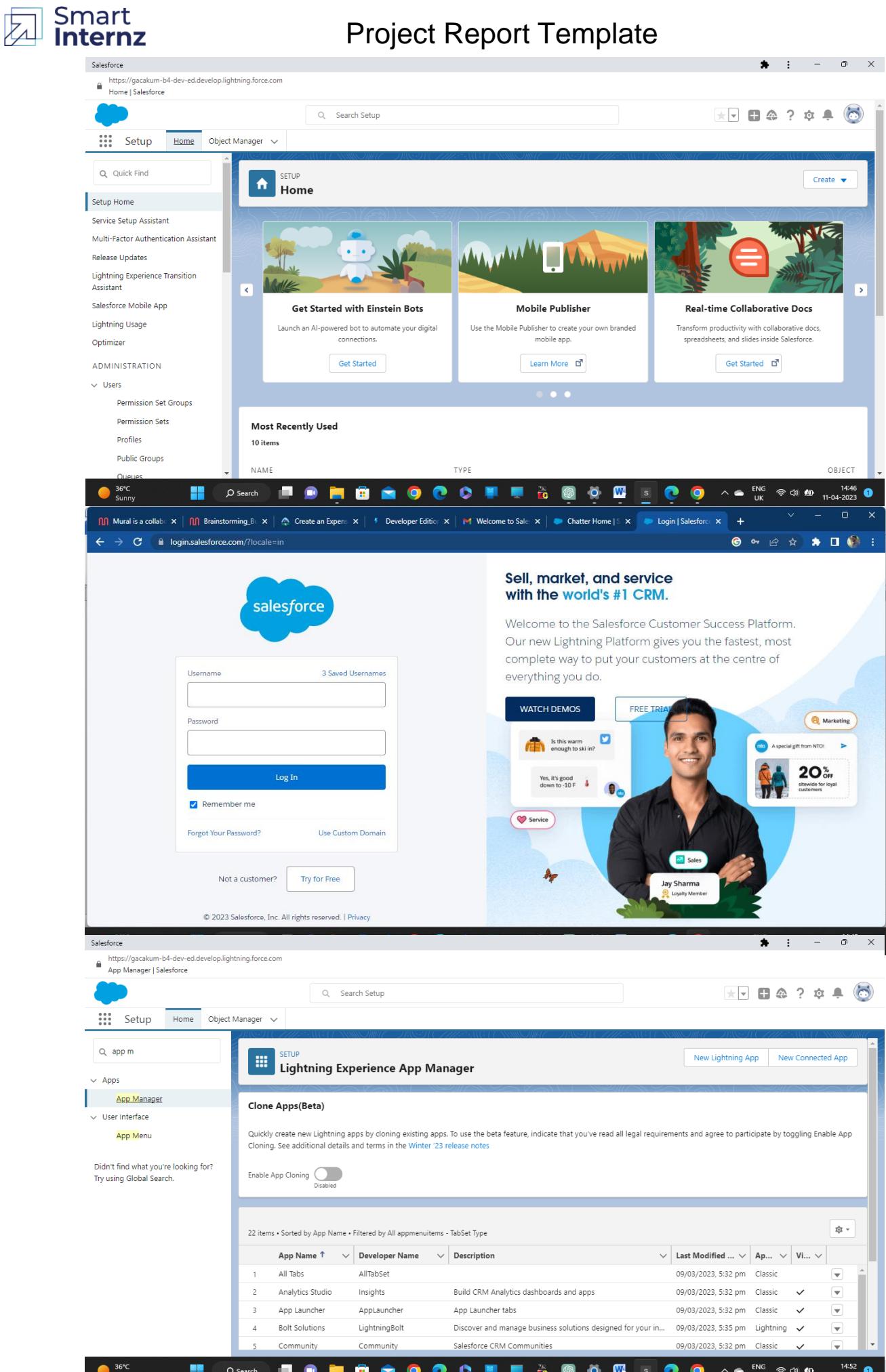
Click on sign up after filling these:



### Account Activation:



**Salesforce Login**  
<https://login.salesforce.com>



# Project Report Template

Salesforce

https://gacakum-b4-dev-ed.lightning.force.com

Setup Home Object Manager

Cloud icon

Search Setup

User Interface

Rename Tabs and Labels

**Tabs**

Custom Tabs

You can create new custom tabs to extend Salesforce functionality or to build new application functionality.

Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.

Action	Label	Tab Style	Description
Edit   Del	Departments	Books	
Edit   Del	Travel Approvals	Airplane	

Web Tabs

No Web Tabs have been defined

Visualforce Tabs

No Visualforce Tabs have been defined

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Search icon

Cloud icon

Setup Home Object Manager

Help for this Page

Salesforce

https://gacakum-b4-dev-ed.lightning.force.com

Object Manager | Salesforce

Cloud icon

Search Setup

Setup Home Object Manager

New Custom Object

Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. [Tell me more!](#) [Don't show this message again](#)

Custom Object Definition Edit

Save Save & New Cancel

Custom Object Information

The singular and plural labels are used in tabs, page layouts, and reports.

Label  Example: Account

Plural Label  Example: Accounts

Starts with vowel sound

The Object Name is used when referencing the object via the API.

Object Name  Example: Account

Description

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Search icon

Cloud icon

Setup Home Object Manager

Help for this Page

Salesforce

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Object Manager | Salesforce

Cloud icon

Search Setup

Setup Home Object Manager

Object Classification

When these settings are enabled, this object is classified as an Enterprise Application object. When these settings are disabled, this object is classified as a Light Application object. [Learn more](#).

Allow Sharing

Allow Bulk API Access

Allow Streaming API Access

Deployment Status

In Development

Deployed

Search Status

When this setting is enabled, your users can find records of this object type when they search. [Learn more](#).

Allow Search

Object Creation Options (Available only when custom object is first created)

Add Notes and Attachments related list to default page layout

Launch New Custom Tab Wizard after saving this custom object

Save Save & New Cancel

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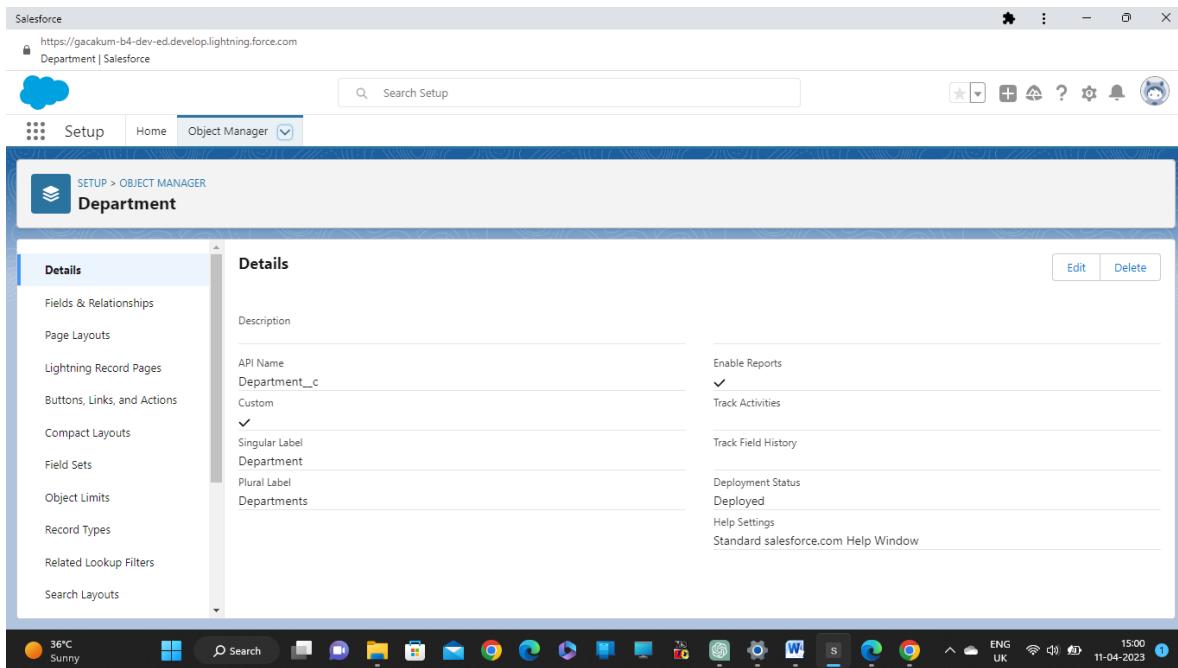
Search icon

Cloud icon

Setup Home Object Manager

ENG UK 14:57 11-04-2023

# Project Report Template



Salesforce

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Department | Salesforce

Setup Home Object Manager

**Department**

**Details**

Description

API Name: Department\_\_c

Custom:

- Singular Label: Department
- Plural Label: Departments

Enable Reports

Track Activities

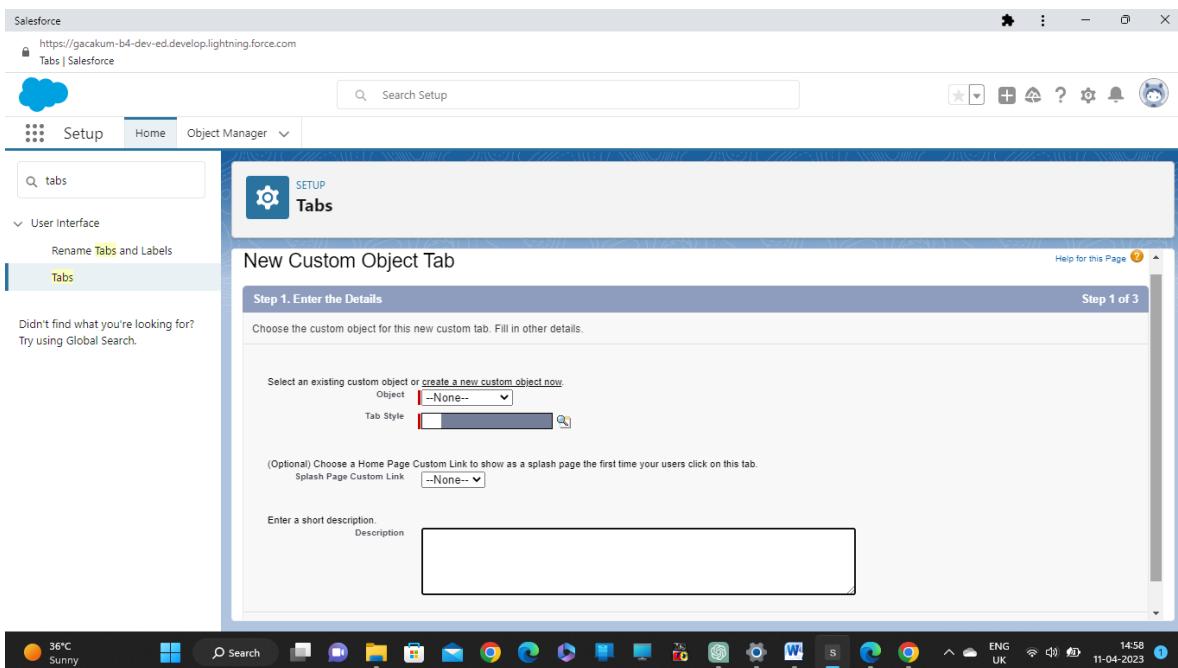
Track Field History

Deployment Status: Deployed

Help Settings: Standard salesforce.com Help Window

Edit Delete

36°C Sunny Search S 11-04-2023



Salesforce

https://gacakum-b4-dev-ed.lightning.force.com

Tabs | Salesforce

Setup Home Object Manager

**Tabs**

New Custom Object Tab

Step 1. Enter the Details

Choose the custom object for this new custom tab. Fill in other details.

Select an existing custom object or [create a new custom object now](#).

Object:

Tab Style:

(Optional) Choose a Home Page Custom Link to show as a splash page the first time your users click on this tab.

Splash Page Custom Link:

Enter a short description

Description:

Help for this Page

Step 1 of 3

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# Project Report Template

Salesforce https://gacakum-b4-dev-ed.lightning.force.com Expense Item | Salesforce

Cloud Setup Home Object Manager

SETUP > OBJECT MANAGER Expense Item

**Details**

Description	Enable Reports
API Name Expense_Item__c	✓
Custom	Track Activities
Singular Label Expense Item	Track Field History
Plural Label Expense Items	Deployment Status Deployed
	Help Settings Standard salesforce.com Help Window

Fields & Relationships  
Page Layouts  
Lightning Record Pages  
Buttons, Links, and Actions  
Compact Layouts  
Field Sets  
Object Limits  
Record Types  
Related Lookup Filters  
Restriction Rules

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Salesforce https://gacakum-b4-dev-ed.lightning.force.com Travel Approval | Salesforce

Cloud Setup Home Object Manager

SETUP > OBJECT MANAGER Travel Approval

**Details**

Description	Enable Reports
API Name Travel_Approval__c	✓
Custom	Track Activities
✓ Singular Label Travel Approval	Track Field History
Plural Label Travel Apporvals	Deployment Status Deployed
	Help Settings Standard salesforce.com Help Window

Fields & Relationships  
Page Layouts  
Lightning Record Pages  
Buttons, Links, and Actions  
Compact Layouts  
Field Sets  
Object Limits  
Record Types  
Related Lookup Filters  
Search Layouts

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# Project Report Template

**Salesforce**  
<https://gacakum-b4-dev-ed.lightning.force.com>  
 Expense Item | Salesforce

Cloud icon

Setup Home 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

New Custom Field

Step 1. Choose the field type

Specify the type of information that the custom field will contain.

**Data Type**

None Selected Select one of the data types below.

Auto Number A system-generated sequence number that uses a display format you define. The number is automatically incremented for each new record.

Formula A read-only field that derives its value from a formula expression you define. The formula field is updated when any of the source fields change.

Roll-Up Summary ⓘ A read-only field that displays the sum, minimum, or maximum value of a field in a related list or the record count of all records listed in a related list.

Lookup Relationship Creates a relationship that links this object to another object. The relationship field allows users to click on a lookup icon to select a value from a popup list. The other object is the source of the values in the list.

Master-Detail Relationship Creates a special type of parent-child relationship between this object (the child, or "detail") and another object (the parent, or "master") where:

Help for this Page ?

Next Cancel

36°C Sunny Search

Cloud icon

Setup Home Object Manager

**Data Import Wizard**

Recent Import Jobs

Status	Object	Records Created	Records Updated	Records Failed	Start Date	Processing Time (ms)
Closed	Travel Approval	71	0	229	04-06-2023 02:59	326
Closed	Travel Approval	0	0	0	04-06-2023 02:55	0
Closed	Travel Approval	71	0	229	04-06-2023 02:52	501

Bulk Api Monitoring

Before you import your data

Clean up your data import file You'll have fewer errors to resolve if your data file is clean and free of duplicates. Watch video

Make sure your field names match Salesforce field names You'll be required to map your data fields to Salesforce data fields. Data in unmapped fields is not imported. View a list of Salesforce data fields.

Don't import too many records at once Using the Data Import Wizard, import up to 50,000 records at a time. Importing too

ENG UK 15:02 11-04-2023

# Project Report Template

Salesforce

https://gacakum-b4-dev-ed.lightning.force.com

Home | Salesforce

Setup Home Object Manager

Import your data in 3 easy steps!

Launch the Data Import Wizard to import your data.

Pre-step: Prepare your data for import Choose data to import Edit field mapping Review and start import

**Launch Wizard!**

**FAQ**

- How do I prepare my data for import?
- How many records can I import?
- What kind of objects can I import?
- Can I do simultaneous imports?
- How long does it take to complete an import?

**Data Import video series**

**Additional Resources**

- Find import templates and other helpful tools
- Learn how to use the Data Import Wizard

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Salesforce

https://gacakum-b4-dev-ed.lightning.force.com

Users | Salesforce

Setup Home Object Manager

Q user

**SETUP** **Users**

All Users

On this page you can create, view, and manage users.

In addition, download SalesforceA to view and edit user details, reset passwords, and perform other administrative tasks from your mobile devices: [iOS](#) | [Android](#)

View: All Users | [Edit](#) | [Create New View](#)

Action	Full Name	Alias	Username	Role	Active	Profile
<a href="#">Edit</a>	Chatter_Expert	Chatter	chatty.00d2w0000rjnuiueat.4jaqn14h0tv@chatter.salesforce.com		<input checked="" type="checkbox"/>	Chatter Free User
<a href="#">Edit</a>	Nagarajan_Devarai	DNaga	devarajgacakum@mathematics.com		<input checked="" type="checkbox"/>	System Administrator
<a href="#">Edit</a>	Balendran_Anitha	anaitk	nranitha191102@gmail.com	CEO	<input checked="" type="checkbox"/>	System Administrator
<a href="#">Edit</a>	User_Integration	integ	integration@00d2w0000rjnuiueat.com		<input checked="" type="checkbox"/>	Analytics Cloud Integration User
<a href="#">Edit</a>	User_Security	sec	insightssecurity@00d2w0000rjnuiueat.com		<input checked="" type="checkbox"/>	Analytics Cloud Security User

New User Reset Password(s) Add Multiple Users

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | Other | All

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# Project Report Template

**Salesforce**

https://gacakum-b4-dev-ed.lightning.force.com

Users | Salesforce

Setup Home Object Manager

Q user

Users

- Permission Set Groups
- Permission Sets
- Profiles
- Public Groups
- Queues
- Roles
- User Management Settings
- Users**
- Feature Settings
- Data.com
- Prospector Users
- User Interface
- Action Link Templates
- Actions & Recommendations

Help for this Page ?

New User

User Edit

General Information

First Name	<input type="text"/>	Role	<input type="text"/> <None Specified>
Last Name	<input type="text"/>	User License	<input type="text"/> Force.com - App Subscription
Alias	<input type="text"/>	Profile	<input type="text"/> Force.com - App Subscription User
Email	<input type="text"/>	Active	<input checked="" type="checkbox"/>
Username	<input type="text"/>	Marketing User	<input type="checkbox"/>
Nickname	<input type="text"/>	Offline User	<input type="checkbox"/>
Title	<input type="text"/>	Knowledge User	<input type="checkbox"/>
Company	<input type="text"/>	Flow User	<input type="checkbox"/>
Department	<input type="text"/>	Service Cloud User	<input type="checkbox"/>
Division	<input type="text"/>	Site.com Contributor User	<input type="checkbox"/>
		Site.com Publisher User	<input type="checkbox"/>
		WDC User	<input type="checkbox"/>

36°C Sunny

Search

15:07 11-04-2023

**Salesforce**

https://gacakum-b4-dev-ed.lightning.force.com

Travel Approval | Salesforce

Setup Home Object Manager

SETUP > OBJECT MANAGER

Travel Approval

Page Layouts

1 items, Sorted by Page Layout Name

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
Travel Approval Layout	Devaraj Nagarajan, 28/03/2023, 10:44 am	Devaraj Nagarajan, 05/04/2023, 8:40 am

Edit

Delete

36°C Sunny

Search

15:07 11-04-2023

# Project Report Template

Salesforce

https://gacakum-b4-dev-ed.lightning.force.com

Travel Approval | Salesforce

Setup Home Object Manager

SETUP > OBJECT MANAGER Travel Approval

**Travel Approval Layout**

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

**Fields**

Section	Destination State	Purpose of Trip	Travel Approval #
Blank Space	Last Modified By	Status	Trip End Date
Created By	Out-of-State	Status Indicator	Trip Start Date
Department	Owner	Total Expenses	

**Travel Approval Sample**

**Highlights Panel**

Customize the highlights panel for this page layout...

**Quick Actions in the Salesforce Classic**

**Publisher**

Actions in this section are currently inherited from the global publisher layout. You can override the global publisher layout to set a customized list of actions for the publisher on pages that use this layout.

36°C Sunny

Travel Approval | Salesforce

gacakum-b4-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw000004034q/ValidationRules/new

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER Travel Approval

**Travel Approval Validation Rule**

Help for this Page

Define a validation rule by specifying an error condition and a corresponding error message. The error condition is written as a Boolean formula expression that returns true or false. When the formula expression returns true, the save will be aborted and the error message will be displayed. The user can correct the error and try again.

**Validation Rule Edit**

Save Save & New Cancel

Rule Name  Active

Description

**Quick Tips**

- Operators & Functions

**Error Condition Formula**

Example: `Discount_Percent__c>0.30` More Examples..

Display an error if Discount is more than 30%

If this formula expression is true, display the text defined in the Error Message area

**Functions**

-- All Function Categories --

ABS  
ACOS  
ADDMONTHS  
AND  
ASCII

Insert Field Insert Operator

ENG UK 11-04-2023 15:08 19:24

**Travel Approval | Salesforce**

gacakum-b4-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw000004034qj/FieldsAndRelationships/new

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

New Custom Field

Step 2. Enter the details Step 2 of 5

Field Label  Field Name  Description  Help Text

Auto add to custom report type  Add this field to existing custom report types that contain this entity

Previous Next Cancel

19:24 11-04-2023

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**Travel Approval | Salesforce**

gacakum-b4-dev-ed.lightning.force.com/lightning/setup/ObjectManager/01Iw000004034qj/FieldsAndRelationships/new

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

New Custom Field

Step 2. Choose output type Step 2 of 5

Field Label  Field Name  Auto add to custom report type  Add this field to existing custom report types that contain this entity

Formula Return Type

None Selected Select one of the data types below.

Checkbox Calculate a boolean value.  
Example: `(TODAY() > CloseDate)`

Currency Calculate a dollar or other currency amount and automatically format the field as a currency amount.  
Example: `(Gross Margin + Amount - Cost__c)`

Date Calculate a date, for example, by adding or subtracting days to other dates.  
Example: `Reminder Date = CloseDate - 7`

Previous Next Cancel

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# Project Report Template

**Chatter Home | Salesforce**

gacakum-b4-dev-ed.develop.lightning.force.com/lightning/page/chatter

Travel Approval Chatter Reports Dashboards Departments Travel Apporvals

Search... Question Share

Search this feed... 

Apps Travel Approval Items Contract Line Items Contracts Finance Transactions Orchestration Runs Orchestration Work Items View More join some now!

https://gacakum-b4-dev-ed.develop.lightning.force.com/lightning/app/06mzw000005DyCIAA0

19:27 11-04-2023

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**Reports | Salesforce**

gacakum-b4-dev-ed.develop.lightning.force.com/lightning/o/Report/home?queryScope=mrn

Travel Approval Chatter Reports Dashboards Departments Travel Apporvals

Search... Search recent reports... New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
<b>Recent</b>	Travel Requests by Month		Public Reports	Devaraj Nagarajan	6/4/2023, 8:39 am	
Created by Me	Travel Requests by Department		Public Reports	Devaraj Nagarajan	6/4/2023, 8:34 am	
Private Reports						
Public Reports						
All Reports						
<b>FOLDERS</b>						
All Folders						
Created by Me						
Shared with Me						
<b>FAVORITES</b>						
All Favorites						

https://gacakum-b4-dev-ed.develop.lightning.force.com/lightning/o/Report/home

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**Reports | Salesforce**

gacakum-b4-dev-ed.lightning.force.com/lightning/o/Report/home?queryScope=mru

Travel Approval Chatter Reports Dashboards Departments Travel Apporvals

Search... ★ + ? ⚙ 🔔

Recent 2 items

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Travel Requests by Month	Public Reports	Devaraj Nagarajan	6/4/2023, 8:39 am		
Created by Me	Travel Requests by Department	Public Reports	Devaraj Nagarajan	6/4/2023, 8:34 am		
Private Reports						
Public Reports						
All Reports						
FOLDERS						
All Folders						
Created by Me						
Shared with Me						
FAVORITES						
All Favorites						
javascript:void(0);						

19:28 11-04-2023

**Report Builder | Salesforce**

gacakum-b4-dev-ed.lightning.force.com/one/one.app#eyJhb21wb25lbnREZWYiOjlyZX8vcnRzOnJlcG9ydE1aWxkZXIiLCJhdHRyaWJ1dGVzJp7InJY29y...

Travel Approval Chatter Reports Dashboards Departments Travel Apporvals

Search... ★ + ? ⚙ 🔔

Create Report

Category

Recently Used

All

- Accounts & Contacts
- Opportunities
- Customer Support Reports
- Leads
- Campaigns
- Activities

Select a Report Type

Search Report Types...

Report Type Name	Category
Accounts	Standard
Contacts & Accounts	Standard
Accounts with Partners	Standard
Account with Account Teams	Standard
Accounts with Contact Roles	Standard
Accounts with Assets	Standard
Contacts with Assets	Standard

https://gacakum-b4-dev-ed.lightning.force.com/reports/lightningReportApp.app#

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# Project Report Template

**Create Report**

**Select a Report Type**

Report Type Name	Category
Individual History	Standard
Departments	Standard
<b>Travel Apporvals</b>	Standard
Travel Apporvals with Department	Standard
Travel Apporvals with Expense Items	Standard
Travel Approval History	Standard
Screen Flows	Custom

**Details**

**Travel Apporvals** Standard Report Type

**Created By You**

- Travel Requests by Month Last Used 4/6/2023
- Travel Requests by Department Last Used 4/6/2023

**Travel Requests by Month**

Total Records 143

Trip End Date ↑	Out-of-State ↑	Travel Approval: Travel Approval #	Department	Status	Destination State	Trip Start Date
January 2019 (8)	(8)	TA-00002	Disability Determination Bureau	Approved	OK	10/01/2019
		TA-00013	Division of Family Resources	Approved	TX	04/01/2019
		TA-00039	Division of Finance	Approved	TX	10/01/2019
		TA-00072	Office of General Counsel	Approved	TX	04/01/2019
		TA-00073	Disability Determination Bureau	Approved	OK	10/01/2019
		TA-00084	Division of Family Resources	Approved	TX	04/01/2019
		TA-00110	Division of Finance	Approved	TX	10/01/2019
		TA-00143	Office of General Counsel	Approved	TX	04/01/2019
<b>Subtotal</b>						
February 2019 (2)	(2)	TA-00062	Division of Family Resources	Approved	FL	12/02/2019

Row Counts Detail Rows Subtotals Grand Total

# Project Report Template

**Travel Requests by Department**

Total Records: 143 Total Out-of-State: 1

Department	Travel Approval #	Status	Out-of-State	Destination State	Trip Start Date	Trip End Date
Audit Services (10)	TA-00024	Approved	□	OK	09/03/2019	09/03/2019
	TA-00032	Approved	□	OK	07/08/2019	07/09/2019
	TA-00040	Approved	□	FL	08/07/2019	08/07/2019
	TA-00044	Approved	□	OK	11/04/2019	11/07/2019
	TA-00049	Approved	□	OK	07/08/2019	07/08/2019
	TA-00095	Approved	□	OK	09/03/2019	09/03/2019
	TA-00103	Approved	□	OK	07/08/2019	07/09/2019
	TA-00111	Approved	□	FL	08/07/2019	08/07/2019
	TA-00115	Approved	□	OK	11/04/2019	11/07/2019
	TA-00120	Approved	□	OK	07/08/2019	07/08/2019
<b>Subtotal</b>			0			

Row Counts: Detail Rows: Subtotals: Grand Total:

**Travel Requests Dashboard**

Last refreshed 5 days ago. Refresh this dashboard to see the latest data.

As of 06-Apr-2023, 8:43 am Viewing as Devaraj Nagarajan

**Travel Requests by Department**



[View Report \(Travel Requests by Department\)](#)

**Travel Requests by Month**

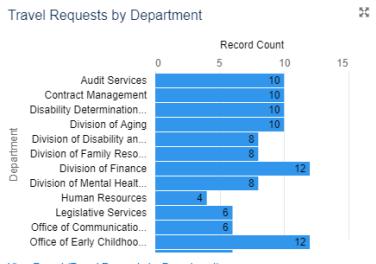


[View Report \(Travel Requests by Month\)](#)

**Travel Requests Dashboard**

As of 11-Apr-2023, 7:30 pm Viewing as Devaraj Nagarajan

**Travel Requests by Department**



[View Report \(Travel Requests by Department\)](#)

**Travel Requests by Month**



[View Report \(Travel Requests by Month\)](#)

**4 Trailhead Profile Public URL**

**Team Lead -**  
<https://trailblazer.me/id/devarajnagarajan>

**Team Member 1 -** <https://trailblazer.me/id/rrahul89>

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

**Team Member 3 –** <https://trailblazer.me/id/kkalaimani>

## 5 ADVANTAGES &amp; DISADVANTAGE

Advantages:

- **Streamlined Process:** Travel approval applications provide a centralized and streamlined process for managing travel requests.
- **Time and Cost Savings:** Travel approval applications can save time and cost associated with manual paperwork and administrative tasks.
- **Increased Transparency:** Travel approval applications provide transparency in the travel request process.
- **Enhanced Compliance:** Travel approval applications can help organizations ensure compliance with travel policies and procedures.
- **Improved Data Accuracy:** Travel approval applications allow employees to enter their travel details directly into the system, reducing the chances of errors in data entry.
- **Mobile Accessibility:** Many travel approval applications are accessible via mobile devices, allowing employees to submit travel requests on the go.
- **Reporting and Analytics:** Travel approval applications often come with reporting and analytics features that provide insights into travel expenses, patterns, and trends

Disadvantage:

- **Implementation and Integration Challenges:** Implementing a travel approval application may require technical setup, integration with existing systems, and employee training.
- **Cost of Implementation and Maintenance:** Travel approval applications may come with costs associated with licensing, setup, customization, maintenance, and ongoing support.
- **Employee Adoption and Resistance to Change:** Introducing a new travel approval application may require employees to adapt to a new system and process, which can lead to resistance to change.
- **Accessibility and Connectivity Challenges:** Travel approval applications typically require internet

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connectivity to function effectively.

- **Complex Travel Approval Workflows:** Organizations with complex travel approval workflows, involving multiple levels of approvals or intricate business rules, may find it challenging to configure and manage these workflows in a travel approval application.
- **Security and Data Privacy Concerns:** Travel approval applications may involve the collection and storage of sensitive travel-related information, such as employee travel itineraries, expenses, and personal data.
- **User Experience and Usability:** The user experience and usability of a travel approval application can vary depending on the application's design and features.

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## APPLICATIONS

- ⊕ **Corporate Travel Management:** The application can be used to streamline and automate the process of travel approval for employees in a corporate setting.
- ⊕ **Employee Self-Service:** The application can provide employees with a user-friendly interface to submit travel requests, upload travel itineraries, and track the status of their travel approvals.
- ⊕ **Financial Management:** The application can integrate with financial systems to validate travel expenses, calculate reimbursements, and generate reports for accounting purposes.
- ⊕ **Compliance and Risk Management:** The application can enforce compliance with company travel policies, including approvals from relevant stakeholders, adherence to travel budgets, and adherence to travel restrictions or guidelines.
- ⊕ **Analytics and Reporting:** The application can provide insights and reporting on travel data, including travel expenses, travel patterns, and compliance metrics.
- ⊕ **Mobile Access:** The application can be developed as a mobile app, allowing employees to submit travel requests and receive approvals on the go.
- ⊕ **Integration with Travel Services:** The application can integrate with external travel services, such as booking platforms, travel agencies, or travel management companies, to streamline the end-to-end travel process.

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## CONCLUSION

In conclusion, building an employee travel approval application for corporate can bring significant benefits to organizations. By automating and streamlining the travel approval process, ensuring compliance with company policies, providing self-service capabilities to employees, and generating insights for optimization, the application can improve efficiency, reduce administrative overhead, enhance compliance and risk management, and enable data-driven decision-making. Additionally, integrating with external travel services and providing mobile access can further enhance the convenience and flexibility of managing employee travel. Overall, a well-designed and well-implemented employee travel approval application can greatly contribute to effective corporate travel management and enhance the overall employee experience.

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## FUTURE SCOPE

- ❖ **Artificial Intelligence (AI) and Machine Learning (ML):** Incorporating AI and ML technologies into the application can enable intelligent decision-making, such as automated approval workflows, dynamic travel policy enforcement, and personalized travel recommendations based on historical data and employee preferences.
- ❖ **Data Analytics and Predictive Insights:** Enhancing the application with advanced analytics and predictive capabilities can provide valuable insights into travel patterns, cost-saving opportunities, and risk assessments. This can enable proactive decision-making and optimization of travel management strategies.
- ❖ **Blockchain for Travel Data Security:** Utilizing blockchain technology can enhance the security and integrity of travel data, including travel approvals, itineraries, and expenses. This can ensure data privacy, authenticity, and tamper-proof record-keeping, enhancing the overall trust and security of the travel approval process.
- ❖ **Integration with Emerging Technologies:** The application can integrate with emerging technologies such as virtual reality (VR), augmented reality (AR), and Internet of Things (IoT) devices to provide innovative and immersive travel experiences, streamline travel bookings, and enhance travel tracking and monitoring.

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- ⊕ **Enhanced Mobility:** With the increasing use of mobile devices, the future scope of the travel approval application can involve further advancements in mobile accessibility, such as mobile wallet integration for expense tracking and reimbursements, real-time travel notifications, and mobile-based approval workflows.
- ⊕ **Enhanced User Experience (UX):** Continuous improvements in the UX of the application can enhance the ease of use, accessibility, and engagement for employees, managers, and other stakeholders involved in the travel approval process. This can involve incorporating user feedback, conducting usability studies, and leveraging emerging design trends.
- ⊕ **Expansion to Global Travel:** The future scope of the application can involve expansion to cater to global travel requirements, including multi-currency support, localization for different regions, compliance with international travel regulations, and integration with global travel partners.