

Project Report Template

Build a Employee Travel Approval Application for corporate

1. INTRODUCTION

1.1 Overview

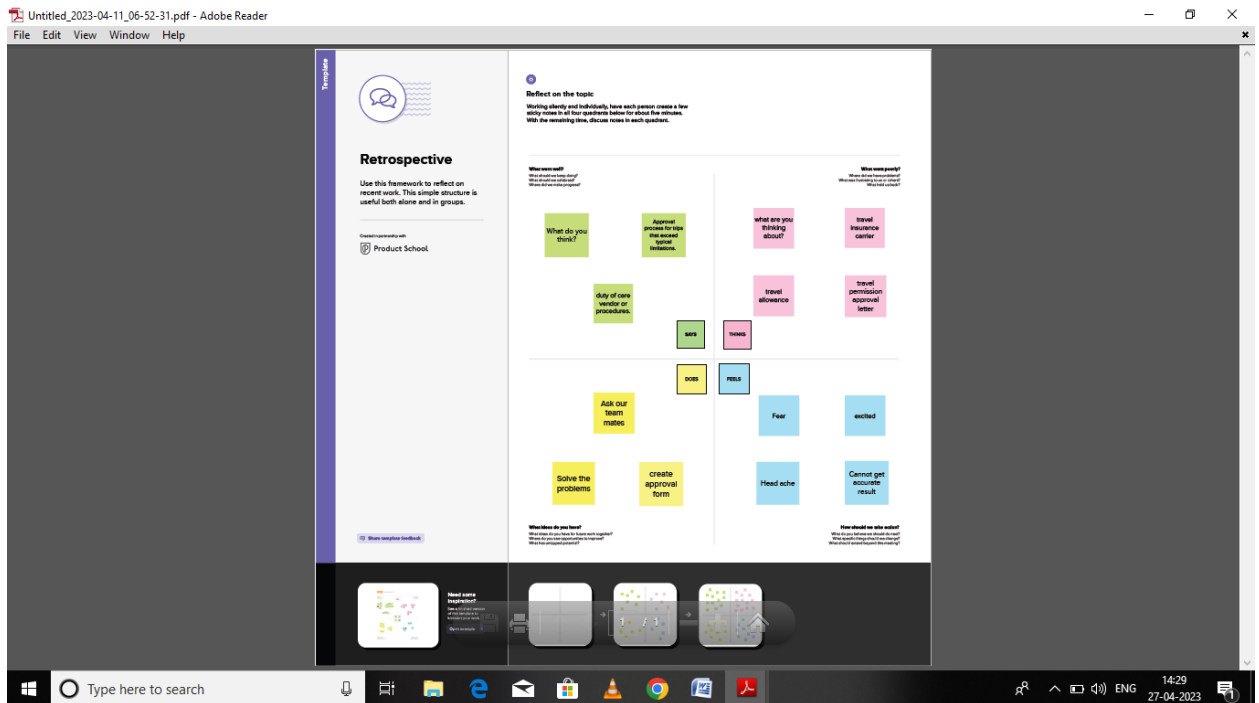
Travel approval is a procedure using which organizations enforce travel policies and prevent employees from overspending. Travel expense approval workflows can eliminate bottlenecks in the process, help boost efficiency and improve workplace productivity. A travel request form helps gather employee trip details and allows you to reject or approve their travel and reimburse their expenses.

1.2 Purpose

One of the main reasons why business travel is important is the personal interaction that builds goods foundations for a future or existing relationship. This can also reduce miscommunication, and encourage almost a sense of unity.

2 Problem Definition & Design Thinking


2.1 Empathy Map



2.2 BRAINSTROM

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File Edit View Window Help



Brainstorm & idea prioritization

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

10 minutes to prepare
1 hour to collaborate
2-8 people recommended

Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

10 minutes

- Team gathering**
Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.
- Set the goal**
Think about the problem you'll be focusing on solving in the brainstorming session.
- Learn how to use the facilitation tools**
Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#)

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.

5 minutes

PROBLEM

after comparing notes in collaboration, the business is not certain you have someone coming from to use the business and they don't always follow the proper procedures.

Key rules of brainstorming

To run an smooth and productive session

- Stay in topic.
- Encourage wild ideas.
- Defer judgment.
- Listen to others.
- Go for volume.
- If possible, be visual.

2 Brainstorm

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

10 minutes

TIP
You can select a sticky note and use the pencil icon to draw directly onto the note drawing!

Person 1	Person 2	Person 3	Person 4
<div>Sticky Note 1</div>	<div>Sticky Note 2</div>	<div>Sticky Note 3</div>	<div>Sticky Note 4</div>
<div>Sticky Note 5</div>	<div>Sticky Note 6</div>	<div>Sticky Note 7</div>	<div>Sticky Note 8</div>
<div>Sticky Note 9</div>	<div>Sticky Note 10</div>	<div>Sticky Note 11</div>	<div>Sticky Note 12</div>
<div>Sticky Note 13</div>	<div>Sticky Note 14</div>	<div>Sticky Note 15</div>	<div>Sticky Note 16</div>
<div>Sticky Note 17</div>	<div>Sticky Note 18</div>	<div>Sticky Note 19</div>	<div>Sticky Note 20</div>
<div>Sticky Note 21</div>	<div>Sticky Note 22</div>	<div>Sticky Note 23</div>	<div>Sticky Note 24</div>
<div>Sticky Note 25</div>	<div>Sticky Note 26</div>	<div>Sticky Note 27</div>	<div>Sticky Note 28</div>
<div>Sticky Note 29</div>	<div>Sticky Note 30</div>	<div>Sticky Note 31</div>	<div>Sticky Note 32</div>
<div>Sticky Note 33</div>	<div>Sticky Note 34</div>	<div>Sticky Note 35</div>	<div>Sticky Note 36</div>
<div>Sticky Note 37</div>	<div>Sticky Note 38</div>	<div>Sticky Note 39</div>	<div>Sticky Note 40</div>
<div>Sticky Note 41</div>	<div>Sticky Note 42</div>	<div>Sticky Note 43</div>	<div>Sticky Note 44</div>
<div>Sticky Note 45</div>	<div>Sticky Note 46</div>	<div>Sticky Note 47</div>	<div>Sticky Note 48</div>
<div>Sticky Note 49</div>	<div>Sticky Note 50</div>	<div>Sticky Note 51</div>	<div>Sticky Note 52</div>
<div>Sticky Note 53</div>	<div>Sticky Note 54</div>	<div>Sticky Note 55</div>	<div>Sticky Note 56</div>
<div>Sticky Note 57</div>	<div>Sticky Note 58</div>	<div>Sticky Note 59</div>	<div>Sticky Note 60</div>
<div>Sticky Note 61</div>	<div>Sticky Note 62</div>	<div>Sticky Note 63</div>	<div>Sticky Note 64</div>
<div>Sticky Note 65</div>	<div>Sticky Note 66</div>	<div>Sticky Note 67</div>	<div>Sticky Note 68</div>
<div>Sticky Note 69</div>	<div>Sticky Note 70</div>	<div>Sticky Note 71</div>	<div>Sticky Note 72</div>
<div>Sticky Note 73</div>	<div>Sticky Note 74</div>	<div>Sticky Note 75</div>	<div>Sticky Note 76</div>
<div>Sticky Note 77</div>	<div>Sticky Note 78</div>	<div>Sticky Note 79</div>	<div>Sticky Note 80</div>
<div>Sticky Note 81</div>	<div>Sticky Note 82</div>	<div>Sticky Note 83</div>	<div>Sticky Note 84</div>
<div>Sticky Note 85</div>	<div>Sticky Note 86</div>	<div>Sticky Note 87</div>	<div>Sticky Note 88</div>
<div>Sticky Note 89</div>	<div>Sticky Note 90</div>	<div>Sticky Note 91</div>	<div>Sticky Note 92</div>
<div>Sticky Note 93</div>	<div>Sticky Note 94</div>	<div>Sticky Note 95</div>	<div>Sticky Note 96</div>
<div>Sticky Note 97</div>	<div>Sticky Note 98</div>	<div>Sticky Note 99</div>	<div>Sticky Note 100</div>

200.00 x 64.64 in

Type here to search

ENG 14:30 27-04-2023

2.3 GROUP IDEAS

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File Edit View Window Help

20 minutes

All the travel expenses must be authorized by the management for proper use of resources and funds in a company. The management should be aware of all the expenses being incurred on travel and accordingly plan budgets and funds

The employees add all the details about the trip, from accommodations to transport, there will be no last-minute chaos regarding the travel or expenses. This also helps in faster reimbursements as it meets one of the accountable reimbursement plan criteria of all expenses being business-related.

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2.4 PRIORITIZE

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File Edit View Window Help

Ideas

no sharing your ideas while clustering similar or related notes as you go. Once all ideas have been grouped, give each cluster a sentence-like label. If a cluster is too big, try to break it up into smaller sub-groups.

After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

- 1. **Show the mural**
Share a share link to the mural with stakeholders to keep them in the loop about the outcomes of the session.
- 2. **Export the mural**
Export a copy of the mural as a PNG or PDF to attach to emails, include in slides, or save to your drive.

Keep moving forward

- 1. **Strategy blueprint**
Define the components of a new idea or strategy.
[Open the template](#)
- 2. **Customer experience journey map**
Understand customer needs, motivations, and obstacles for an experience.
[Open the template](#)
- 3. **Strengths, weaknesses, opportunities & threats**
Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.
[Open the template](#)

[Share template feedback](#)

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.

20 minutes

Importance

How important are your ideas? How much effort will it take to implement them?

Feasibility

How feasible are your ideas? How easy will it be to implement them?

Tip

Participants can use their own ideas to plot and share ideas. The facilitator can confirm the space for voting the top priority ideas by placing the ideas on the top-right corner.

Tip

Add contextual tags to sticky notes to make it easier to find, browse, organize, and export/import data as needed when you need.

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Type here to search

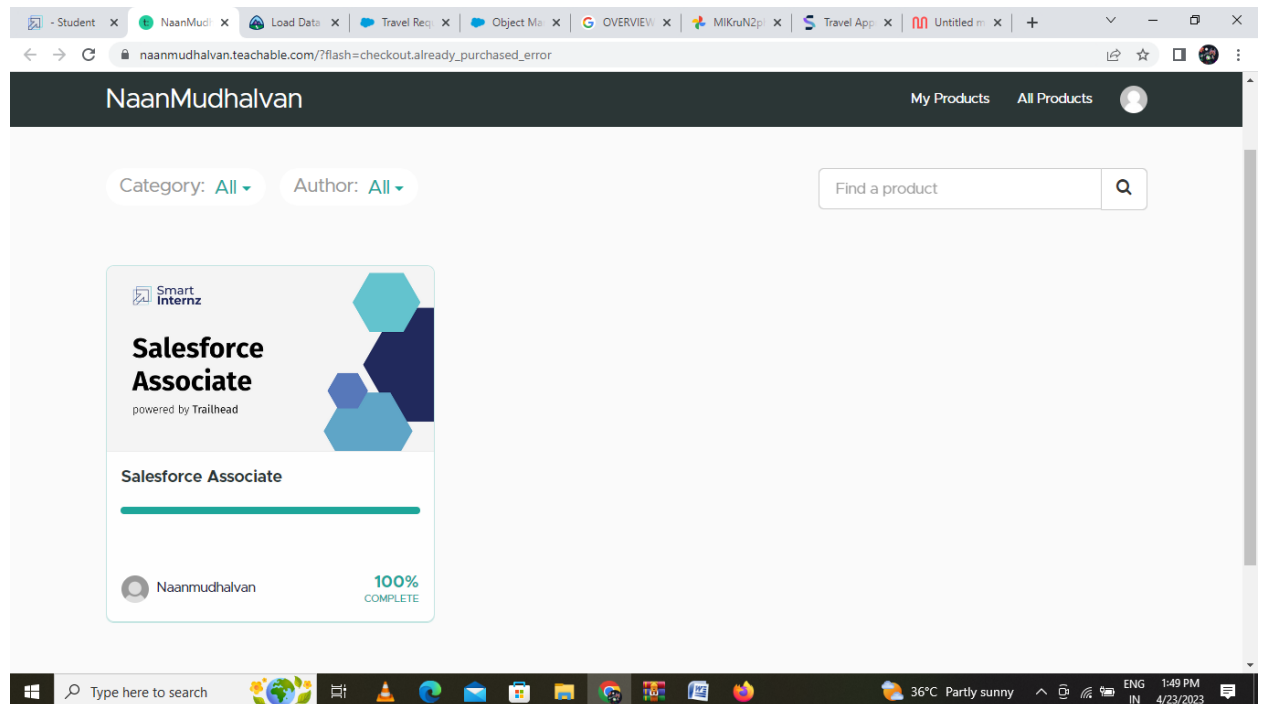
14:32 27-04-2023

3 RESULT

3.1 DATA MODE

OBJECT NAME	FIELD IN THE OBJECT	
Department	Field lable	Data type
	Department Code	Text(10) (Unique Case Sensitive)
Expenche Item	Field lable	Data type
	Amount	Currency(16, 2)
	Expense Type	Picklist
	Travel Approval	Master-Detail(Travel Approval)
Travel Approval	Field lable	Data type
	Department	Lookup(Department)
	Destination State	Text(2)
	Out-of-State	Checkbox
	Purpose of Trip	Text Area(255)
	Status	Picklist
	Status Indicator	Formula (Text)
	Total Expenses	Roll-Up Summary (SUM Expense Item)
	Trip End Date	Date
	Trip Start Date	Date

3.2 Activity and Screenshot



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First Section
✓ 24 / 24 complete

- Discover Salesforce Customer 360 [Review](#)
- Get to Know Customer 360 [Review](#)
- Introduction to trailhead [Review](#)
- Salesforce platform basics [Review](#)
- Exposure to Contacts [Review](#)
- App Exchange Basics [Review](#)
- Deep Dive Into App Exchange [Review](#)
- What is Salesforce and CRM? [Review](#)
- Search solutions basics [Review](#)

100% COMPLETE

Naanmudhalvan

Teach online with **teachable**

Milestone 1- Create Salesforce Org:

govtartscollegemur50-dev-ed.develop.my.salesforce.com

salesforce

Username
kaniva_karthikeyan00002002@govtartscollege.com

Password
.....

[Log In](#)

☒ Remember me

[Forgot Your Password?](#)

Sell, market, and service with the world's #1 CRM.

Welcome to the Salesforce Customer Success Platform. Our new Lightning Platform gives you the fastest, most complete way to put your customers at the centre of everything you do.

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[Marketing](#)

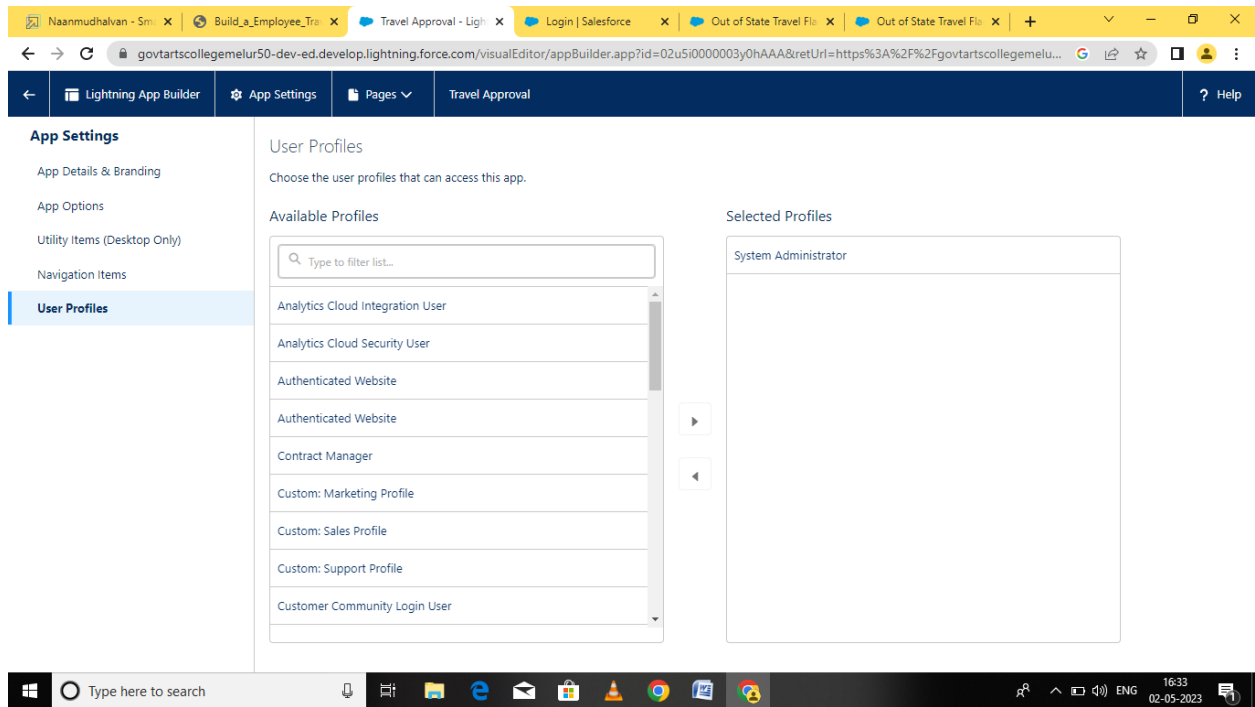
[Service](#)

[Sales](#)

Jay Sharma
Loyalty Member

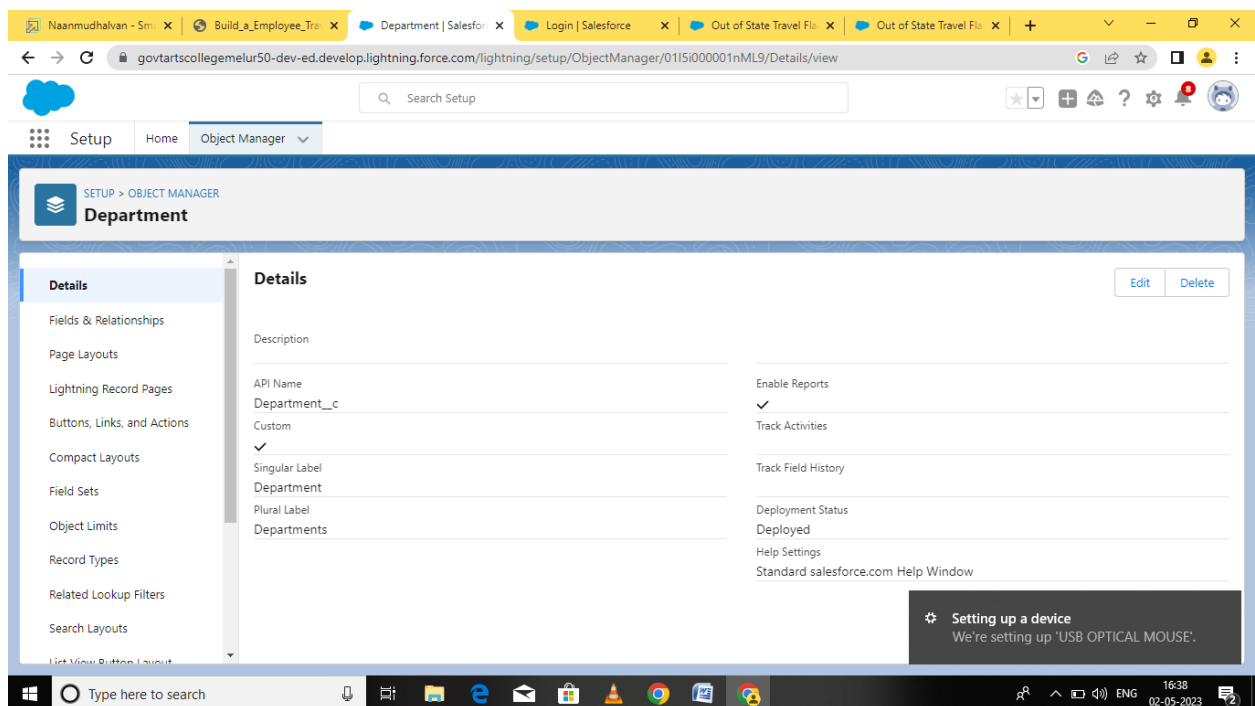
20% OFF
sitewide for loyal customers

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Milestone 3

Activity-1: Custom Object Creation



Naanmudhalvan - Sm... x Build_a_Employee_Tre... x TravelApproval | Sales... x Login | Salesforce... x Out of State Travel Fil... x Out of State Travel Fil... x +

govtartscollegemur50-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115i000001nMLO/Details/view

Setup Home Object Manager

SETUP > OBJECT MANAGER
TravelApproval

Details Edit Delete

Fields & Relationships
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

Details

Description

API Name
TravelApproval_c

Custom
✓

Singular Label
TravelApproval

Plural Label
TravelApprovals

Enable Reports
✓

Track Activities

Track Field History

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

Type here to search

16:39 02-05-2023

Naanmudhalvan - Sm... x Build_a_Employee_Tre... x Expense Item | Salesfo... x Login | Salesforce... x Out of State Travel Fil... x Out of State Travel Fil... x +

govtartscollegemur50-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115i000001nMtE/Details/view

Setup Home Object Manager

SETUP > OBJECT MANAGER
Expense Item

Details Edit Delete

Fields & Relationships
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

Details

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

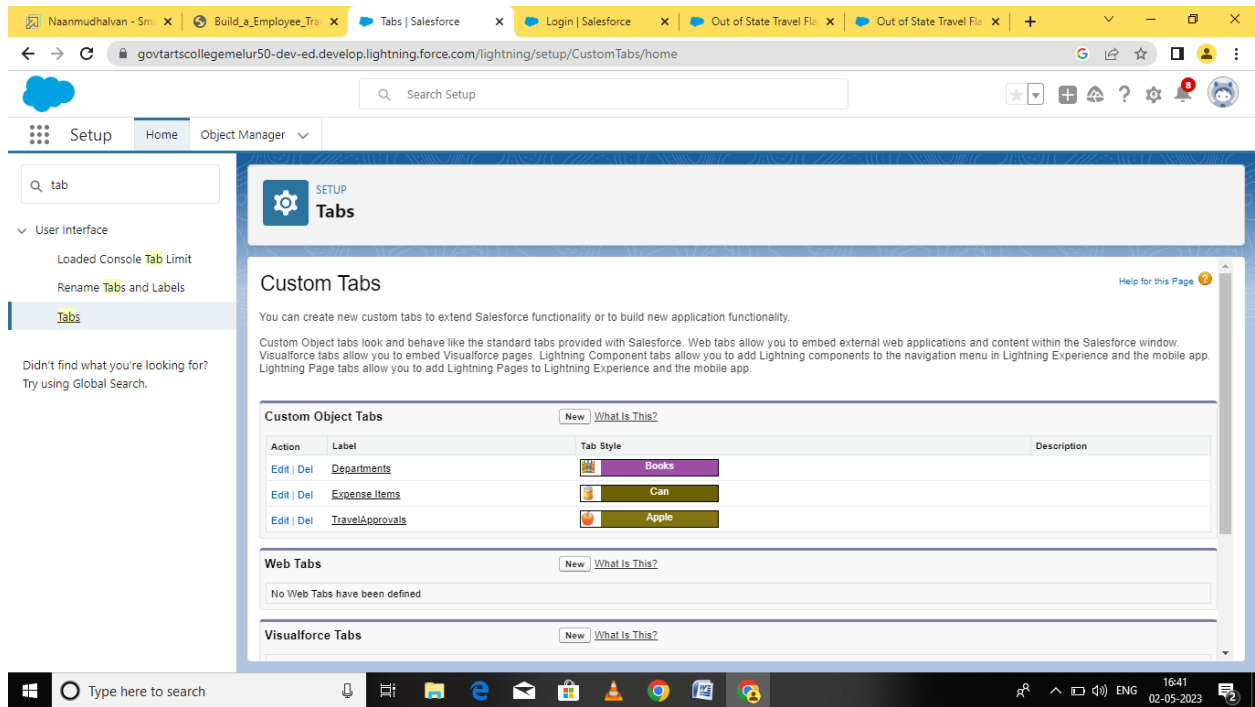
Help Settings
Standard salesforce.com Help Window

Type here to search

16:39 02-05-2023

Activity-2:

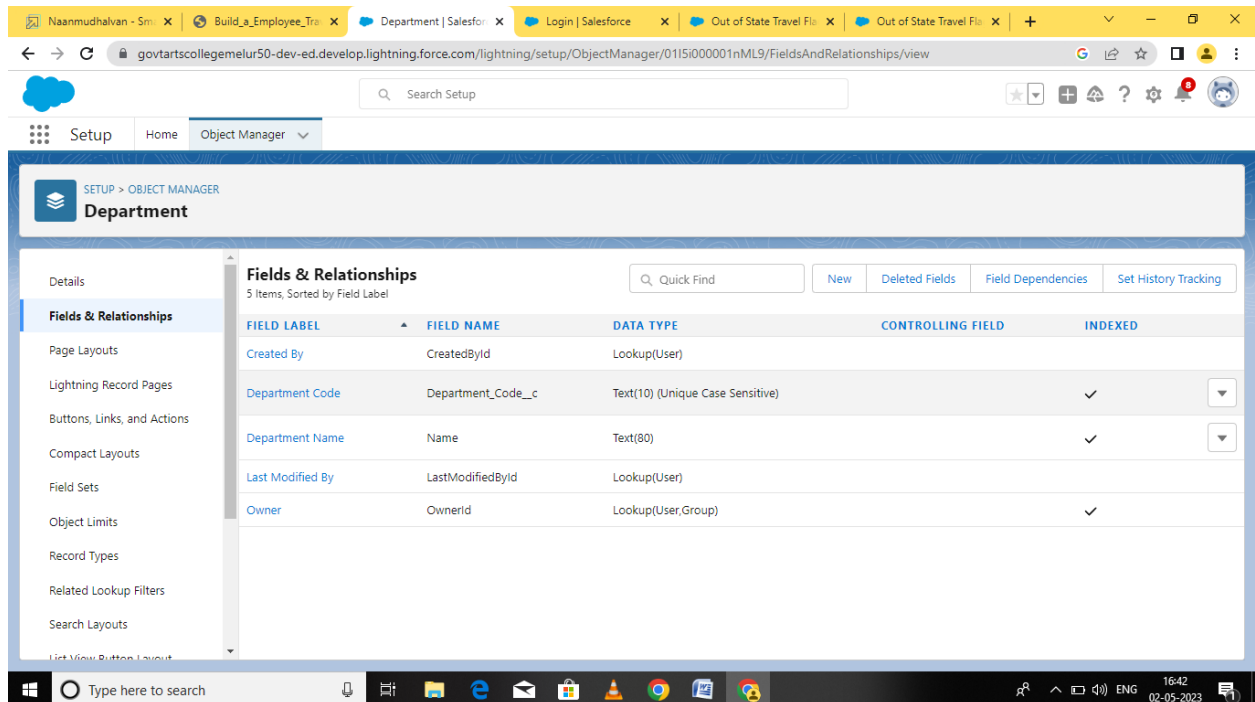
Create 3 custom objects and tabs



The screenshot shows the Salesforce Setup interface for Custom Tabs. The left sidebar has a search bar with "tab" entered and a list of categories including "User Interface". The main content area is titled "Custom Tabs" and includes a "Help for this Page" link. Below the title, there is a descriptive paragraph about custom tabs. The interface is divided into three sections: "Custom Object Tabs", "Web Tabs", and "Visualforce Tabs". The "Custom Object Tabs" section contains a table with three entries: "Departments", "Expense Items", and "TravelApprovals". Each entry has an "Action" column with "Edit" and "Del" links, a "Label" column, a "Tab Style" column with a corresponding icon and name (Books, Can, Apple), and a "Description" column.

Action	Label	Tab Style	Description
Edit Del	Departments	Books	
Edit Del	Expense Items	Can	
Edit Del	TravelApprovals	Apple	

Milestone 4 Create- Fields& Relationships :



The screenshot shows the Salesforce Setup interface for Fields & Relationships. The left sidebar has a search bar and a list of categories including "Details", "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 main content area is titled "Fields & Relationships" and includes a "Quick Find" search bar and buttons for "New", "Deleted Fields", "Field Dependencies", and "Set History Tracking". Below the title, there is a table with five entries: "Created By", "Department Code", "Department Name", "Last Modified By", and "Owner". Each entry has a "FIELD LABEL" column, a "FIELD NAME" column, a "DATA TYPE" column, a "CONTROLLING FIELD" column, and an "INDEXED" column with a checkbox and a dropdown arrow.

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Department Code	Department_Code__c	Text(10) (Unique Case Sensitive)		✓
Department Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

Naanmudhalvan - Sm... Build_a_Employee_Tri... TravelApproval | Sales... Login | Salesforce... Out of State Travel Fil... Out of State Travel Fil... + -

govtartscollegemur50-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115i000001nMLO/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER
TravelApproval

Details

Fields & Relationships
15 Items, Sorted by Field Label

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)		
Department	Department__c	Lookup(Department)		✓
Destination State	Destination_State__c	Text(2)		
Expense type	Expense_type__c	Picklist		
Last Modified By	LastModifiedById	Lookup(User)		
Out-of-State	Out_of_State__c	Checkbox		
Owner	OwnerId	Lookup(User,Group)		✓

Type here to search

16:43 02-05-2023

Naanmudhalvan - Sm... Build_a_Employee_Tri... TravelApproval | Sales... Login | Salesforce... Out of State Travel Fil... Out of State Travel Fil... + -

govtartscollegemur50-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115i000001nMLO/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER
TravelApproval

Details

Fields & Relationships
15 Items, Sorted by Field Label

Quick Find New Deleted Fields Field Dependencies Set History Tracking

Owner	OwnerId	Lookup(User,Group)		✓
Purpose of Trip	Purpose_of_Trip__c	Text Area(255)		
Status	Status__c	Picklist		
Status Indicator	Status_Indicator__c	Formula (Text)		
Total Expenses	Total_Expenses__c	Roll-Up Summary (SUM Expense Item)		
Travel Approval#	Name	Auto Number		✓
Trip End Date	Trip_End_Date__c	Date		
Trip Start Date	Trip_Start_Date__c	Date		

Type here to search

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govtartscollegemelur50-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/0115000001nMtE/FieldsAndRelationships/view

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
Search Layouts
List View Button Layout

Fields & Relationships
6 Items, Sorted by Field Label

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)		
TravelApproval	TravelApproval__c	Master-Detail(TravelApproval)		✓

Type here to search

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Milestone 5-Import Departments

Activity-1:

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govtartscollegemelur50-dev-ed.develop.lightning.force.com/lightning/setup/DataManagementDataImporter/home

Setup Home Object Manager

Data Import Wizard [Help for this page](#)

Recent Import Jobs

Status	Object	Records Created	Records Updated	Records Failed	Start Date	Processing Time (ms)
Closed	Department	1	0	299	05-02-2023 05:51	391

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](#)

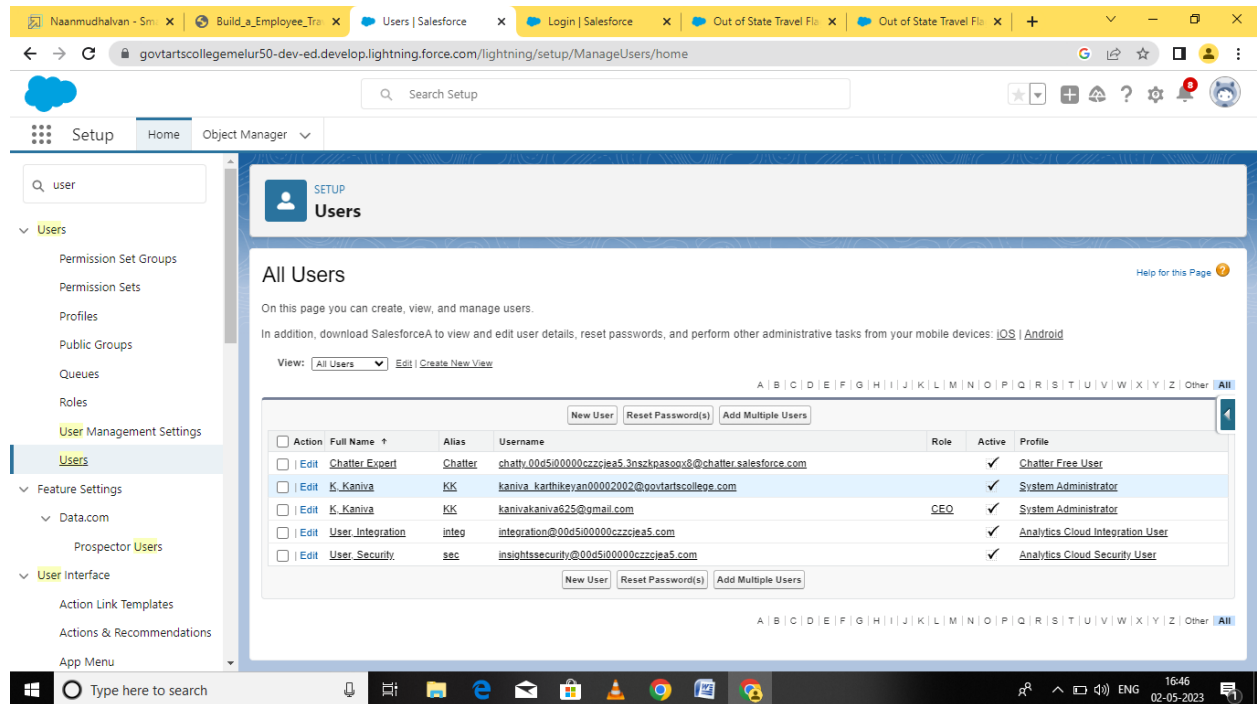
Make sure your field names match Salesforce field names
You'll be required to map your data fields to Salesforce data fields. Data in unmapped fields is not imported. [View a list of Salesforce data fields.](#)

Don't import too many records at once
Using the Data Import Wizard, import up to 50,000 records at a time. Importing too many records can slow down your org for all users, especially during periods of peak usage.

Type here to search

16:44 02-05-2023

Milestone 6-Customize User Interface

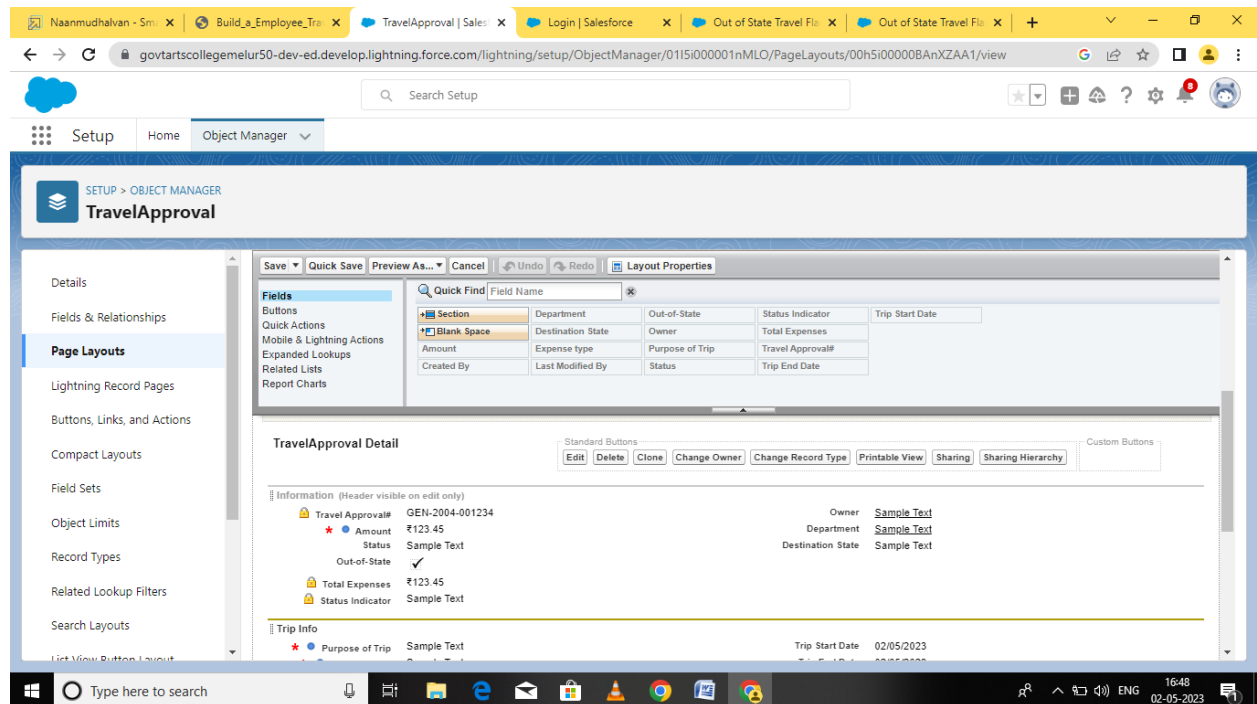


The screenshot shows the Salesforce Setup interface for the 'Users' section. The left sidebar contains a navigation menu with 'Users' selected. The main content area is titled 'All Users' and includes a table of users. The table has columns for Action, Full Name, Alias, Username, Role, Active, and Profile. The users listed are Chatter Expert, K_Kaniva, K_Kaniva, User Integration, and User Security. The bottom of the screen shows a Windows taskbar with various application icons and a search bar.

Action	Full Name	Alias	Username	Role	Active	Profile
<input type="checkbox"/> Edit	Chatter Expert	Chatter	chatter_00d5i00000czzcpea5.3nszknasoo@chatter.salesforce.com		✓	Chatter Free User
<input type="checkbox"/> Edit	K_Kaniva	KK	kaniva_karthikeyan0002002@govtartscollege.com		✓	System Administrator
<input type="checkbox"/> Edit	K_Kaniva	KK	kanivakaniva625@gmail.com	CEO	✓	System Administrator
<input type="checkbox"/> Edit	User Integration	integ	integration@00d5i00000czzcpea5.com		✓	Analytics Cloud Integration User
<input type="checkbox"/> Edit	User Security	sec	insightsecurity@00d5i00000czzcpea5.com		✓	Analytics Cloud Security User

Milestone 7- Use customization

Activity -1: Customize Travel Approval Object Page layout



The screenshot shows the Salesforce Setup interface for the 'TravelApproval' object page layout. The left sidebar contains a navigation menu with 'Page Layouts' selected. The main content area is titled 'TravelApproval Detail' and includes a table of fields and a section for 'Trip Info'. The table has columns for Section, Field Name, and Field Type. The fields listed are Department, Out-of-State, Status Indicator, Trip Start Date, Destination State, Owner, Total Expenses, Expense type, Purpose of Trip, Travel Approval#, Amount, Last Modified By, Status, and Trip End Date. The 'Trip Info' section shows details for a specific record, including the purpose of the trip, amount, and status.

Section	Field Name	Field Type
Blank Space	Department	Text
	Out-of-State	Text
	Status Indicator	Text
	Trip Start Date	Text
	Destination State	Text
	Owner	Text
	Total Expenses	Text
	Expense type	Text
	Purpose of Trip	Text
	Travel Approval#	Text
	Amount	Text
	Last Modified By	Text
	Status	Text
	Trip End Date	Text

TravelApproval Detail

Information (Header visible on edit only)

Travel Approval# GEN-2004-001234

Amount ₹123.45

Status Sample Text

Out-of-State ✓

Total Expenses ₹123.45

Status Indicator Sample Text

Trip Info

Purpose of Trip Sample Text

Trip Start Date 02/05/2023

Milestone 8-Add Business Logic to Travel App

Activity-1: Create Validation Rule

The screenshot shows the Salesforce Setup interface for the 'TravelApproval' object. The left sidebar lists various setup options, with 'Validation Rules' selected. The main content area displays the 'Validation Rule' configuration page. The 'Error Message' section is visible, showing an example message: 'Trip end date must be greater than or equal to start date'. The 'Functions' section on the right lists available functions, including ABS, ACOS, ADDMONTHS, AND, ASCII, and ASIN. The 'Error Condition Formula' section contains the formula: `Trip_End_Date__c < Trip_Start_Date__c`. The 'Error Message' section contains the text: 'Trip end date must be greater than or equal to start date'.

Activity-2: Create RollUp Summary Fields

The screenshot shows the Salesforce Setup interface for the 'TravelApproval' object. The left sidebar lists various setup options, with 'Fields & Relationships' selected. The main content area displays the 'Fields and Relationships' configuration page. The 'Field Information' section is visible, showing the 'Field Label' as 'Total Expenses' and the 'Field Name' as 'Total_Expenses'. The 'Data Owner' is set to 'User'. The 'Field Usage' is set to 'None'. The 'Data Sensitivity Level' is set to 'None'. The 'Compliance Categorization' section shows a list of categories: PII, HIPAA, GDPR, and PCI. The 'Roll-Up Summary Options' section is visible at the bottom, showing the 'Data Type' as 'Roll-Up Summary' and the 'Calculation Options' as 'Automatic calculation (Recommended)'.

Activity-3: Create Formula Fields

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govtartscollegemelur50-dev-ed.develop.lightning.force.com/lightning/setup/StaticResources/home

Search Setup

Setup Home Object Manager

Q static

Custom Code

Static Resources

Didn't find what you're looking for? Try using Global Search.

Static Resources

Use static resources to upload content that you want to reference in a Visualforce page, including .zip and .jar files, images, stylesheets, JavaScript, and other files.

View: All Create New View

Action	Name	Namespace Prefix	Description	MIME Type	Size	Created By Alias	Created Date	Last Modified Date	Cache Control
Edit Del	StatusImages			application/x-zip-compressed	39,130 KB		02/05/2023	02/05/2023, 11:54 am	Public

Type here to search

16:52 02-05-2023

Milestone 10

Activity Add Report

Naanmudhalvan - Sm... Build_a_Employee_Tra... Reports | Salesforce Login | Salesforce Out of State Travel Fil... Out of State Travel Fil...

govtartscollegemelur50-dev-ed.develop.lightning.force.com/lightning/o/Report/home?queryScope=mru

Travel Approval Dashboards Reports TravelApprovals Departments Expense Items

Reports Recent 2 items

Search recent reports... New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Travel Requests by Department		Public Reports	Kaniva K	2/5/2023, 12:49 pm	
Created by Me	New Accounts Report		Private Reports	Kaniva K	1/5/2023, 9:13 pm	
Private Reports						
Public Reports						
All Reports						
FOLDERS						
All Folders						
Created by Me						
Shared with Me						
FAVORITES						
All Favorites						

Type here to search

Naanmudhalvan - Sm... Build_a_Employee_Tra... Report Builder | Salesf... Login | Salesforce Out of State Travel Fil... Out of State Travel Fil...

govtartscollegemelur50-dev-ed.develop.lightning.force.com/one.app#eyJjb21wb25lbnREZWYiOiJyZXBvcnRzOnJlcG9ydEJ1aWxkZXIlLCJhdHRyaWJ1dGVzjp7InJ...

Travel Approval Dashboards Reports TravelApprovals Departments Expense Items

REPORT Travel Requests by Department TravelApprovals

Previewing a limited number of records. Run the report to see everything. Update Preview Automatically

Department Trip Start Date Trip End Date TravelApproval: Travel Approval# Status Out-of-State Destination State

No records returned. Try editing report filters:

- Show All travelapprovals.
- Edit other filters in the filter panel.

Row Counts Detail Rows Subtotals Grand Total Conditional Formatting

Milestone 11- Dashboards:

The image displays two screenshots from a Salesforce environment. The top screenshot shows the Flow Builder interface for a flow named "Out of State Travel Flag - V1". The flow starts with a "Start" event (Record-Triggered Flow) for the "TravelApproval" object, triggered by "A record is created or updated". It then enters a decision diamond labeled "Is Travel Out of State?". If the answer is "Yes Out of State", it leads to an "Update Records" action to update the "Travel Approval Record". If the answer is "In State", it leads to another "Update Records" action to update the "Travel Approval Record". The bottom screenshot shows a "Travel Requests Dashboard" with two charts. The "Travel Requests by Department" chart is a horizontal bar chart showing record counts for various departments. The "Travel Requests by Month" chart is a stacked bar chart showing record counts for each month from January 2019 to October 2019, categorized by "Out-of-State" status (false/true).

Travel Requests by Department

Department	Record Count
Audit Services	15
Contract Management	15
Disability Determination Bu...	15
Division of Aging	15
Division of Disability and R...	12
Division of Family Resources	12
Division of Finance	18
Division of Mental Health a...	12
Human Resources	8
Legislative Services	8
Office of Communications ...	8
Office of Early Childhood a...	18

Travel Requests by Month

Month	Out-of-State (false)	Out-of-State (true)
January 2019	~40	~40
February 2019	~40	~40
March 2019	~40	~40
April 2019	~40	~40
May 2019	~40	~40
June 2019	~40	~40
July 2019	~40	~40
August 2019	~40	~40
September 2019	~40	~40
October 2019	~40	~40

4 Trailhead Profile & Public

Team lead – <https://trailblazer.me/id/kanik121>

Team member 1 – <https://trailblazer.me/id/gomam10>

Team member 2 – <https://trailblazer.me/id/deivv>

Team member 3 – <https://trailblazer.me/id/mmanimaran4>

5 ADVANTAGES & DISADVANTAGE

Advantages

- Travel opportunities with work will allow you to see places that you may not have seen before and experience new countries and cultures.
- Many employers are also flexible around holidays when travelling and will allow you to schedule in some sightseeing time around your work.

Disadvantage

- Expensive – Roundtrip tickets, hotel accommodation, meals and reservations.
- They are the popular expenditures of executives out on a small business trip
- Though these expenses usually do not come inexpensive, business travel also lasts to get a couple of days.

6 APPLICATIONS

- User personal area. A travel app is a tool for personal use.

- Third-party data aggregation.
- Search function and filters.
- Navigation and geolocation.
- Booking function
- Itinerary planner.
- Notifications on important events.

7 CONCLUSION

Here, I have come to the end of the project on the topic [Build a Employee Travel Approval Application for corporate structure](#). I tried my best to include all the necessary points that are required related to the given topic.

8 FUTURE SCOPE

Studying tourism can open up a number of lucrative job options, from becoming a travel agent to working in hotel management. Topics like destination marketing, customer service, and event management are frequently covered in tourism courses.