Project Report Template

Introduction:

Overview:

A Travel approval application is a function within expense management software. What this allows you to do is set an approval system before funds from your corporate credit program are given to your employees.

So now, instead of hoping that all your employees have read the financial company policy and are accustomed to them, you can make sure that no money is spent without financial controllers checking the transactions first. The best part is that all of this can be done remotely from wherever you are, using just the volopay platform.

For example, if john is a sales employee at your company who requires funds to trael to a client location, he must first issue a request on the volopay platform.   Once the request is approved by the approvers your organization had set previousluy, only then will the funds be transferred to john's volopay corporate credit card.
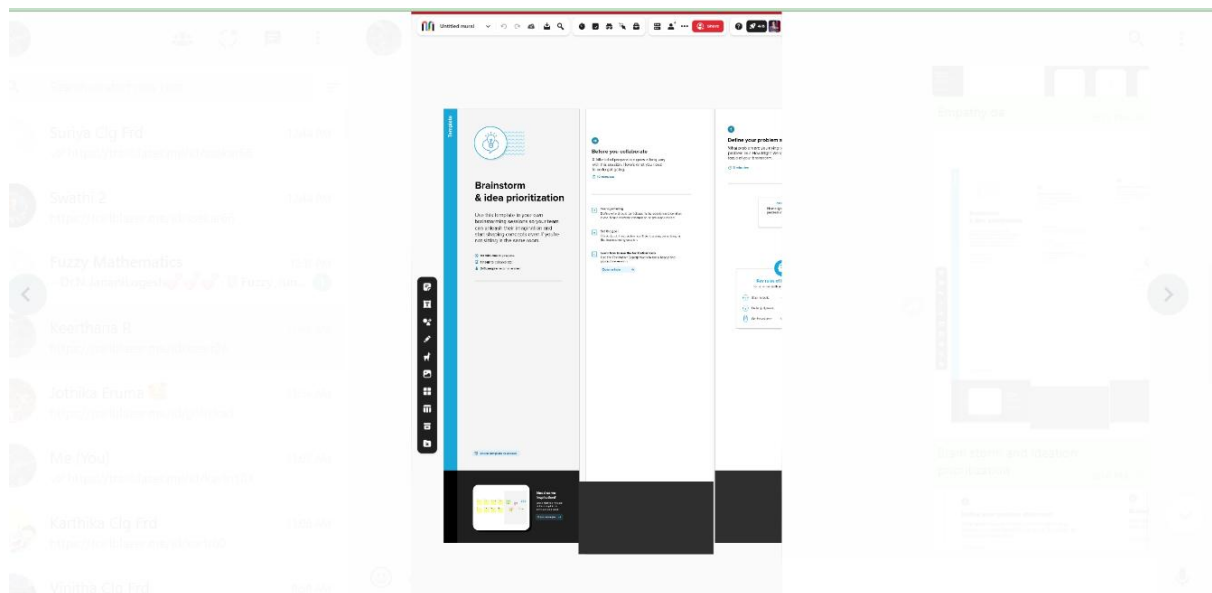
Purpose:

Travel request forms are designed to give management an overview of the intended business trip from both a cost and strategic point of view.   The fields that typically appear on a travel request form include; Employee name and contact information.
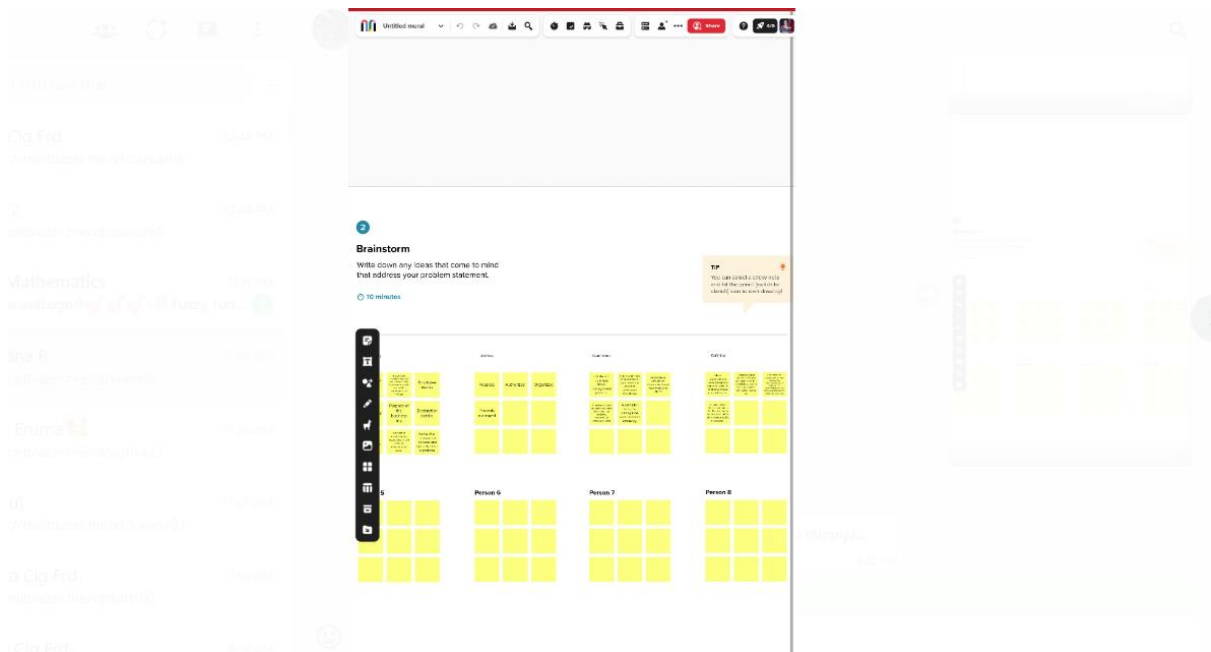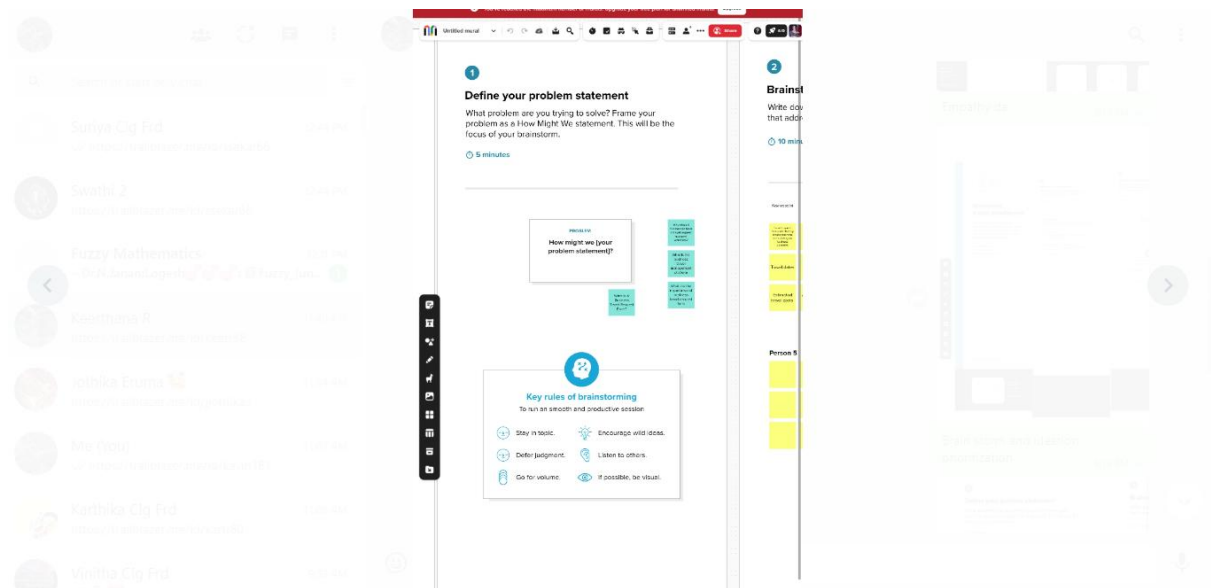
2.Problem Definition and Desigb Thinking:-

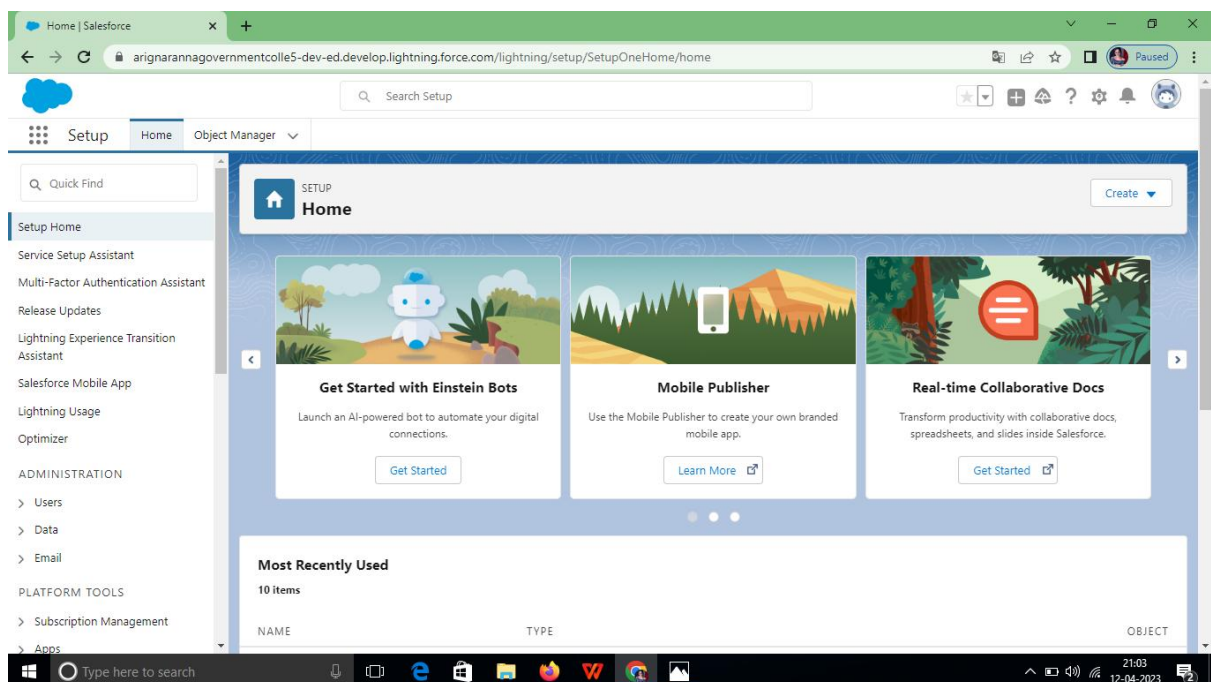## 2.1. Empathy Map
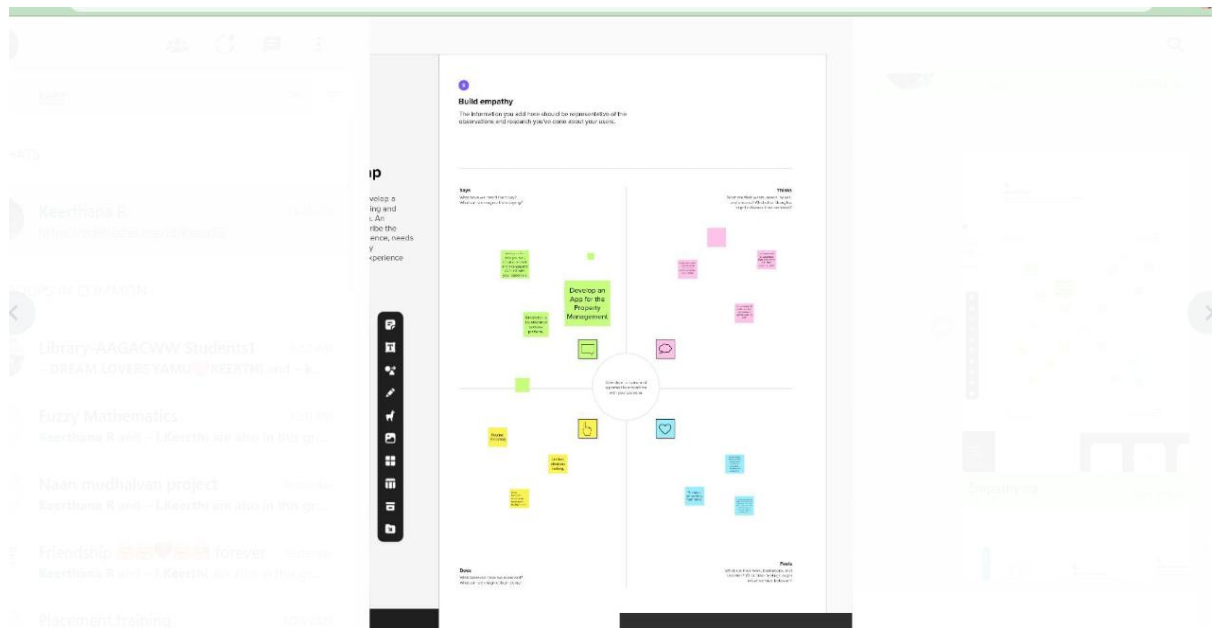
2.2 Ideation and Brainstorming map Screeshort:

3. Result:-

3.1 Data Model:-

Object Name	Fields in the object
Object-1	Field label:Amount Data Type:currency
Object-2	Field Label:Expense type Data Type:Piclist
Object-3	Field label:Travel Approval

	Data Type:Master-Detail Relationship

Create salesforce Org-creating Developer Account:

Custom Object Creation:

Create Department Object:

Create Travel Approval Object:

What is a Tab?

Users:

Add Business Logic to Travel App:

Report:

Dashboards:

Trailhead Profile public URL

Team Lead- https://trailblazer.me/id/kavin181

Team member 1- https://trailblazer.me/id/kartr80

Team member 2- https://trailblazer.me/id/jjothika3

Team member 3- https://trailblazer.me/id/keerr36

Advantages:

1. Approvals on time:

The entire process of planning and managing a trip is a long and stressful process. This means your employees need to spend hours looking for travel options, By automating the approval workflow, you can simplify the process. Your employees no longer have to run behind a manager or finance team for approvers.

2. Customize approval application:

The approval process can differ from company to company. Using expense management software, you can customize the workflow based on your organization**.** You can set up multiple workflows within your organization, that will allow you to better manage your expense approval requests.

3.   Increase compliance and reduce costs:

A well-defined expense approval workflow will help in reducing non-policy-compliant expenses in your firm. You can now prevent expense frauds such as duplicate bills, overstated expenses, non-policy complaint items, manipulated invoices, etc.

4.   Faster process:

Most expense management software comes with mobile capabilities. This means approvers get notified of the travel requests sent by employees, which they can approve or reject fast. This reduces approval time and enhances the expense management process in your firm.

Disadvantages:

if you do not have a travel request approval workflow in place, your company could face the following challenges:

- It isn't easy to manage expenses with a traditional expense approval process where spreadsheets and emails are used.
- The key information will not reach the relevant person if emails and spreadsheets are used.
- Without a travel request approval workflow, you have no control over travel costs and could overshoot the budget.
- Without proper approval and planning, there are chances for last-minute chaos

- Things are slow in a manual expense approval process

Conclution:

In the project we are create application for the travel approval for corporate company and it is very use full for every one.

Features:

- If the requester specifies the estimated travel cost.
- The estimated travel cost is less than the maximum travel cost allowed.
- Travel advance requested by the requester is less than a predfined value.