BUILD A EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

1. INTRODUCTION

1.1 Overview

Our project report outlines the process and procedures involved in managing travel requests and approvals in an organization. The purpose of this project is to streamline the travel approval process and make it more efficient and cost-effective for the organization.

1.2 Purpose

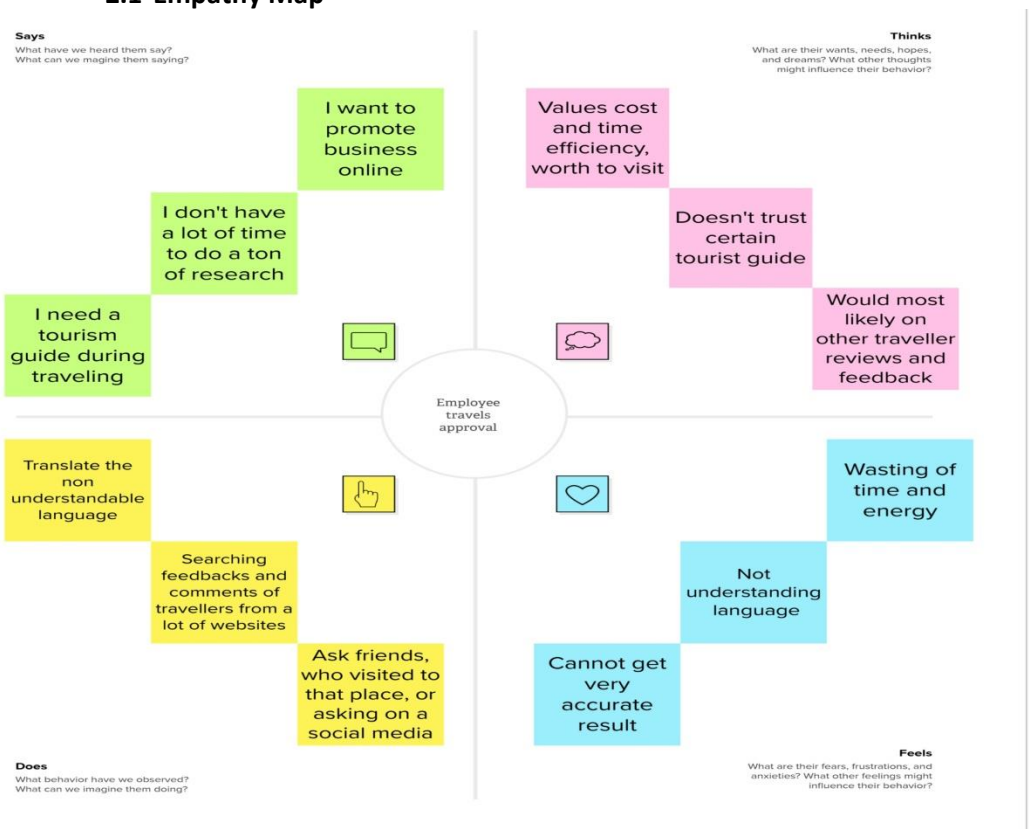
This type of project would typically involve the development and implementation of a software application or online platform that allows employees to submit travel requests, including information such as the purpose of the trip, destination, dates, and estimated costs. The system would also include an approval workflow, where managers or other designated personnel can review and approve or deny the requests based on budgetary constraints, business need, or other factors.

Benefits of a travel approval project can include better visibility and control over employee travel expenses, increased compliance with company travel policies, and streamlined communication between employees and management regarding travel plans.

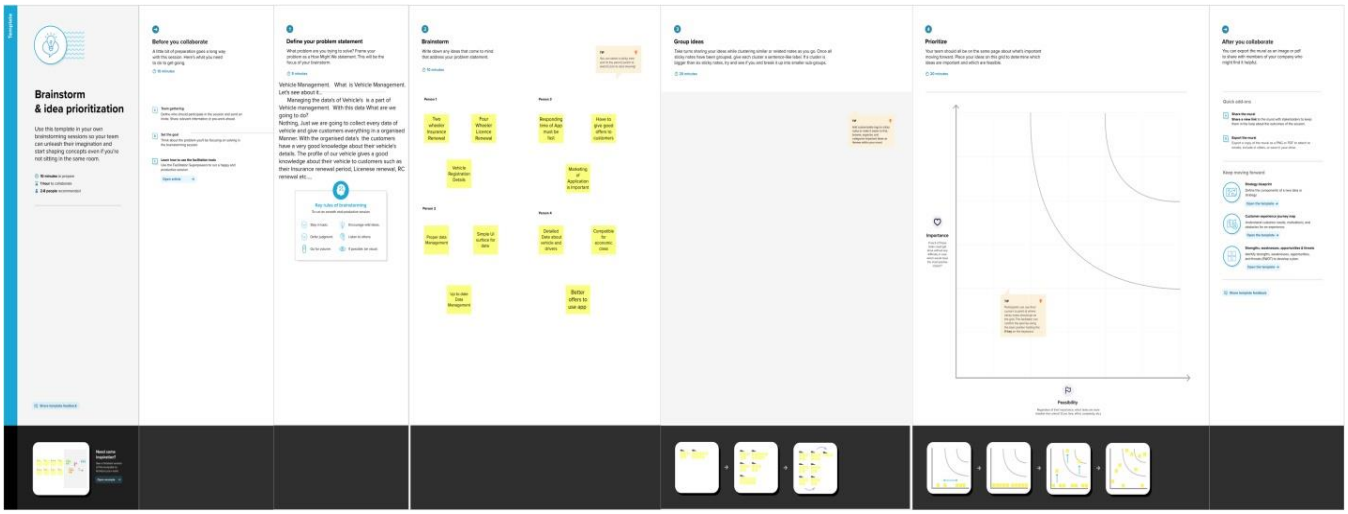
Overall, the specific use and benefits of a travel approval project would depend on the goals and requirements of the organization implementing it.

2. PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy Map



2.2 Ideation & Brainstroming Map



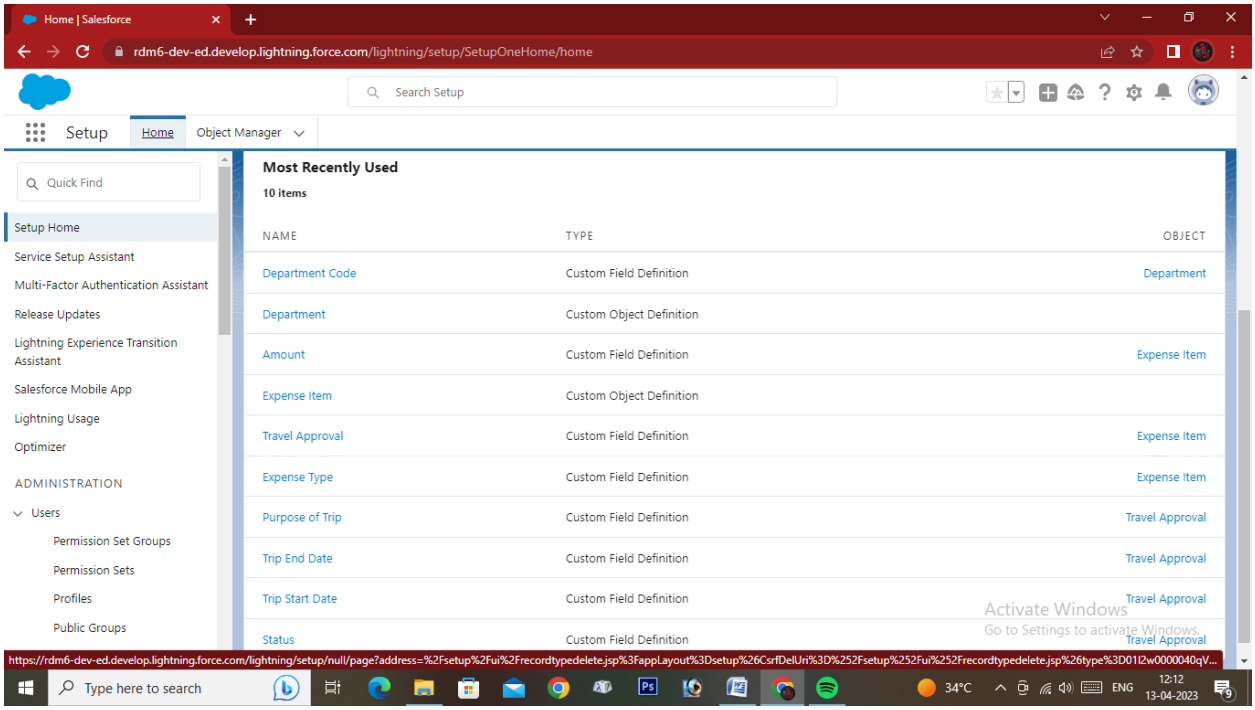
3. RESULT

2.3 Data Model

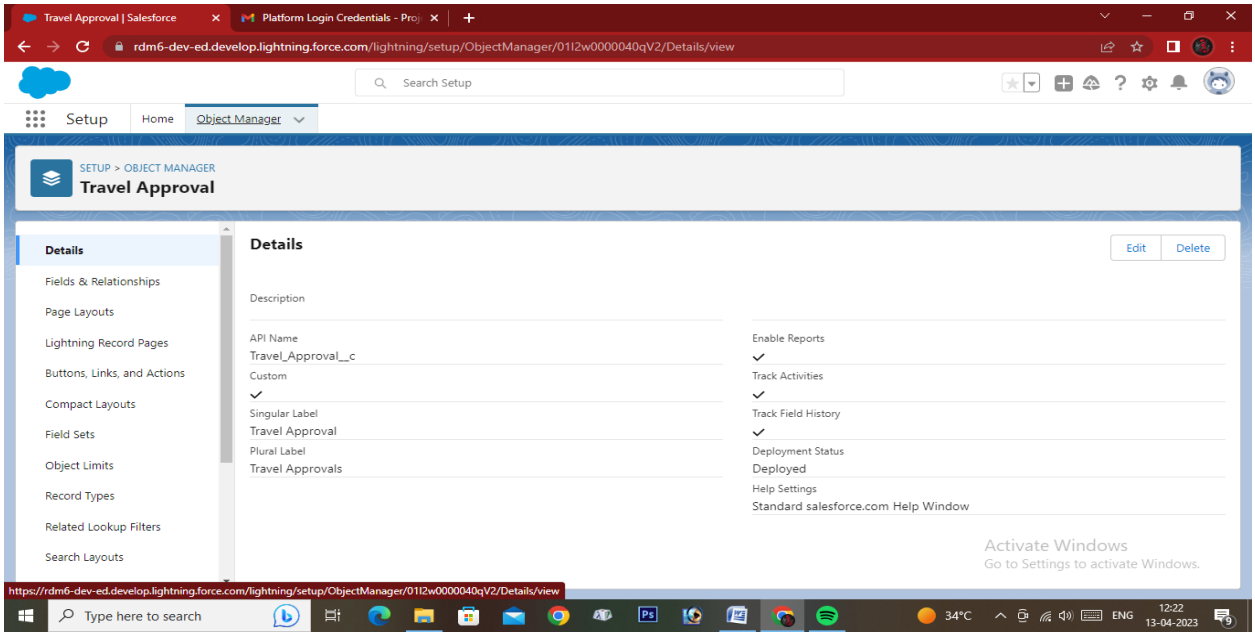
Object Name	Fields in the Object
Travel Approval	**Field Label** / **Data Type** Department — Lookup Destination Date — Text Out-Of-State — Checkbox Purpose of Trip — Text Area Status — Picklist Status Indicator — Formula Total Expenses — Roll-up Summary Travel Approval # — Auto Number Trip End Date — Date Trip Start Date — Date
Expense Item	**Field Label** / **Data Type** Amount — Currency Expense Item Number — Auto Number Expense Type — Picklist Travel Approval — Master-Detail
Department	**Field Label** / **Data Type** Department Cod — Text Department Name — Text

2.4 Activity Screenshots

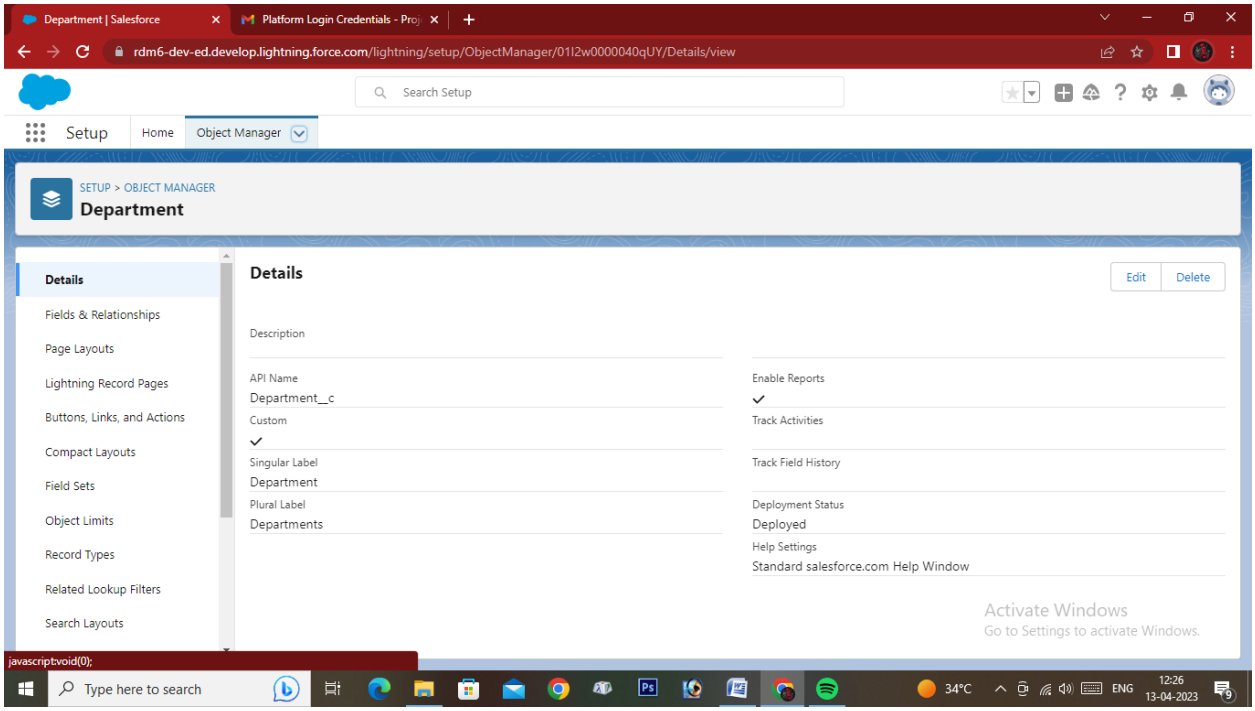
- Home Page of Salesforce Account



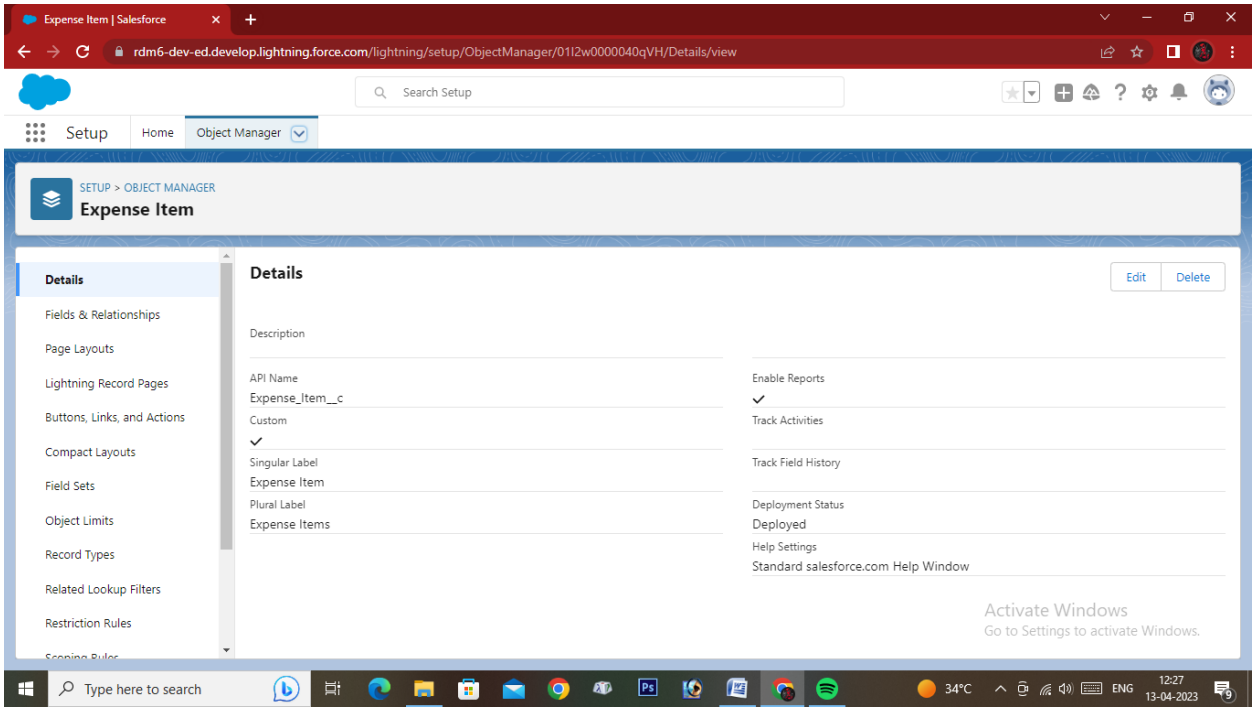
- Custom Object - Travel Approval



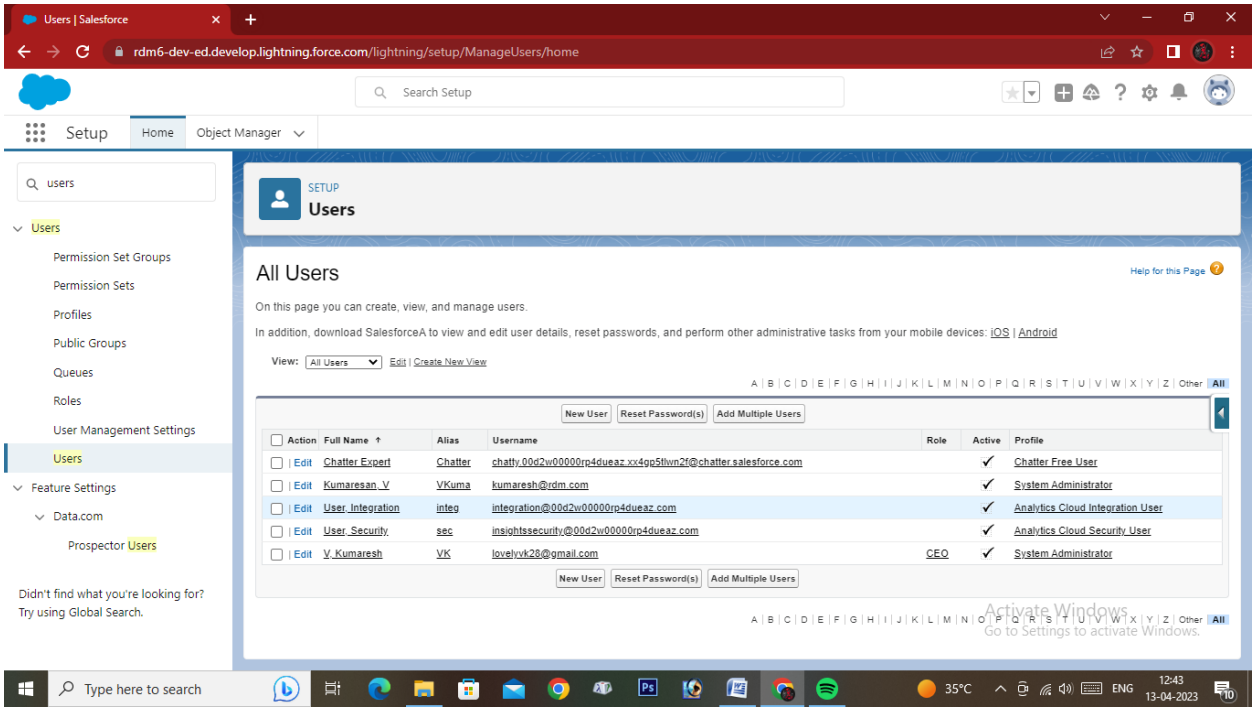
➢ Custom Object - Department



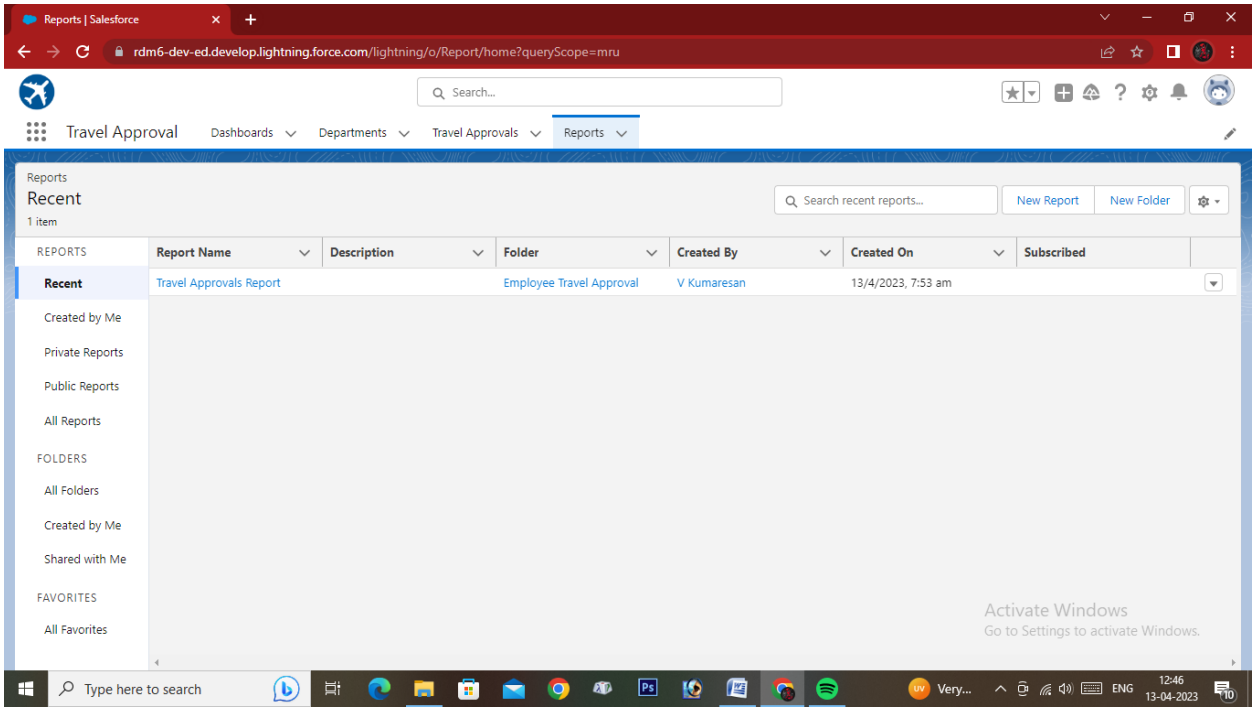
➢ Custom Object - Expense Item



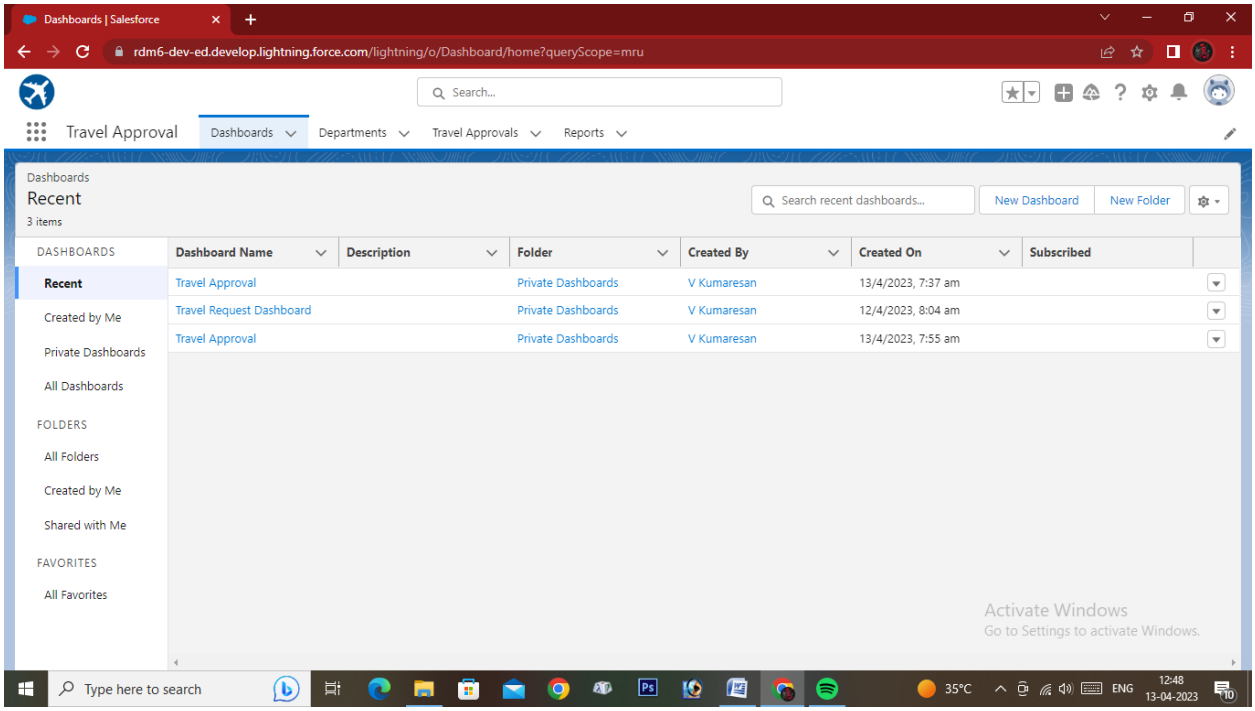
➢ Users



➢ Reports



- Dashboards



4. Trailhead Profile Public URL

- **Team Leader** - **https://trailblazer.me/id/svasanthakumar2**
- **Team Member 1** - **https://trailblazer.me/id/kumaresh28**
- **Team Member 2** - **https://trailblazer.me/id/vmaruthupandiyan**
- **Team Member 3** - **https://trailblazer.me/id/mathi25**

5. Advantages & Disadvantages

ADVANTAGES	DISADVANTAGES
A travel approval application can streamline the entire process of employee travel approval.	Developing and implementing a travel approval application can be expensive. Organizations need to invest in the necessary technology, software, and personnel to build and maintain the application.
By automating the travel approval process, organizations can reduce the time and effort required to manage travel requests.	Some employees and managers may be resistant to using a new travel approval system, especially if they are used to the existing process.
A travel approval application can help organizations save money by enforcing travel policies, reducing unnecessary travel, and optimizing travel arrangements to minimize costs.	A travel approval application is reliant on technology and software, which can be prone to technical issues such as downtime or system crashes. This can cause delays and frustration for employees and managers.

ADVANTAGES	DISADVANTAGES
The application can provide real-time visibility into travel requests, approvals, and expenses. This helps organizations stay on top of travel-related activities and make informed decisions based on accurate data.	Organizations will need to invest time and resources in training employees and managers on how to use the new travel approval system. This can be time-consuming and may require additional resources.
A travel approval application can help organizations ensure compliance with travel policies, regulations, and legal requirements.	The travel approval application will store sensitive employee and company data, so it must be designed to ensure data security and protect against cyber threats.

6. Applications

- An employee travel approval application can also be used as a part of HR management to track employee leaves, travel, and expenses. It can simplify the process of requesting and approving leave, ensuring that all necessary approvals are obtained before the employee leaves the company.
- An employee travel approval application can be used to track and manage travel-related expenses, including airfare, hotel stays, car rentals, and other related expenses. This information can be used for budgeting, forecasting, and financial reporting purposes.
- Employee travel approval application can also help companies comply with regulatory requirements by ensuring that travel expenses are properly documented and reported. It can help companies avoid potential legal or regulatory issues related to travel expenses.

7. Conclusion

Such an application can also provide greater visibility into employee travel plans, allowing managers to make informed decisions about whether a particular trip is necessary and aligns with company goals. Additionally, the application can help employees understand the approval process, track the status of their request, and receive timely notifications.

Overall, an Employee Travel Approval Application can benefit both employees and employers, leading to greater efficiency, cost savings, and improved travel management.

8. Future Scope

In future,

- The Employee Travel Approval Application can be integrated with emerging technologies such as artificial intelligence, machine learning, and blockchain to improve the efficiency and security of the application.
- With the increasing use of mobile devices, the Employee Travel Approval Application can be developed with a mobile-first approach to make it more accessible and convenient for employees.
- As travel data is sensitive, the Employee Travel Approval Application can be developed with enhanced security features to protect the data from unauthorized access, hacking, and other cyber threats.