

BUILD A EMPLOYEE BUSINESS TRAVEL APPROVAL **APPLICATION FOR CORPORATES**

1. INTRODUCTION:

1.1 Overview

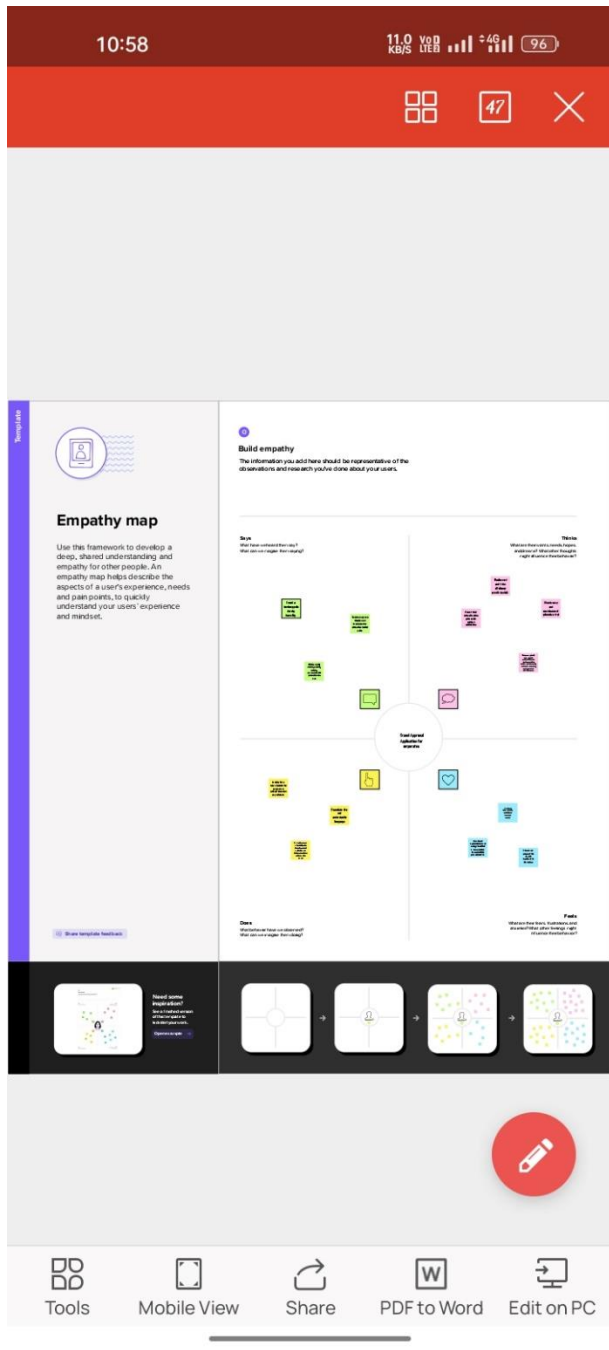
Corporate travel is an integral part of the business world, as companies need to travel to meet clients, attend conferences and meetings, and explore new markets. However, managing employee travel can be a cumbersome task for the HR or travel department. That's why many corporates have started using employee travel approval application to streamline the process.

1.2 purpose

The application saves time for both the employee and the travel manager by automating the travel request and approval process. The application ensures that travel policies, which reduces the risk of non-compliance and unnecessary travel.

2. PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy map



2.2 Brainstorming map

The screenshot displays a digital brainstorming map interface. It features several panels and sections:

- Brainstorm & idea prioritization:** A section on the left with a blue header and a list of steps for brainstorming and prioritizing ideas.
- Define your problem statement:** A section with a yellow header and a list of steps for defining the problem statement.
- Brainstorming:** A central area with a grid of colored sticky notes (yellow, orange, red, green) representing different ideas and their relationships.
- Define the problem:** A section with a yellow header and a list of steps for defining the problem.
- Define the solution:** A section with a yellow header and a list of steps for defining the solution.
- Define the impact:** A section with a yellow header and a list of steps for defining the impact.
- Define the timeline:** A section with a yellow header and a list of steps for defining the timeline.
- Define the budget:** A section with a yellow header and a list of steps for defining the budget.
- Define the risk:** A section with a yellow header and a list of steps for defining the risk.
- Define the resources:** A section with a yellow header and a list of steps for defining the resources.
- Define the stakeholders:** A section with a yellow header and a list of steps for defining the stakeholders.
- Define the communication:** A section with a yellow header and a list of steps for defining the communication.
- Define the evaluation:** A section with a yellow header and a list of steps for defining the evaluation.

At the bottom of the interface, there is a status bar showing a battery icon, the time 19:06, and a page number 1/1.

3. RESULT:

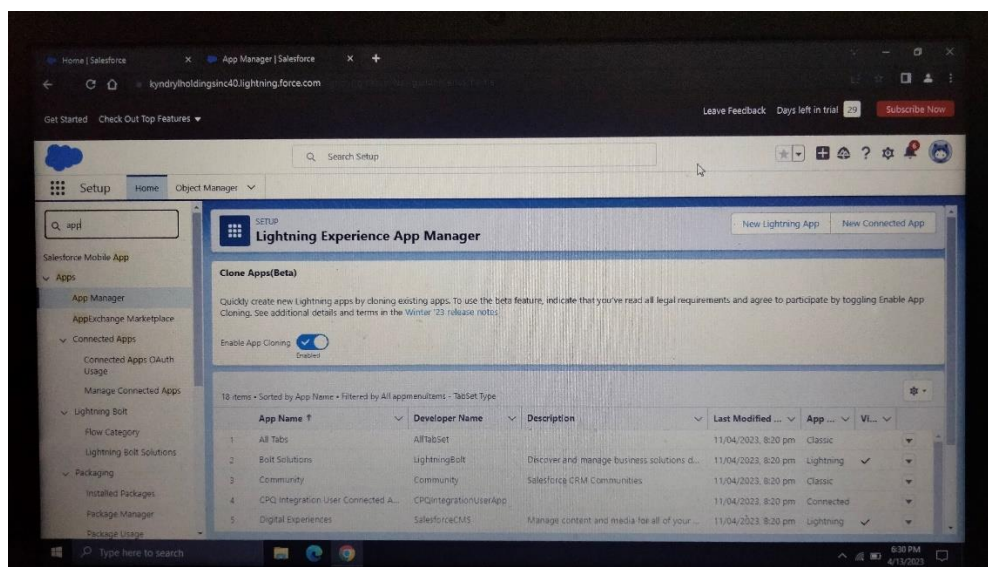
3.1 Data Model

OBJECT NAME	FIELD IN THE OBJECT	
	FIELD LABEL	DATA TYPE
TRAVEL APPROVAL	Total expenses	Roll-up summary

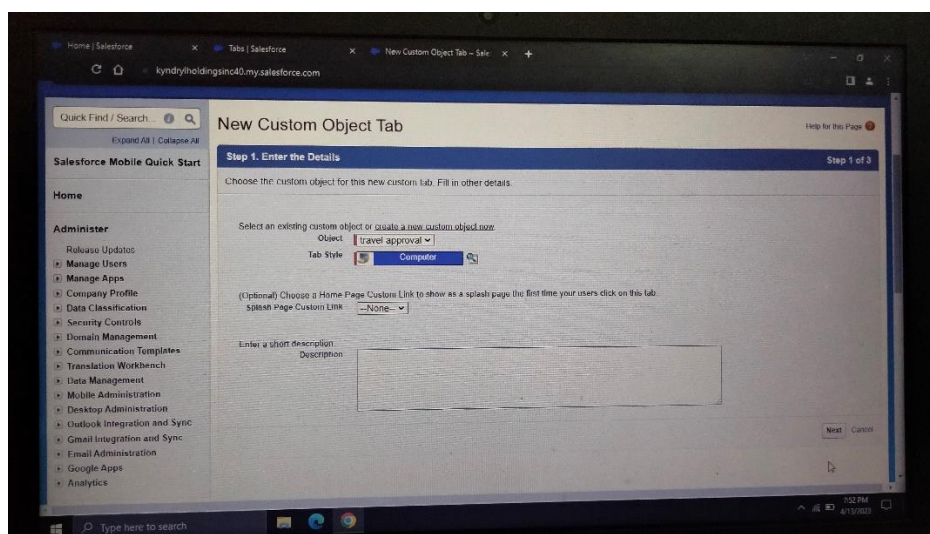
CONTRACT	FIELD LABEL	DATA TYPE
	Days remaining	Formula

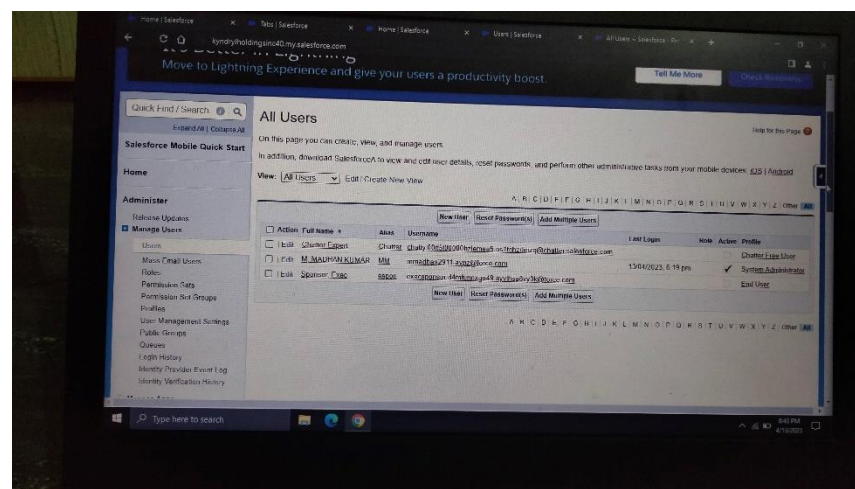
3.2 ACTIVITY & SCREENSHOT

Creating The Application:

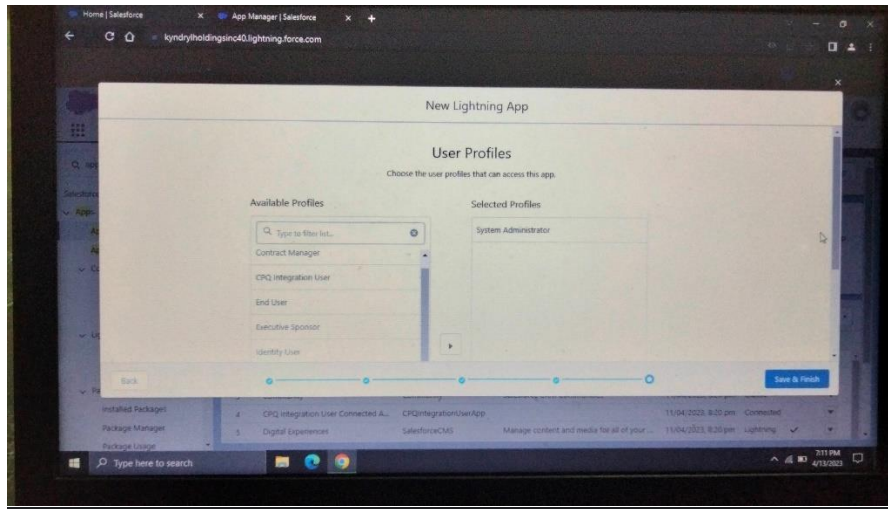


Custom Object Creation:

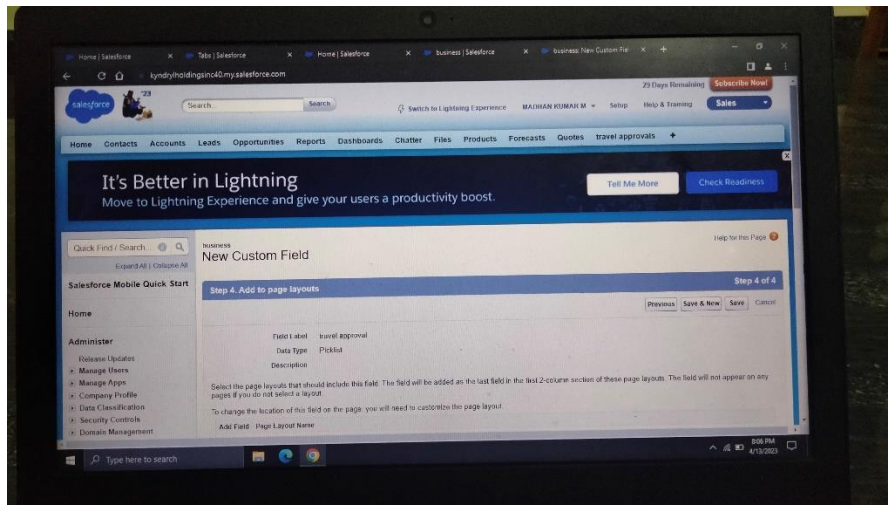




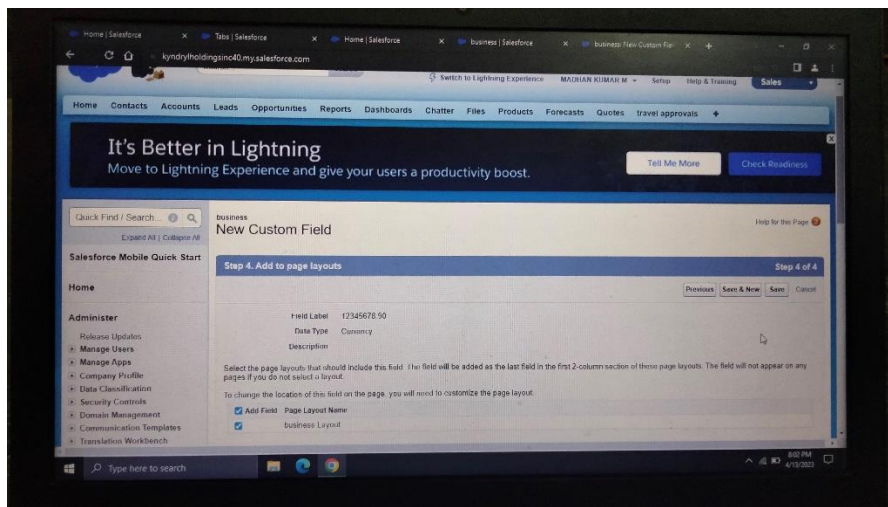
Use Customization:



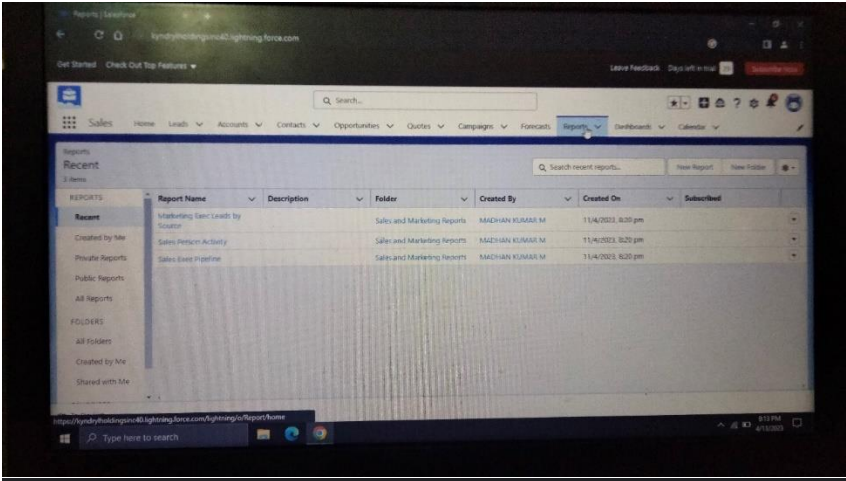
Create Rollup Summary Fields:



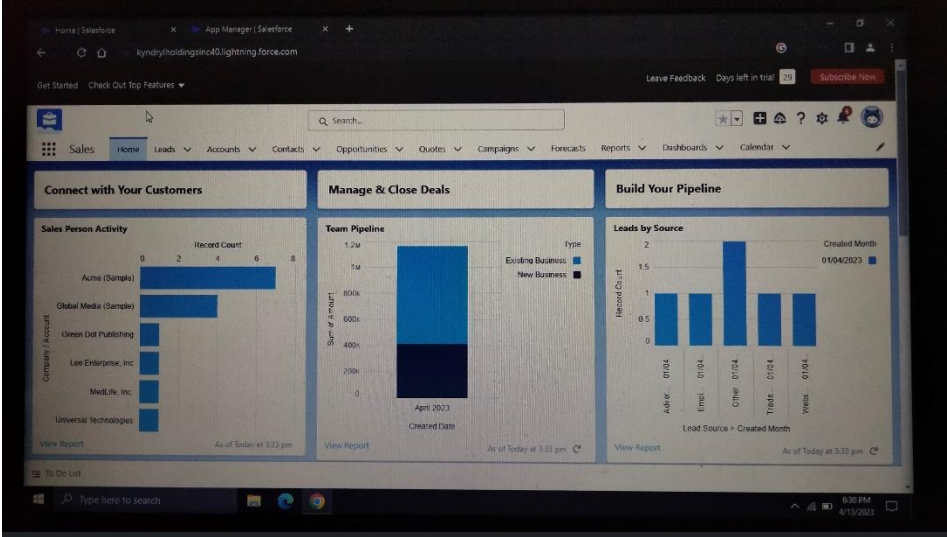
Create Formula Fields:



Reports:



Dashboards:



4 TRAILHEAD PROFILE PUBLIC URL:

Team Lead	- https://trailblazer.me/id/madhan50
Team Member 1	- https://trailblazer.me/id/shafiyullah
Team Member 2	- https://trailblazer.me/id/ganeshsaravanan
Team Member 3	- https://trailblazer.me/id/moh123

5 ADVANTAGES & DISADVANTAGES:

ADVANTAGES:

- * The process is tedious and time-consuming task
- * Easiest way
- * Save time for both employees and managers
- * Reduces the workload
- * The entire process is digitized and streamlined
- * Increased Transparency
- * Provides greater control and security over employee travel

DISADVANTAGES:

- * The process includes too many levels of approval that make tedious and confusing
- * Regular Maintenance
- * Internet Connection problem is there
- * Poor Connection leads to trouble and anxiety

- * Lack of leadership
- * It can be costly sometimes
- * Poor Communication

6 APPLICATIONS:

The application ensures that travel requests comply with the company's travel policies which reduces the risk of non-compliance expenses and unnecessary travel.

The application helps reduce travel costs by allowing the company to track expenses and stay within budget. This also helps the company negotiate better deals with travel vendors.

The application saves time for both the employee and the travel manager by automating the travel request and approval process. This allows the HR department and travel managers to focus on more strategic tasks.

7 CONCLUSION:

An employee travel approval application is a valuable tool for corporate travel management.

It streamlines the travel request and approval process ensures policy compliance, and provides transparency to all parties involved.

A well-designed application can save time and money, making it an essential tool for corporate that frequently travel for business.

8 FUTURE SCOPE

- * In future it will be really a useful one in the application of travel approval.
- * It is trusted to be in future everyone will utilize this.
- * The customer will set good service and make it trustworthy.
- * Hope it would fulfil all the needs of the users.