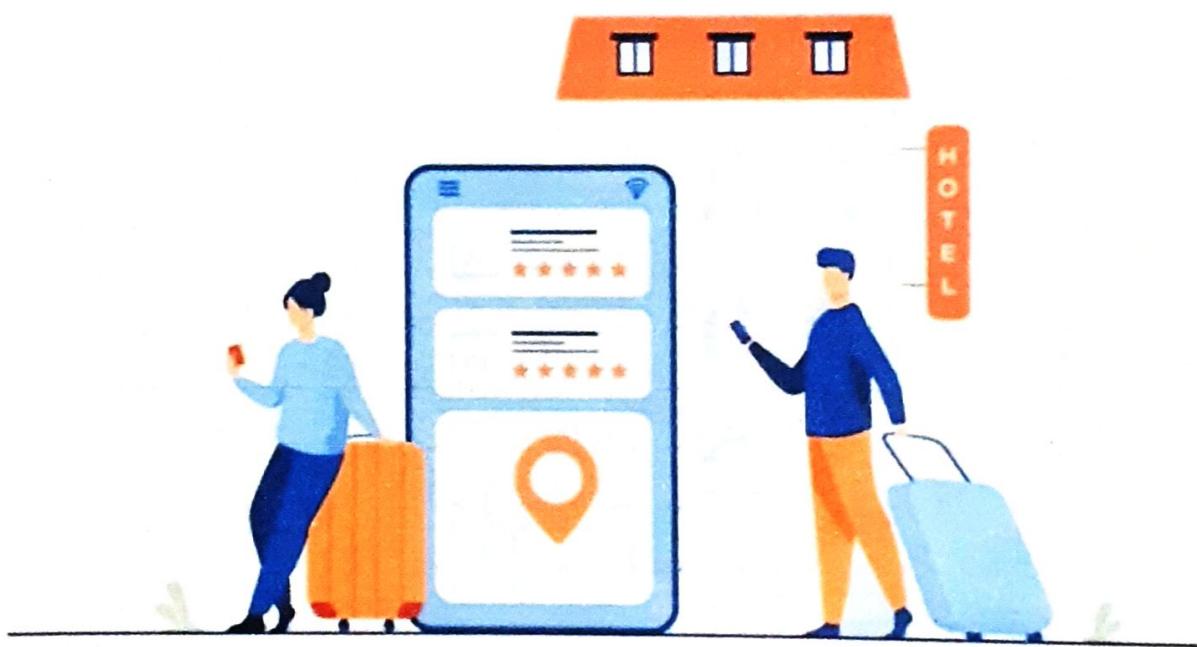


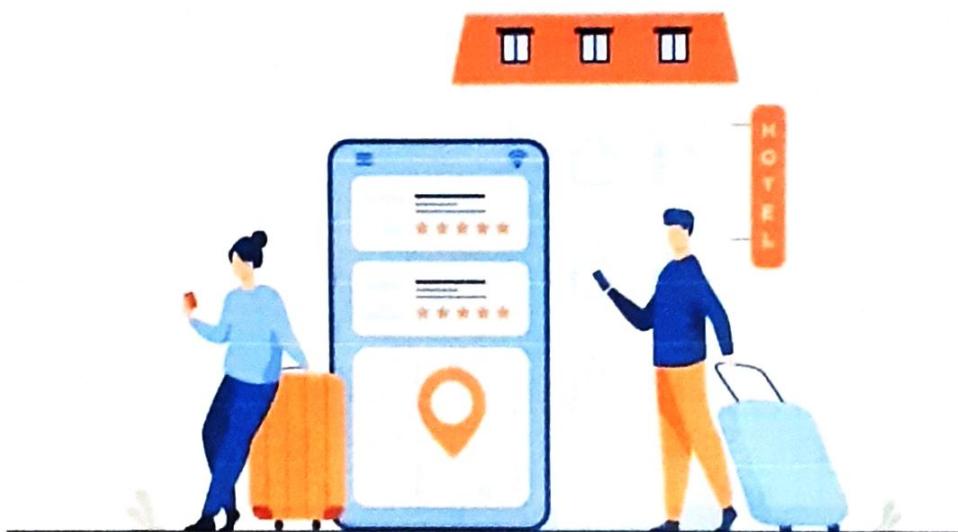
**BUILD A EMPLOYEE
TRAVEL APPROVAL
APPLICATION FOR
CORPORATE**



Travel employees

PROJECT NAME

**Build a Employee TravelApproval
Application ForCorporates**



Team Id: NM2023TMID00478

Team Leader: Mahadevi T

Team

Members: 1.ABIRAMI U

2.ABITHASREE K

3.ANUSHA M

4.KARPAGAVALLI S

TABLE OF CONTENTS

Specify The Business Problem.....	01
Travel Flowchart.....	09
Business Requirement.....	11
Literature Survey.....	06
Social Or Business Impact.....	18

SPECIFY THE BUSINESS PROBLEM:

11 Major Business Travel Challenges With Solutions:

Business travel can be both an exhilarating and challenging experience. While on the one hand, you get to explore new places; on the other hand, you have to be organized and keep track of things such as the overall business travel expense. Moreover, if you travel abroad, you must adjust to a different time zone and get accustomed to the different cuisines available there.

When you go on a business trip, you might face some challenges you didn't anticipate. The best way to overcome these business travel challenges is to be prepared for them. This means researching, knowing your options, and having a backup plan.

Here are some significant business travel challenges and the solutions to overcome them.

1. Dispersed Travel Information

If you have taken a business trip in the past, you would know that keeping track of travel details is one of the major business travel challenges. From managing reservations and expenses to keeping up with itineraries and travel regulations, it's a lot to keep track of. Fortunately, there are a few ways in which you can make it easier on yourself.

Solution: Having all your corporate travel-related information in one place is key to managing your time efficiently and avoiding confusion. This way, you can easily refer back to any details you need without searching through piles of papers or websites. You can use cloud storage such as Google Drive or Dropbox to store travel-related files.

temporary sleep problem often accompanied by fatigue, stomach problems, difficulty concentrating, and irritability.

Solution: To minimize the effects of jet lag, get enough rest before you start your business trip. This is because sleep deprivation worsens the effects of jet lag. You can also try adjusting your body to the time zone you are traveling to a few days before you depart by going to bed a few hours earlier or eating meals before you usually do.

You can also arrive a day or two before your event or meeting so that your body gets enough time to adjust to the new geography and time zone.

Furthermore, try to sleep only at the local nighttime when you arrive at your destination. All these things will help you avoid stress during your business trip and ensure you are energized and productive on work days.

4. Safety Concerns

Business travel is full of uncertainties. Road warriors can encounter various kinds of threats during domestic and international trips. Moreover, the safety concern is greater for female travelers.

According to a study, 83% of women business travelers have faced a safety-related issue while traveling for work. Hence, ensuring travelers' safety is one of the most crucial business travel challenges businesses face.

To help employees combat such situations, most companies have a robust safety system. The system includes a solid duty of care plan, a well-designed safety training module, and a corporate travel security policy. However, as travelers, you must also do everything you can to remain out of danger.

Solution: You can take a series of safety steps to stay secure during business trips. You can start by researching the destination thoroughly and checking the political situation, healthcare facilities, and emergency

4. Safety Concerns

Business travel is full of uncertainties. Road warriors can encounter various kinds of threats during domestic and international trips. Moreover, the safety concern is greater for female travelers.

According to a study, 83% of women business travelers have faced a safety-related issue while traveling for work. Hence, ensuring travelers' safety is one of the most crucial business travel challenges businesses face.

To help employees combat such situations, most companies have a robust safety system. The system includes a solid duty of care plan, a well-designed safety training module, and a corporate travel security policy. However, as travelers, you must also do everything you can to remain out of danger.

Solution: You can take a series of safety steps to stay secure during business trips. You can start by researching the destination thoroughly and checking the political situation, healthcare facilities, and emergency numbers. You can refer to government-issued travel advisory to assess a destination's safety.

Other than that, you should keep essential medicines, backup important documents, and secure your means of communication.

If you are a female business traveler, you must take extra time to assess whether the travel site is safe for you. Moreover, you should try to blend with the local women in terms of dressing and etiquette to avoid unnecessary limelight.

If you find remembering all the measures daunting, you can create a travelers' safety checklist or use the one below to ensure you don't miss out on any safety steps.

LITERATURE SURVEY:

SURVEY CONTRIBUTORS :

Global Immigration Benchmarking Association (GIBA) provides in-house immigration professionals with the tools and information they need to navigate the increasingly complex world of immigration. This survey was conducted in collaboration with Berry Appleman & Leiden LLP (BAL) and the National Foreign Trade Council (NFTC). The National Foreign Trade Council (NFTC) is the premier business organization advocating a rules-based world economy. Founded in 1914 by a group of American companies that supported an open world trading system, the NFTC and its affiliates now serve more than 300 member companies through offices in Washington and New York. Global Immigration Benchmarking Association (GIBA) has been conducting surveys since 2013. Through regional chapters around the world, GIBA participants gain insight into global immigration trends and industry practices. Several hundred companies, in diverse industries, participate in GIBA surveys and events. For more information please visit:

www.immigrationbenchmarking.org Berry Appleman & Leiden LLP (BAL) was established in 1980 as a corporate immigration law firm. BAL provides comprehensive immigration services from 17 offices across five continents. The firm and its leaders are highly ranked in every major legal publication, including Best Lawyers, Chambers Global, Chambers USA, The Legal 500, and Who's Who Legal. Non-U.S. offices are operated by affiliated entities in those countries. See website for details:

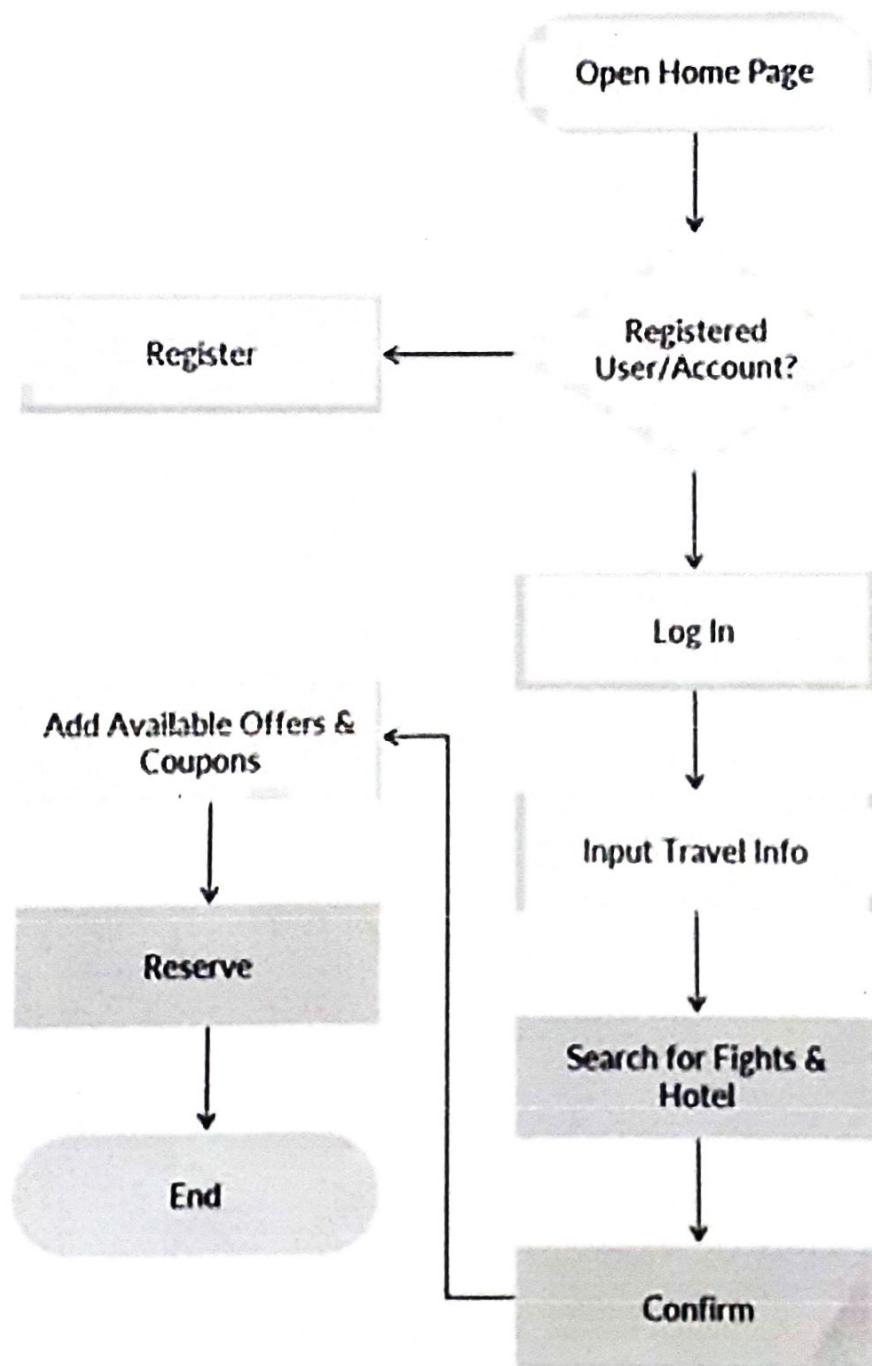
SURVEY METHODOLOGY:

The Global Immigration Benchmarking Association (GIBA), in conjunction with Berry Appleman & Leiden LLP (BAL) and The National Foreign Trade Council (NFTC), conducted a survey on shortterm, international business travel policies and practices. The

7

survey took place online and was widely distributed among members and to the general public via social media outlets during the last quarter of 2017. The survey yielded close to 100 responses, with participants having the option to answer questions regarding business travel policies, the process of applying for business visas, immigration law compliance, business-visa costs, and risk management. Respondents represent a diverse set of companies in terms of size, location, and immigration population, from a wide range of industries, including technology, energy, finance, automotive, aerospace, entertainment, engineering, electronics, travel, retail, telecommunications, and goods and services. Since our respondents focused mainly on questions of importance to their industry and company as a whole, survey response rates per question varied between 41 to 86 responses per question. The average response rate overall was at least 81 responses per question.

Travel Booking Flowchart



Business Requirement

DETAILS APPEAR ON A TRAVEL REQUEST FORM:

- Employee name and contact information.
- The business purpose of the trip
- Destination details.
- Departure and return dates.
- Predicted travel costs which are broken down by category.
- Notes of any visa requirements for international travel.
- Any relevant comments from the employee's manager.

WHO WORKS ON A TRAVEL REQUEST FORM?

A travel request form would pass through three stages

- The employee.
- The first level of approval.
- The second level of approval.

THE EMPLOYEE:

When an employee has cause to make a business trip, they need to start the approval process by filling out a travel request form. They need to collect all the relevant details and submit them to their superiors. Once the form has been received, managers will analyze the request and either approve or reject the suggested itinerary.

If a form is approved, employees are ready to start booking and organizing their travel plans. If the request is rejected, the employee must make the changes outlined by managers before submitting it again.

THE FIRST LEVEL OF APPROVAL:

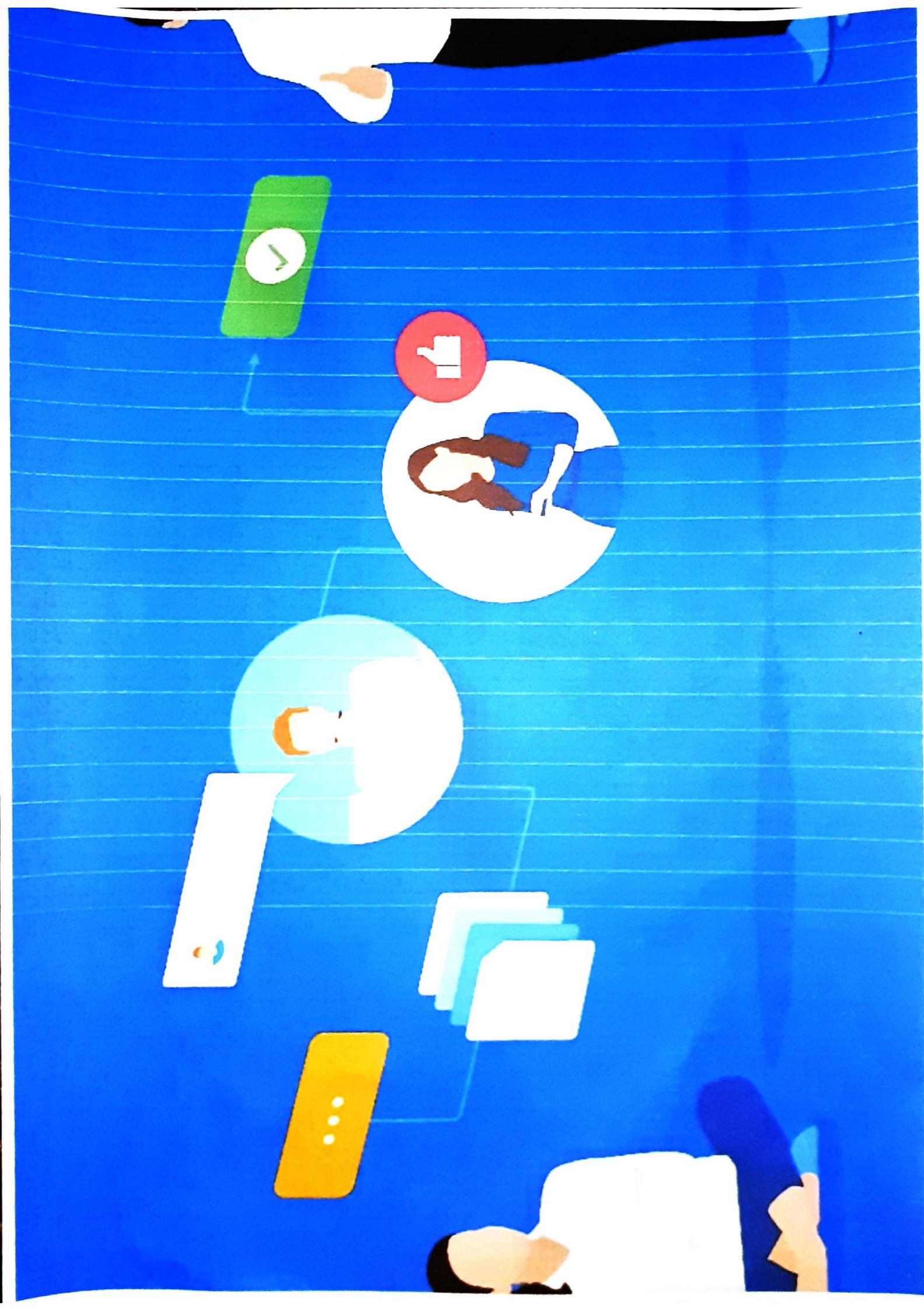
Usually, the first level of approval is conducted by the employee's direct manager. At this stage, they check request forms to ensure the employee information is correct and the estimated expenses are reasonable. If the manager finds fault with any details, such as the purpose of travel or the suggested pricing for the trip, they will reject the request and include comments for improvement.

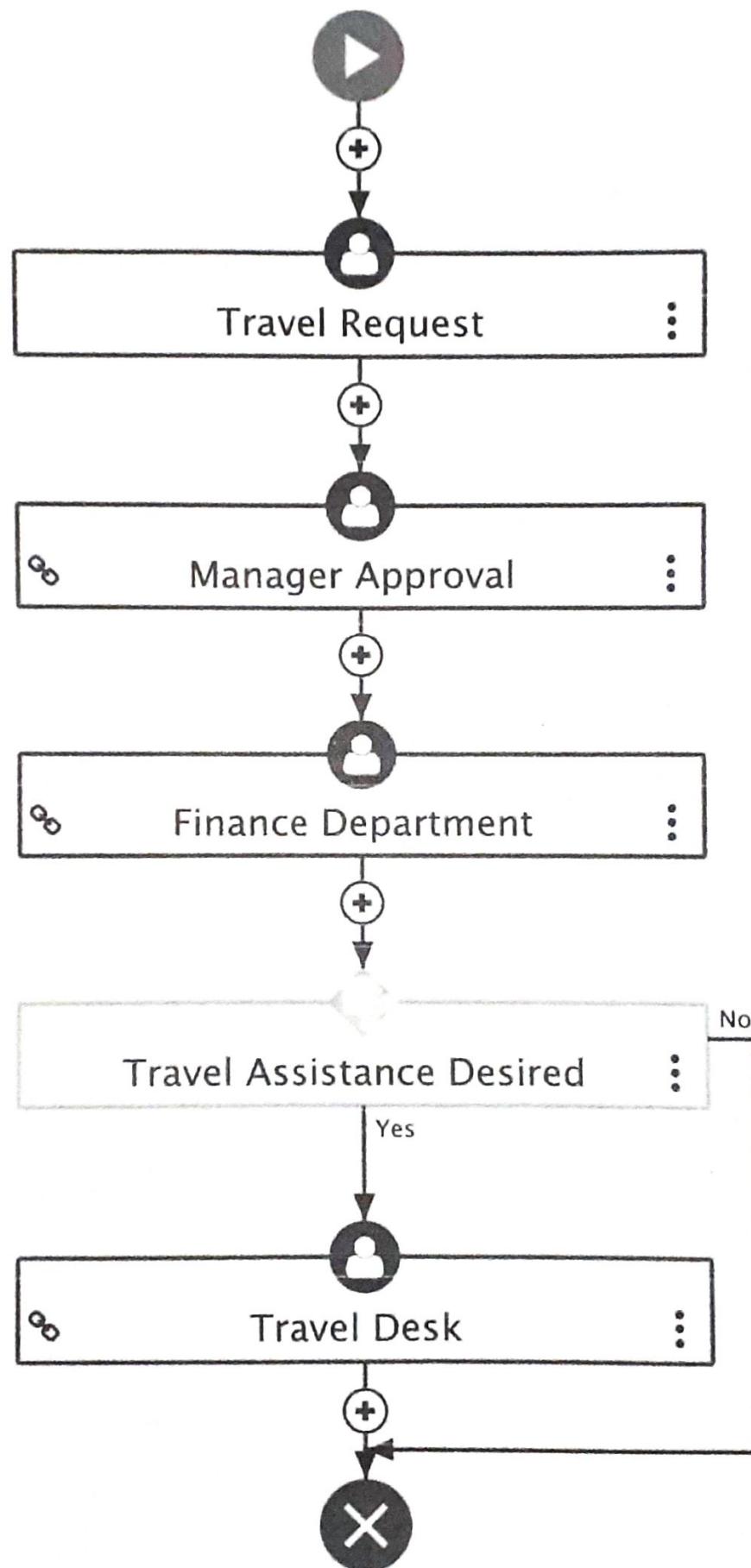
The form then goes back to the employee to make the appropriate changes before sending it back to their manager for another look.

THE SECOND LEVEL OF APPROVAL

The next step of the approval process is very similar to the last, except it is conducted by a more senior staff member. Typically a department head or C-level worker, the request form goes through the same process, checking for any mistakes and ensuring that the trip has a significant business

If the trip request is approved, the employee has the green light to start booking their travel arrangements and scheduling their meeting. At this point, administration team will archive the travel administration teams request form. However, management can still reject the request and ask employees to make further modifications.





XXXXX

Sales Associate

Smartinternz and Associates

225W,33rd Avenue

April 3,2023

XXXXX

HR Department

Smartinternz and Associate

225W,33rd Avenue

Dear Mam,

I am writing to request approval for an international trip as per the Employee manual. I have been invited to make a presentation at the Multimedia Marketing Conference in New Yorm in June.

The Trip has been approved by my Direct Manager And Details of the Conference and the Itinerary for my journey are attached.

I appreciate your prompt attention to this matter, and please feel free to contact me if you have any questions or need further details.

Sincerely,

xxxxxx.

Travel Request Form

Employee name _____ Title _____

Department _____

Travel purpose _____ Destination _____

From _____ To _____ Days _____

Approved budget _____

Travel Justification

Estimated budget

Type of expense	Description	Budget
e.g. Plane tickets	e.g. Paris - London, Air France, November 23 - 30	
e.g. Hotel	e.g. Hotel Hilton, 5 nights, plus breakfast, November 23 - 30	
e.g. Entrance fees	e.g. ISDD Conference, business entry pass, November 25 - 27	
Total		

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Travel Request Form

Fill out this travel request form with all the details required and state the purpose of your inquiry. Based on the details you provide, we'll inform you if your request will be approved.

Traveler's name*	<input type="text" value="First"/>	<input type="text" value="Last"/>
Email*	<input type="text"/>	
Traveler's department*	<input type="text" value="Marketing"/>	
Phone number*	<input type="text" value="### ### #####"/>	
Purpose of travelling*	<input type="text"/>	
Departure day from*	<input type="text" value="MM/DD/YYYY"/> 	
To*	<input type="text" value="MM/DD/YYYY"/> 	
Accommodation address*	<input type="text" value="Street Address"/> <input type="text" value="Street Address Line 2"/>	
	<input type="text" value="City"/>	<input type="text" value="Region"/>
	<input type="text" value="Postal / Zip Code"/>	<input type="text" value="Country"/>
Estimated trip expenses*	<input type="text"/>	

[Submit your travel request form](#)

Travel Request

17

Name *

Department *

Email *

Destination *

Country *

Purpose *

Client

Start date *



Return date *



Expenses

Airfare

Transportation

Hotels

SOCIAL OR BUSINESS IMPACT:

Impact of work travel on employee productivity:

A CWT study found that traveler-focused policies which take into account the impact of trip-related stress, could help companies improve traveler well-being while also improving corporate productivity by up to 32%.

There is an urgent need for closer collaboration within an organization between its human resource and travel management functions to develop employee-friendly travel policies and enhance the well-being of their business travelers. Stress is part of everyday work-life. But how do organizations manage the employees' stress management when they regularly travel for work?

People Matters spoke to Sunita Menon, Head-HR, CWT India, a corporate travel management organization regarding managing the employee stress due to hectic travelling.

What impact does travel-induced stress have on the efficiency of employees?

Can you indicate the factors causing highest stress? And what is the company perspective when they are setting this up?

In 2012-2013, the CWT Solutions Group published a study called the "Travel Stress Index: The Hidden Costs of Business Travel", for which they surveyed 6,000 business travelers to understand what triggers stress during a typical business trip. What emerged from this survey was a list of 33 stress triggers, such as having poor or no internet connection on the road, flying economy on medium or long-haul flights, and traveling during weekends.

The study also looked at the impact of travel stress on employee productivity, and found that traveler-focused policies which take into account the impact of trip-related stress, could help companies improve traveler wellbeing while also improving corporate productivity by up to 32%.

The study also looked at the impact of travel stress on employee productivity, and found that traveler-focused policies which take into account the impact of trip-related stress, could help companies improve traveler wellbeing while also improving corporate productivity by up to 32%.

HR can boost productivity by being involved in the process of developing a company's travel program, and by influencing the organization to create policies that enhance the traveler experience and reduce stress. For example, if employees are often required to travel on weekends, HR may work to create a policy that allows travelers to extend their stay for a few days after completing their work and enjoy a bit of leisure time at their destination.

How can the HR department bridge this gap between companies and employees?

What according to you should be the key considerations while framing travel policies within an organisation?

Human Resources plays a pivotal role between employer and employee in any organization – it is the fundamental link between the two to ensure strong relationships and communication between all levels of the organization.

When it comes to creating a framework for a company's travel program and policies, HR deliberates and attempts to answer a number of questions during this process. For example, these would include:-

- Why & where is the employee traveling?
- What will it cost? Who is funding the travel?
- Does a substitute option exist, that is economically and logically optimal, yet meets the objective?

- Impact of this travel. i.e. who is the backup for the person not in station?
- Any risks involved, business or otherwise, due to this travel?
- What will the employee need for this travel in terms of logistics? (For example: visas, hotel bookings)
- What impact will this travel have on the individual?
- Does the employee gain from this travel?
- Have all controls with regards to the workflow for travel been adhered to? (For example: hierarchy of approvals, time-lines)
- What comforts and safety procedures can be provided on business travel?

Do you think a closer collaborative effort of human resource and travel management functions is needed within organizations to enhance the well-being of frequent business travelers? If so, why?

Yes, indeed. With corporate travel having a significant impact on employees' well-being, morale and productivity, it is critical for the HR department to be involved in the process of developing a company's travel program. It's essential that the creators of travel policy, including the HR department, work very closely with the travel manager (whose role is to execute the travel program) in order to deliver a program that impacts the end user experience positively.

Frequent business travelers are not only knowledgeable, but also well versed on the routes, places, and the end-to-end process of travel. These travelers often require last minute changes, prompt support and special care as they make most of their travel time. Strong and well thought out travel policies that keep the needs and well-being of employees at their core when executed effectively can augment travel efficiency and productivity.

How can organisations strike a balance between the costs and the comfort of their employees?

Putting employees first always helps build the equations of cost and return on investment. An engaged employee will increase productivity, lead innovation and steer an organization towards growth. IT & ITES organizations with opportunities of onsite training programs that require employees to travel and interact with diverse talent have not only seen less attrition but also upward sustainable growth.

Infrastructure facilities, ambience, services provided to employees, trainings and cost to hire all contribute to cost incurred by an organization. However, this needs to be seen as an investment. The tangible and intangible effects of these costs on the health of an organization is the increase in productivity, retention and building a brand through employee engagement. Having said that, there is a need to be agile and adapt to the use of cost effective methods that on one hand are able to provide the same if not more comfort to the employee, but at the same time ensure that business is not impacted.

When it comes to travel, there are a number of instances in which a company might need to strike a balance between cost and employee comfort. For example, there are times when employees need to make fly-in fly-out trips, where they fly to another city for work in the morning and then catch a night flight back home. From an employee comfort perspective, it would make sense to have the employee spend the night at a hotel and fly back the next morning; however, this might not make sense from a cost perspective. In a situation like this, HR could help strike a balance by instituting a policy that lets employees work flexible hours the day after taking a night flight.

With considering economy vs business class, many companies have a policy where travelers can only fly business class on flights longer than six hours. From an employee comfort point of view, travelers would prefer to fly business class even on shorter flights, but in terms of

cost this wouldn't be feasible for most companies. Here, too, HR can help strike a balance by influencing travel policy and providing travelers flying economy with perks such as extra-legroom seats, which cost much less than a business class seat but still go some way in making the employee's trip more comfortable.

Has the acceptance grown towards managed travel in Indian companies vis-à-vis multinational organisations?

Yes, it has. It's an interconnected world! The SME segment has great potential for managed travel and adoption of managed travel programs by these companies continues to grow. More and more business heads, CFO's and Travel/Administrative Managers are now looking to enhance value for their internal clients (i.e. employees who travel) and decrease manual errors and costs. The managed travel program gives them an opportunity to save extra costs resulting from manual errors and also from the deployment of extra headcount for different expertise for visas, bookings, expense claims etc.

How can technology be leveraged by organisations to enhance the engagement level with employees?

Today's employees are tech savvy and tied to their mobile devices! To enhance engagement with them, we need to make use of technology and social media. The content too has to be short and snappy, have a brand recall factor, as well as have social, ethical and economic value attached.

India has one of the world's largest millennial populations, and millennials already represent the largest segment of India's workforce. Millennials are also the largest demographic amongst business travelers from CWT's clients in India. With this in mind, we have developed tools like our CWT To Go mobile app, which allows you to check your travel itinerary, update key travel profile information, check-in for flights and receive real-time flight alerts on your mobile device, providing a travel experience more in line with the expectations of millennials.