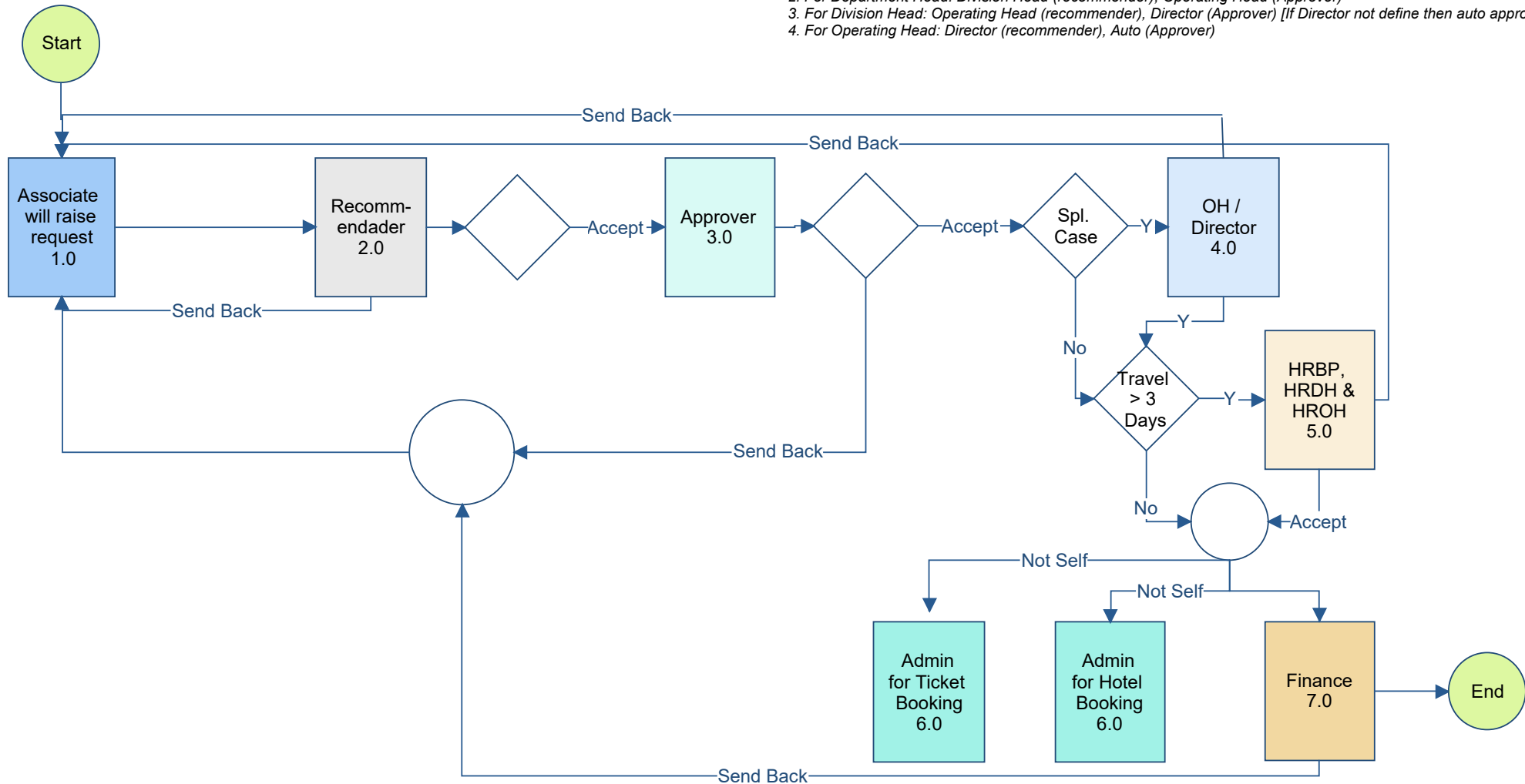


"Look and See" Process Flow

Note:

1. For Team Member & Section Head: Department Head (recommender), Division Head (Approver)
2. For Department Head: Division Head (recommender), Operating Head (Approver)
3. For Division Head: Operating Head (recommender), Director (Approver) [If Director not define then auto approve]
4. For Operating Head: Director (recommender), Auto (Approver)



1.0
Associate will fill the detail and initiate request

2.0
Recommender will either approve or send back request to associate for change if needed.

3.0
Approver will either accept or send back request same as Recommender

4.0
If associate need to start travel within 3 days from the generation of request then OH / Director level approver req.

5.0
If associate need travel for more than 3 days then 3 level HR approval required

6.0
Admin will enter Hotel and Ticket Booking details.

7.0
Finance user will check amount criteria and send back if needed else make change and accept it.