How to Use the System

1. **Click Work Stations-> Visa Requisition->** Create the visa requisition or enter existing visa info
2. Team leader must approve the requisition
3. After approval, the requisition is forwarded to travel desk
4. Travel desk will proceed the requisition
5. Once the visa is approved, travel desk enters the info into the system
6. An automated email notification is sent to the applicant
7. **Click Work Stations-> Ticket Requisition->** Create the ticket requisition
8. The requisition is forwarded to travel desk
9. Travel desk will proceed the requisition
10. Once the ticket is approved, travel desk enters the info into the system
11. An automated email notification is sent to the applicant
12. **Click Work Stations-> Hotel Reservation->** Create the hotel reservation request
13. The requisition is forwarded to travel desk
14. Travel desk will proceed the reservation
15. Once the reservation is confirmed, travel desk enters the info into the system
16. An automated email notification is sent to the applicant
17. **Click Work Stations-> Travel Requisition Form (TRF)->** Create the TRF
18. Team leader must approve the requisition
19. An automated email notification is sent to the applicant
20. After approval, the requisition is forwarded to management
21. An automated email notification is sent to the applicant
22. After approval from management, the TRF is forwarded to accounts dept
23. Accounts dept disburse the amount
24. **Click Work Stations-> Final Settlement->** Create the final settlement after coming back from abroad
25. Team leader must approve the final settlement
26. An automated email notification is sent to the applicant
27. After approval, the requisition is forwarded to audit dept
28. After approval from audit dept, the final settlement form is forwarded to management
29. An automated email notification is sent to the applicant
30. After being approved by top management, the final settlement form is forwarded to accounts dept
31. An automated email notification is sent to the applicant
32. Accounts dept close the final settlement

Note:

1. Visa requisition is available to travel desk only after the requisition is approved by team leader
2. Before filling up the TRF, all the 3 steps (visa, ticket, hotel) must be fulfilled