NO.OF FUNCTIONAL FEATURES INCLUDED IN THE SOLUTION

Role-based access control to define who can perform various actions.

- User Profiles:

Employee profiles with personal and contact information.

Manager profiles for approving or rejecting travel requests.

- Travel Request Management:

Employee submission of travel requests, including details like travel dates, destination, purpose, and estimated costs.

Workflow for submitting, reviewing, and approving travel requests.

Notification system for updates and status changes.

- Travel Policy Compliance:

Enforce corporate travel policies to ensure compliance.

Rules and checks to validate travel requests against policy guidelines.

- Document Upload:

Ability to upload supporting documents like itineraries, receipts, and visas.

- Approval Workflow:

Manager or supervisor review and approval of travel requests.

Escalation and delegation of approvals if the manager is unavailable.

- Notifications:

Automated email or in-app notifications for request submission, approval, and rejection.

- Reporting and Analytics:

Generate reports on travel expenses, approvals, and compliance.

Analyze travel data to identify cost-saving opportunities.

- Expense Management:

Capture and track expenses incurred during the trip.

Integration with accounting or finance systems for reimbursement.

- Communication:

In-app messaging or chat for communication between employees and managers regarding travel requests.

- Travel Booking Integration:

Integration with travel booking platforms or services to make reservations.

- Mobile Accessibility:

Mobile-friendly design for employees and managers on the go.

- History and Audit Trail:
  Maintain a history and audit trail of all travel requests, approvals, and changes

  Data Security:

Ensure the security of sensitive employee and corporate data.

- Integration:

Integration with HR systems, finance, and other relevant corporate software.

- Customization:

Allow for configuration and customization to meet the specific needs of the organization