

# Communication

## **User Interface (UI):**

Develop a user-friendly interface for employees to input travel details, including destination, purpose, dates, and estimated expenses.

## **Authorization Levels:**

Implement different access levels for users, managers, and administrators to review, approve, or reject travel requests.

## **Workflow Management:**

Design a workflow system that notifies the relevant parties (managers, HR, finance) about pending requests and tracks the approval process.

## **Integration:**

Integrate with corporate databases or systems to access employee information, travel policies, budgets, and historical data for reporting.

## **Communication:**

Set up automated notifications via email or in-app messages to keep employees informed about the status of their requests.

## **Reporting and Analytics:**

Develop tools for generating reports on travel expenses, approvals, and patterns to aid in decision-making and policy adjustments.

## **Security:**

Ensure data encryption, user authentication, and compliance with privacy...

