Project Report – EMPLOYEE TRAVEL APPROVAL FOR CORPORATE

1. INTRODUCTION

1.1 Building an Employee Travel Approval application for a corporate involves the following steps:

Define the requirements: Understand the requirements of the company and the stakeholders involved in the travel approval process. This includes the different types of travel requests, the approval hierarchy, and the required approvals at each level.

Design the application: Based on the requirements, design the application, including the user interface, workflows, and integrations with other systems.

Develop the application: Develop the application using a suitable technology stack and best practices for security, scalability, and performance.

Test the application: Conduct thorough testing to ensure that the application functions as expected and meets the requirements.

Deploy the application: Deploy the application to a suitable environment, such as a cloud platform, and configure it to work with the company's IT infrastructure.

Train users: Train the users on how to use the application, including submitting travel requests, tracking their status, and approving or rejecting requests.

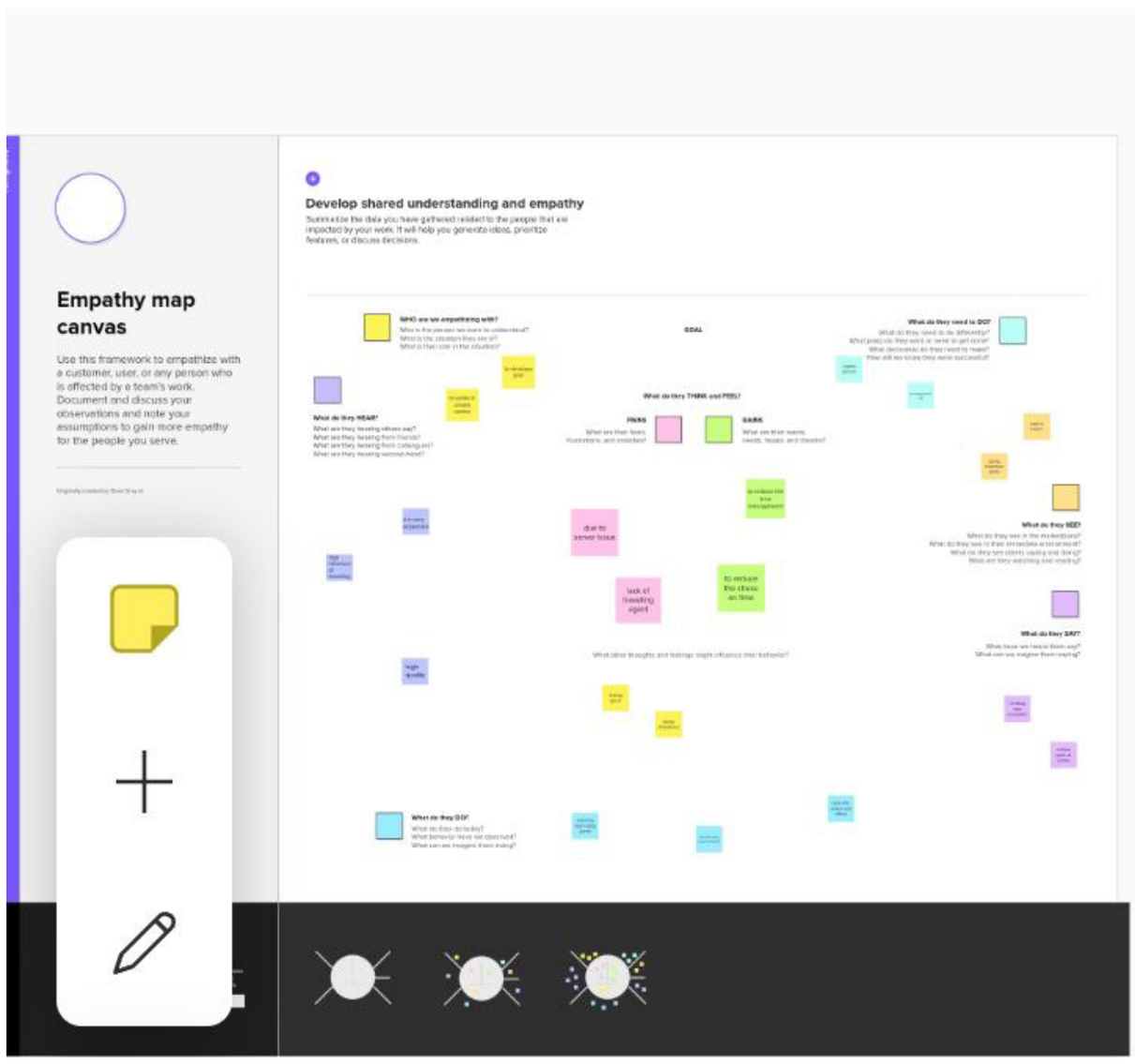
Support and maintain the application: Provide ongoing support and maintenance for the application, including bug fixes, updates, and enhancements based on feedback from users and stakeholders.

The Employee Travel Approval application should make the travel approval process more efficient and streamlined, while ensuring compliance with company policies and regulations. It should also provide transparency and visibility into the status of travel requests, reducing the need for manual follow-up and communication.

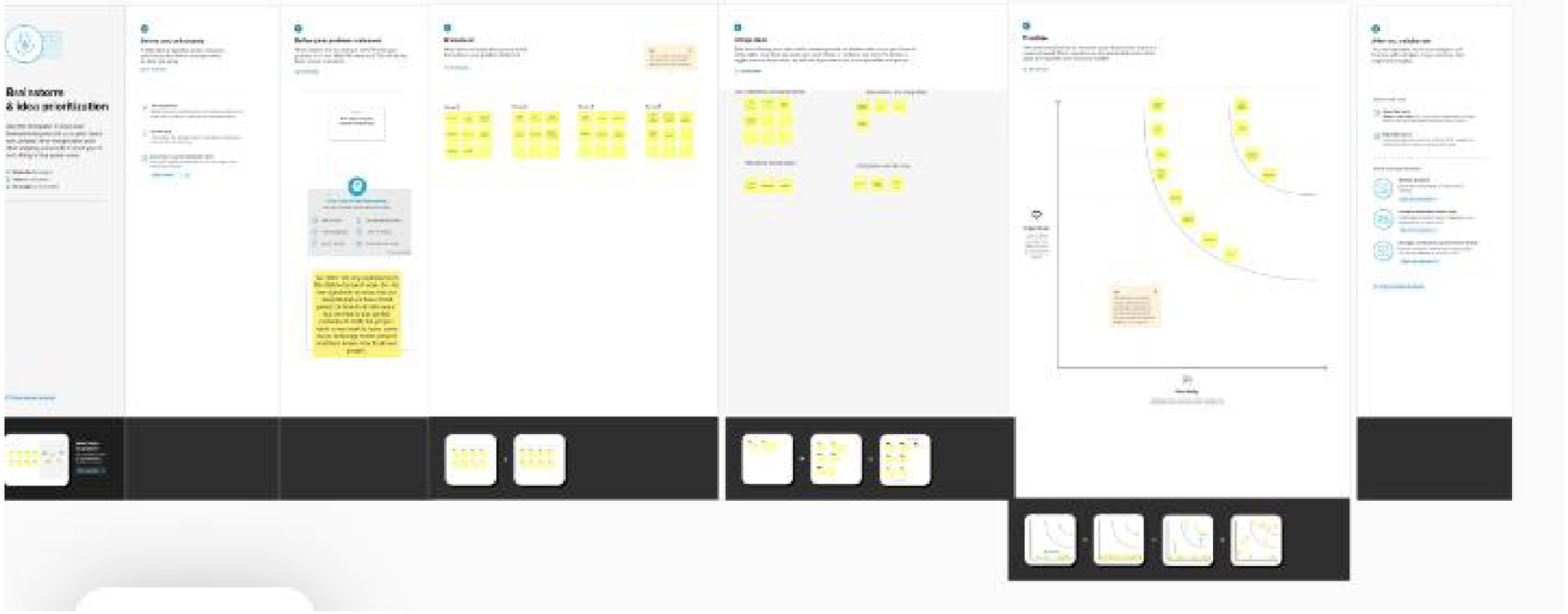
1.2. The purpose of building an Employee Travel Approval application for a corporate is to automate and streamline the travel request and approval process for employees. The application allows employees to submit travel requests, which are then routed through an approval hierarchy based on the company' s policies and procedures. The application helps to ensure that the travel requests are reviewed by the appropriate parties, are in compliance with company policies and regulations, and are approved or rejected in a timely manner. By automating the process, the application reduces manual effort and errors, provides visibility into the status of travel requests, and enables better decision-making by managers and other stakeholders. Overall, the Employee Travel Approval application improves the efficiency and effectiveness of the travel approval process, while ensuring compliance and reducing the burden on employees and managers.

2 Problem Definition & Design Thinking (Minimum one page)

2.1 Empathy Map



2.2 Ideation & Brainstorming Map

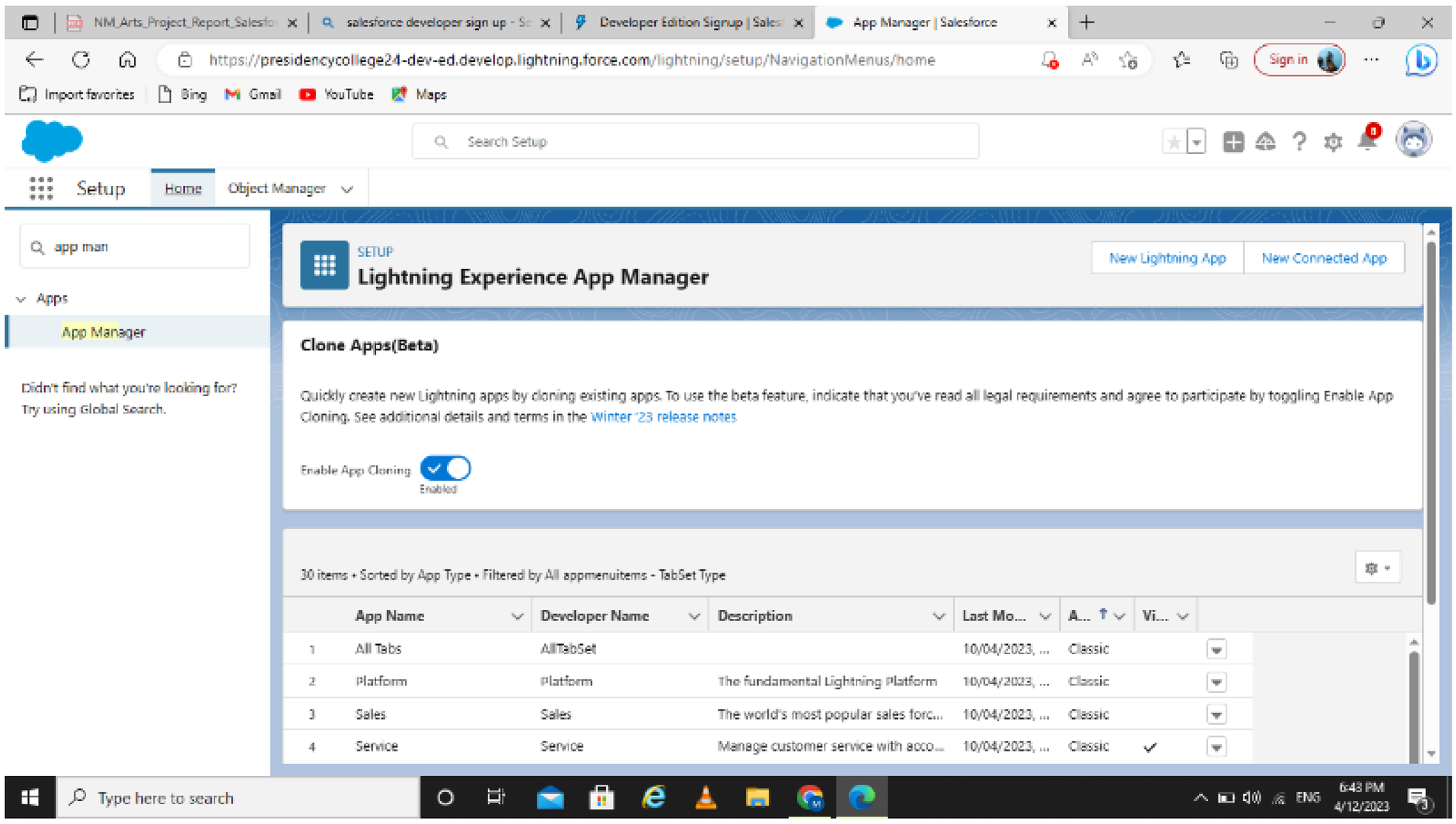


3. RESULT

3.1 Data Model:

Object Name	Fields in the object
Obj 1 DEPARTMENT .	Field Label / Data Type Amount / currency
Obj 2 TRAVEL APPROVAL AND EXPENSE ITEAM.	Field Label / Data Type value / Picklist

3.2 Activity & Screenshot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Import favorites
Bing
Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
app man
Apps
App Manager
Didn't find what you're looking for?
Try using Global Search.
SETUP
Lightning Experience App Manager
New Lightning App
New Connected App
Clone Apps(Beta)
Quickly create new Lightning apps by cloning existing apps. To use the beta feature, indicate that you've read all legal requirements and agree to participate by toggling Enable App Cloning. See additional details and terms in the Winter '23 release notes
Enable App Cloning
Enabled
30 items • Sorted by App Type • Filtered by All appmenuitems - TabSet Type
App Name
Developer Name
Description
Last Mo...
A...
Vi...
1 All Tabs AllTabSet 10/04/2023, ... Classic
2 Platform Platform The fundamental Lightning Platform 10/04/2023, ... Classic
3 Sales Sales The world's most popular sales forc... 10/04/2023, ... Classic
4 Service Service Manage customer service with acco... 10/04/2023, ... Classic
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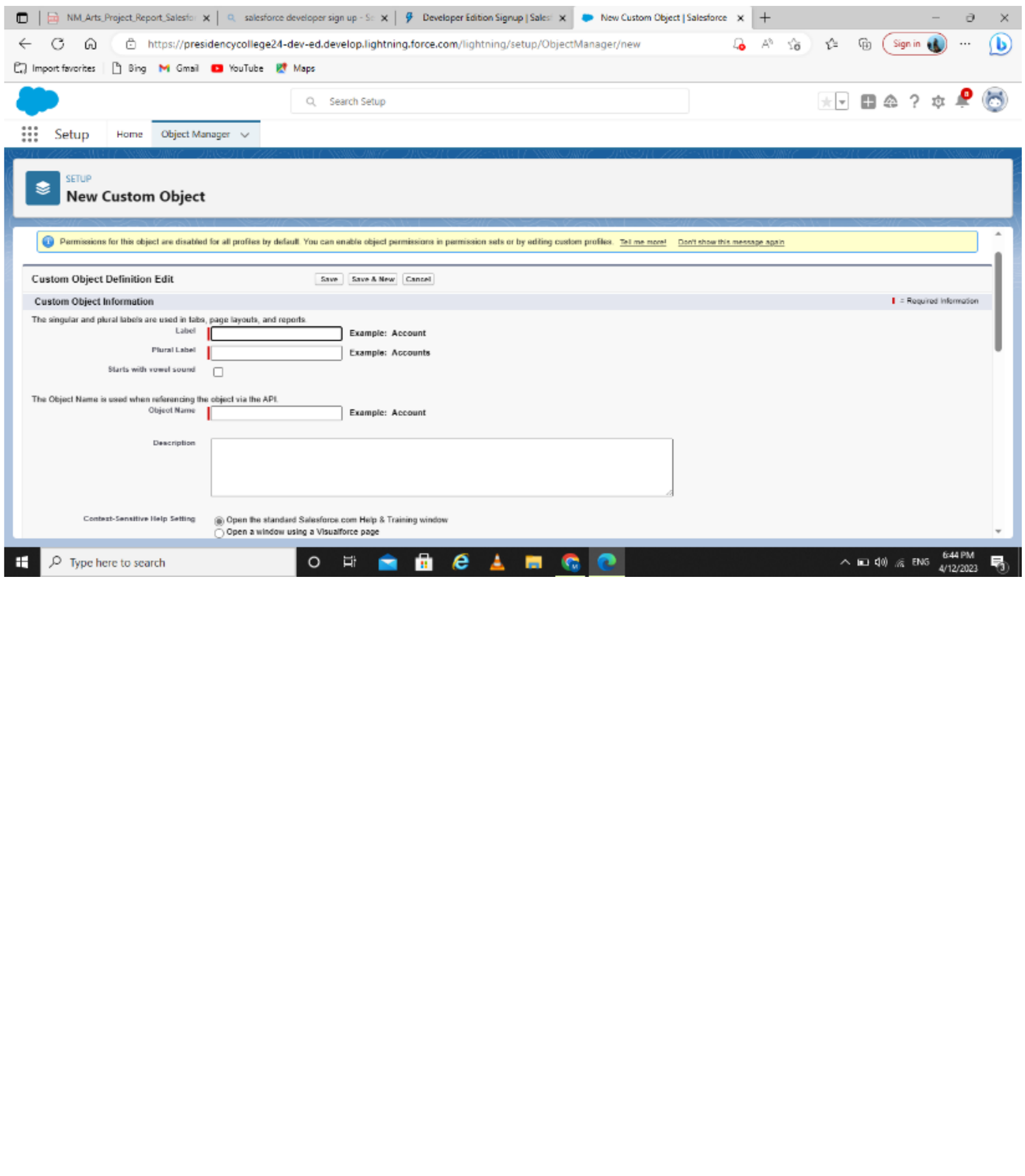
4/12/2023


New Custom Object | Salesforce
https://presidencycollege24-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new
Import favorites
Bing
Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
SETUP
New Custom Object
Permissions for this object are disabled for all profiles by default. You can enable object permissions in permission sets or by editing custom profiles. Tell me more! Don't show this message again
Custom Object Definition Edit
Save
Save & New
Cancel
Custom Object Information
= Required Information
The singular and plural labels are used in tabs, page layouts, and reports.
Label
Example: Account
Plural Label
Example: Accounts
Starts with vowel sound
The Object Name is used when referencing the object via the API.
Object Name
Example: Account
Description
Context-Sensitive Help Setting
Open the standard Salesforce.com Help & Training window
Open a window using a Visualforce page
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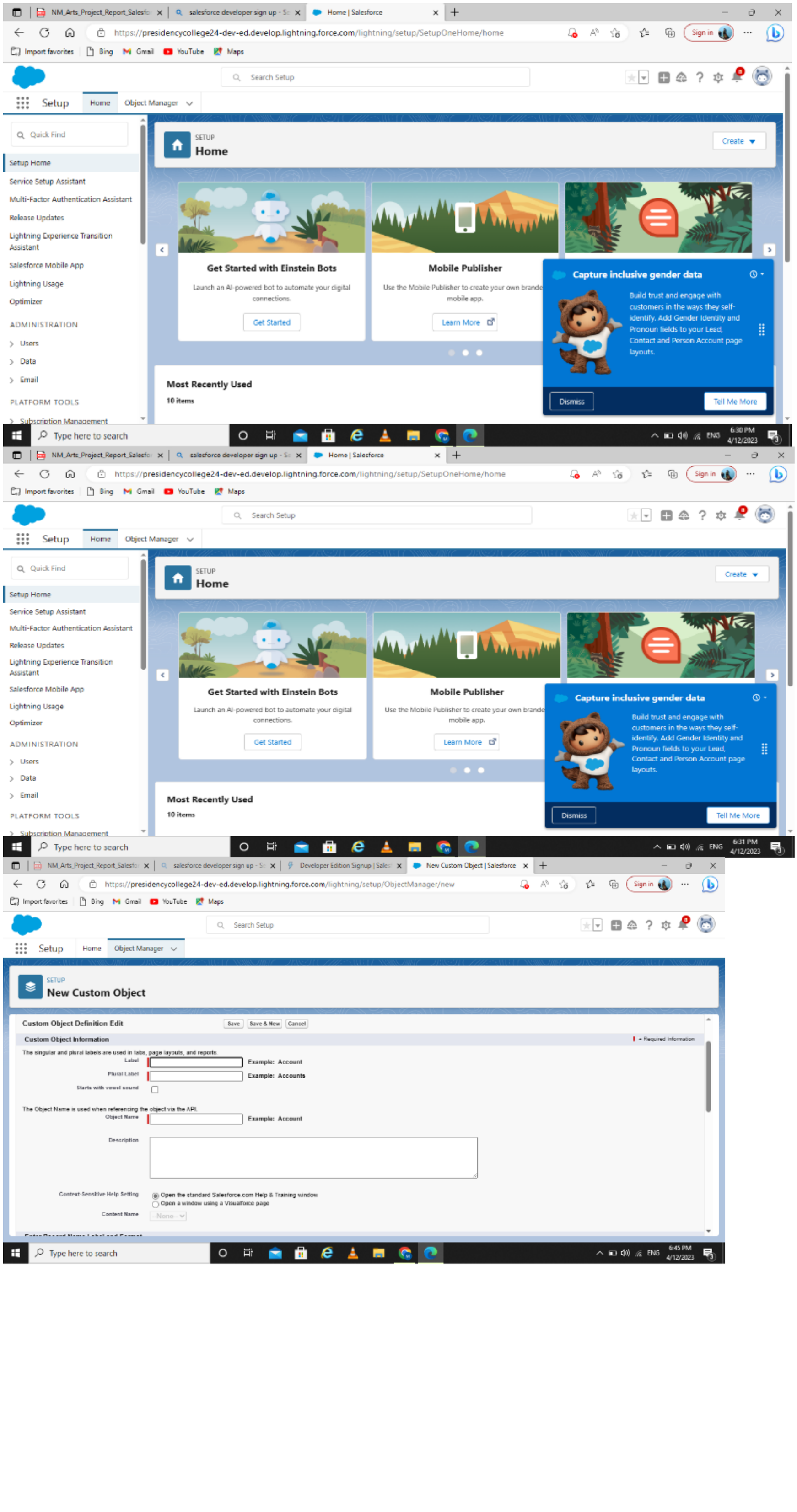
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Sign in
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Search Setup
Setup
Home
Object Manager
Quick Find
Setup Home
Service Setup Assistant
Multi-Factor Authentication Assistant
Release Updates
Lightning Experience Transition Assistant
Salesforce Mobile App
Lightning Usage
Optimizer
ADMINISTRATION
Users
Data
Email
PLATFORM TOOLS
Subscription Management
SETUP
Home
Create
Get Started with Einstein Bots
Launch an AI-powered bot to automate your digital connections.
Get Started
Mobile Publisher
Use the Mobile Publisher to create your own brande mobile app.
Learn More
Capture inclusive gender data
Build trust and engage with customers in the ways they self-identify. Add Gender Identity and Pronoun fields to your Lead, Contact and Person Account page layouts.
Dismiss
Tell Me More
Most Recently Used
10 items
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Developer Edition Signup | Sales
New Custom Object | Salesforce
https://presidencycollege24-dev-ed.develop.lightning.force.com/lightning/setup/ObjectManager/new
New Custom Object
Custom Object Definition Edit
Save
Save & New
Cancel
Custom Object Information
= Required Information
The singular and plural labels are used in tabs, page layouts, and reports
Label
Example: Account
Plural Label
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Starts with vowel sound
The Object Name is used when referencing the object via the API
Object Name
Example: Account
Description
Context-Sensitive Help Setting
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Open a window using a Visualforce page
Content Name
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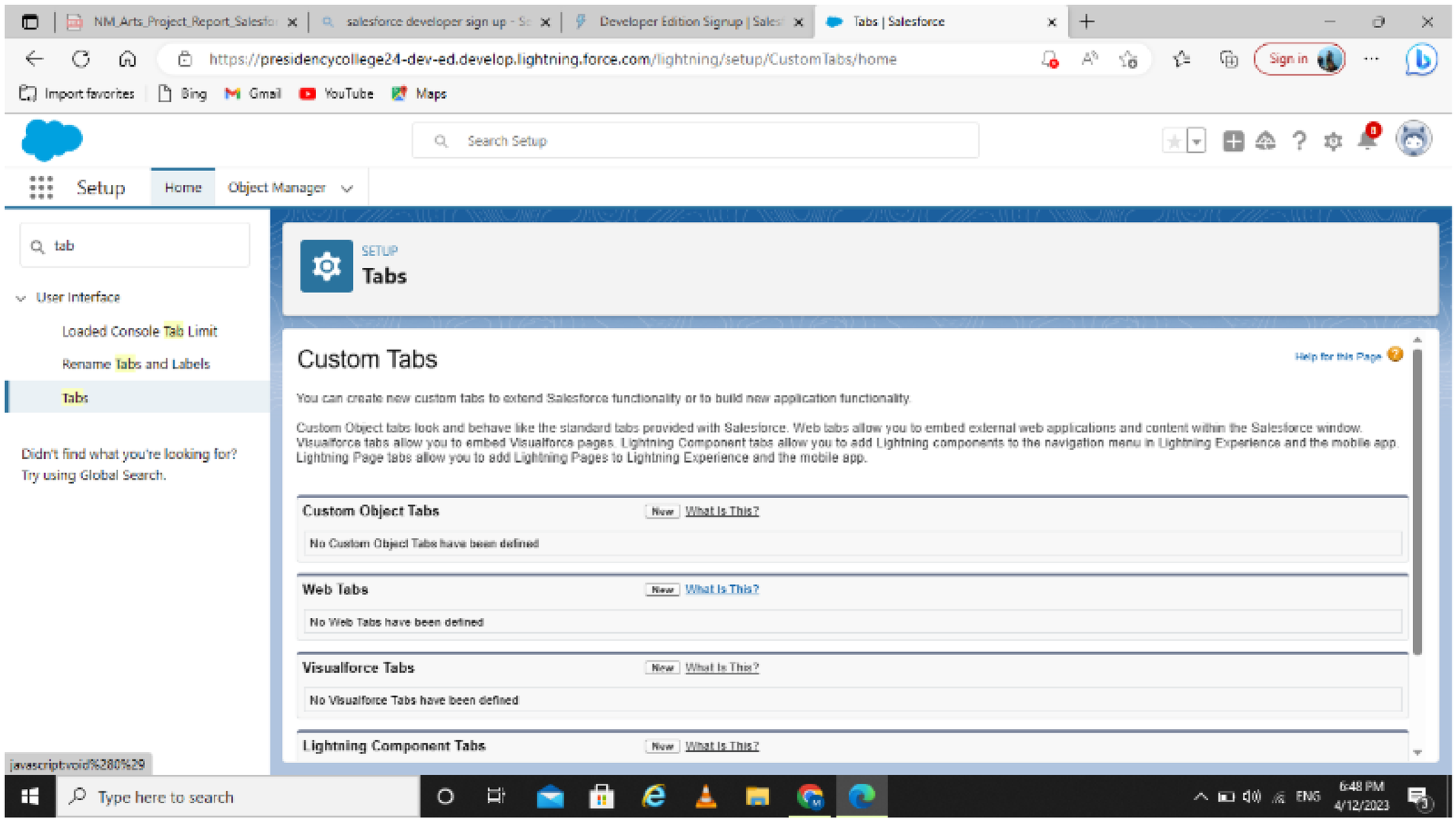
Tabs | Salesforce
https://presidencycollege24-dev-ed.develop.lightning.force.com/lightning/setup/CustomTabs/home
Import favorites
Bing
Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
tab
User Interface
Loaded Console Tab Limit
Rename Tabs and Labels
Tabs
Didn't find what you're looking for?
Try using Global Search.
SETUP
Tabs
Custom Tabs
Help for this Page
You can create new custom tabs to extend Salesforce functionality or to build new application functionality.
Custom Object tabs look and behave like the standard tabs provided with Salesforce. Web tabs allow you to embed external web applications and content within the Salesforce window. Visualforce tabs allow you to embed Visualforce pages. Lightning Component tabs allow you to add Lightning components to the navigation menu in Lightning Experience and the mobile app. Lightning Page tabs allow you to add Lightning Pages to Lightning Experience and the mobile app.
Custom Object Tabs
New
What Is This?
No Custom Object Tabs have been defined
Web Tabs
New
What Is This?
No Web Tabs have been defined
Visualforce Tabs
New
What Is This?
No Visualforce Tabs have been defined
Lightning Component Tabs
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What Is This?
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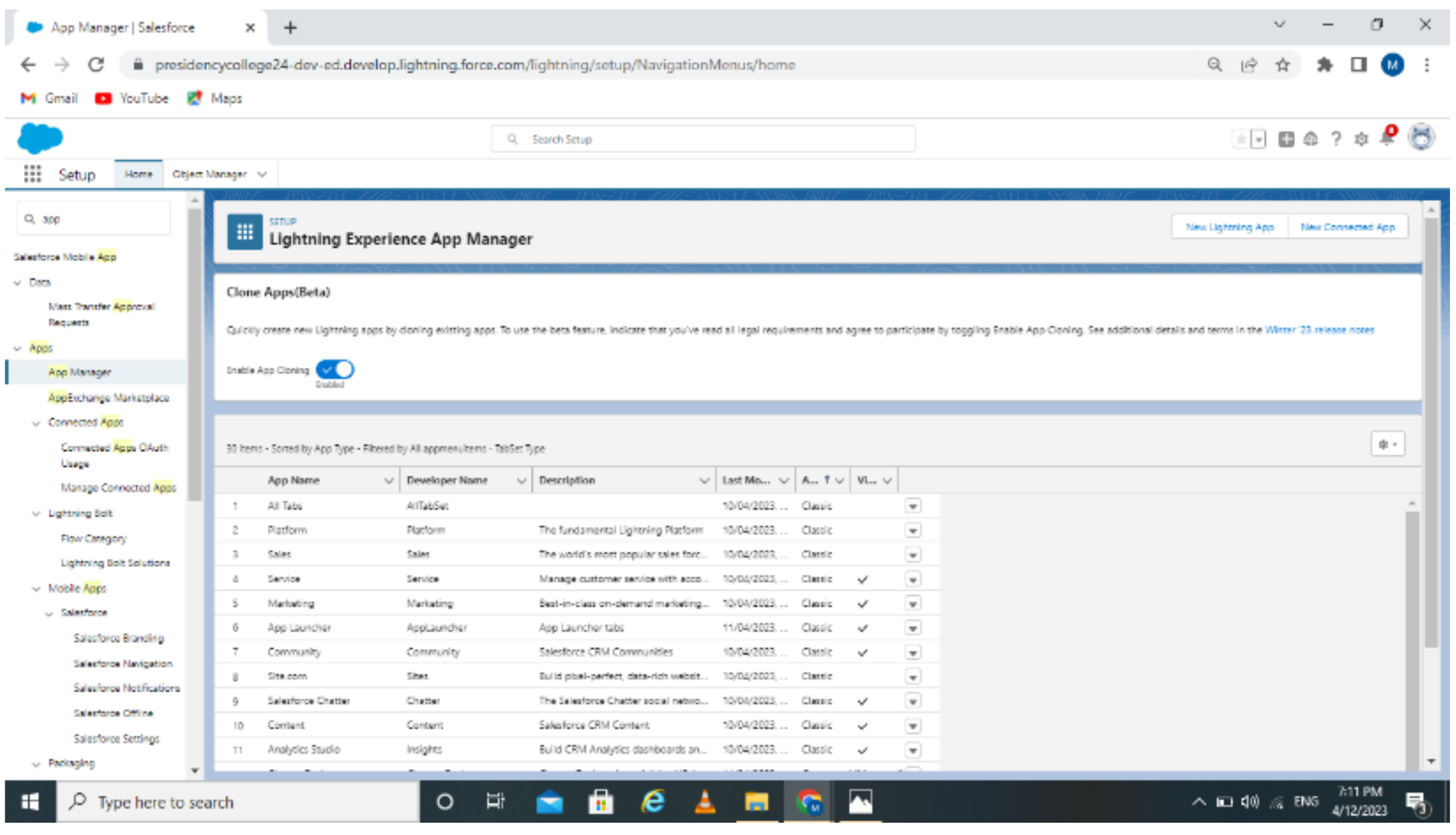
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Gmail
YouTube
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Home
Object Manager
app
Salesforce Mobile App
Data
Mass Transfer Approval Requests
Apps
App Manager
AppExchange Marketplace
Connected Apps
Connected Apps OAuth Usage
Manage Connected Apps
Lightning Bolt
Flow Category
Lightning Bolt Solutions
Mobile Apps
Salesforce
Salesforce Branding
Salesforce Navigation
Salesforce Notifications
Salesforce Offline
Salesforce Settings
Packaging
SETUP
Lightning Experience App Manager
New Lightning App
New Connected App
Clone Apps(Beta)
Quickly create new Lightning apps by cloning existing apps. To use the beta feature, indicate that you've read all legal requirements and agree to participate by toggling Enable App Cloning. See additional details and terms in the Winter '23 release notes.
Enable App Cloning
Disabled
10 items • Sorted by App Type • Filtered by All appmenuItems • TabSet Type
App Name
Developer Name
Description
Last Mo...
A...
Vi...
1 All Tabs AllTabSet 10/04/2023, ... Classic
2 Platform Platform The fundamental Lightning Platform 10/04/2023, ... Classic
3 Sales Sales The world's most popular sales forc... 10/04/2023, ... Classic
4 Service Service Manage customer service with acco... 10/04/2023, ... Classic
5 Marketing Marketing Best-in-class on-demand marketing... 10/04/2023, ... Classic
6 App Launcher AppLauncher App Launcher tabs 11/04/2023, ... Classic
7 Community Community Salesforce CRM Communities 10/04/2023, ... Classic
8 Site.com Sites Build pixel-perfect, data-rich websit... 10/04/2023, ... Classic
9 Salesforce Chatter Chatter The Salesforce Chatter social netwo... 10/04/2023, ... Classic
10 Content Content Salesforce CRM Content 10/04/2023, ... Classic
11 Analytics Studio Insights Build CRM Analytics dashboards an... 10/04/2023, ... Classic
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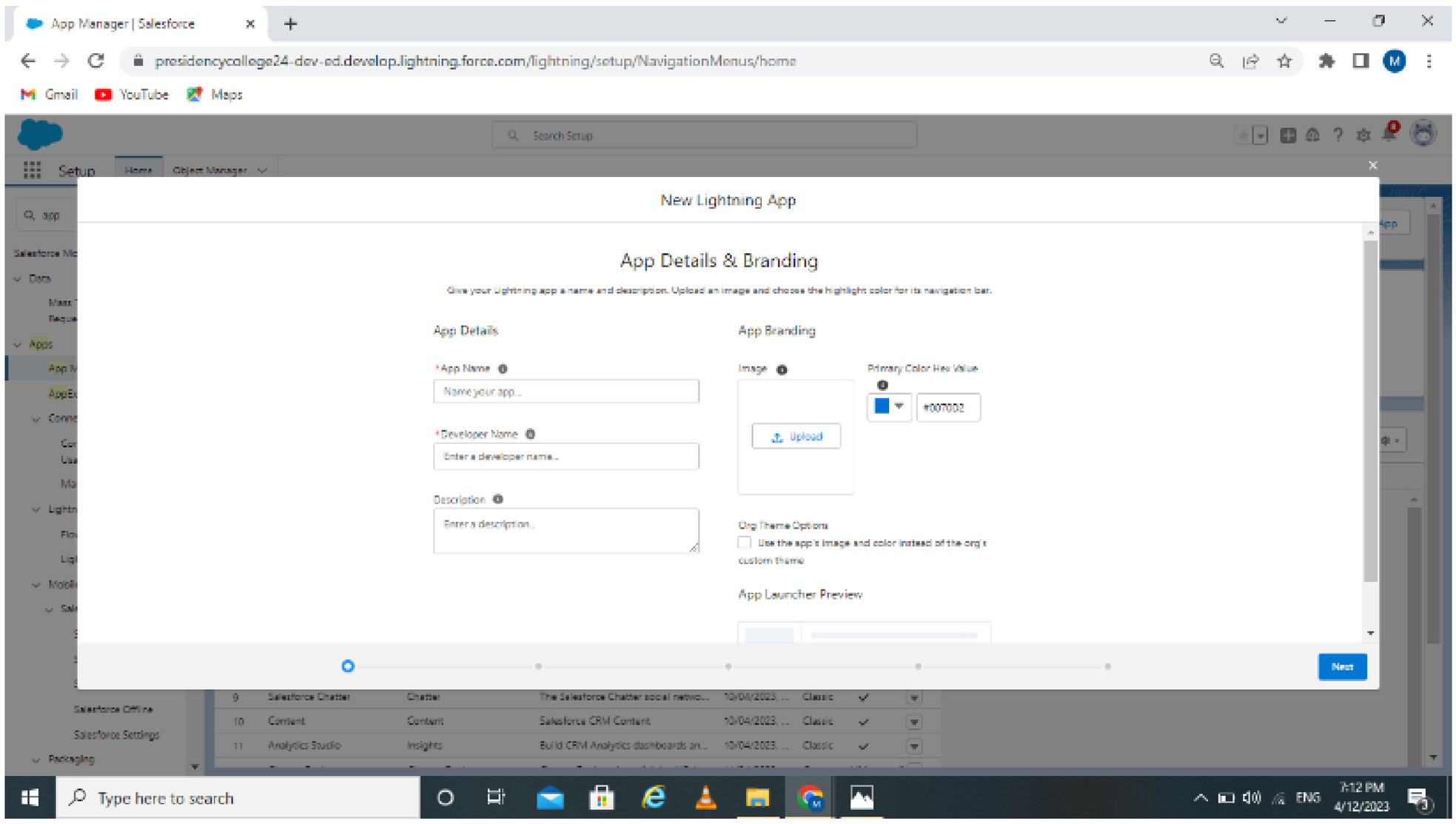
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Gmail
YouTube
Maps
Search Setup
Setup
Home
Object Manager
New Lightning App
App Details & Branding
Give your Lightning app a name and description. Upload an image and choose the highlight color for its navigation bar.
App Details
App Branding
*App Name
Name your app...
Image
Primary Color Hex Value
#007D32
Upload
*Developer Name
Enter a developer name...
Description
Enter a description...
Org Theme Options
Use the app's image and color instead of the org's custom theme
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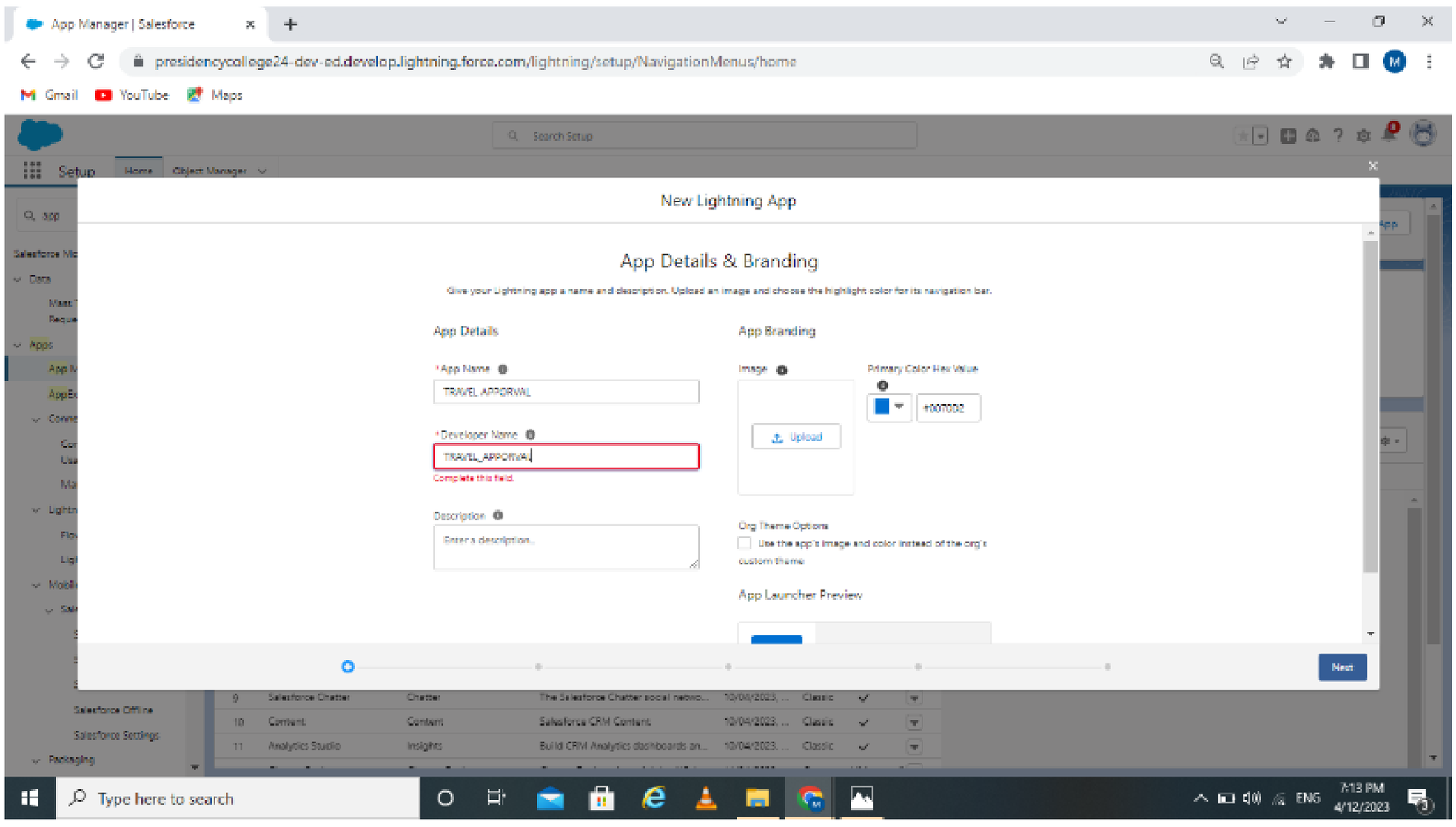
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Object Manager
New Lightning App
App Details & Branding
Give your Lightning app a name and description. Upload an image and choose the highlight color for its navigation bar.
App Details
App Branding
*App Name
TRAVEL APPORVAL
Image
Primary Color Hex Value
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Upload
*Developer Name
TRAVEL_APPORVAL
Complete this field.
Description
Enter a description...
Org Theme Options
Use the app's image and color instead of the org's custom theme
App Launcher Preview
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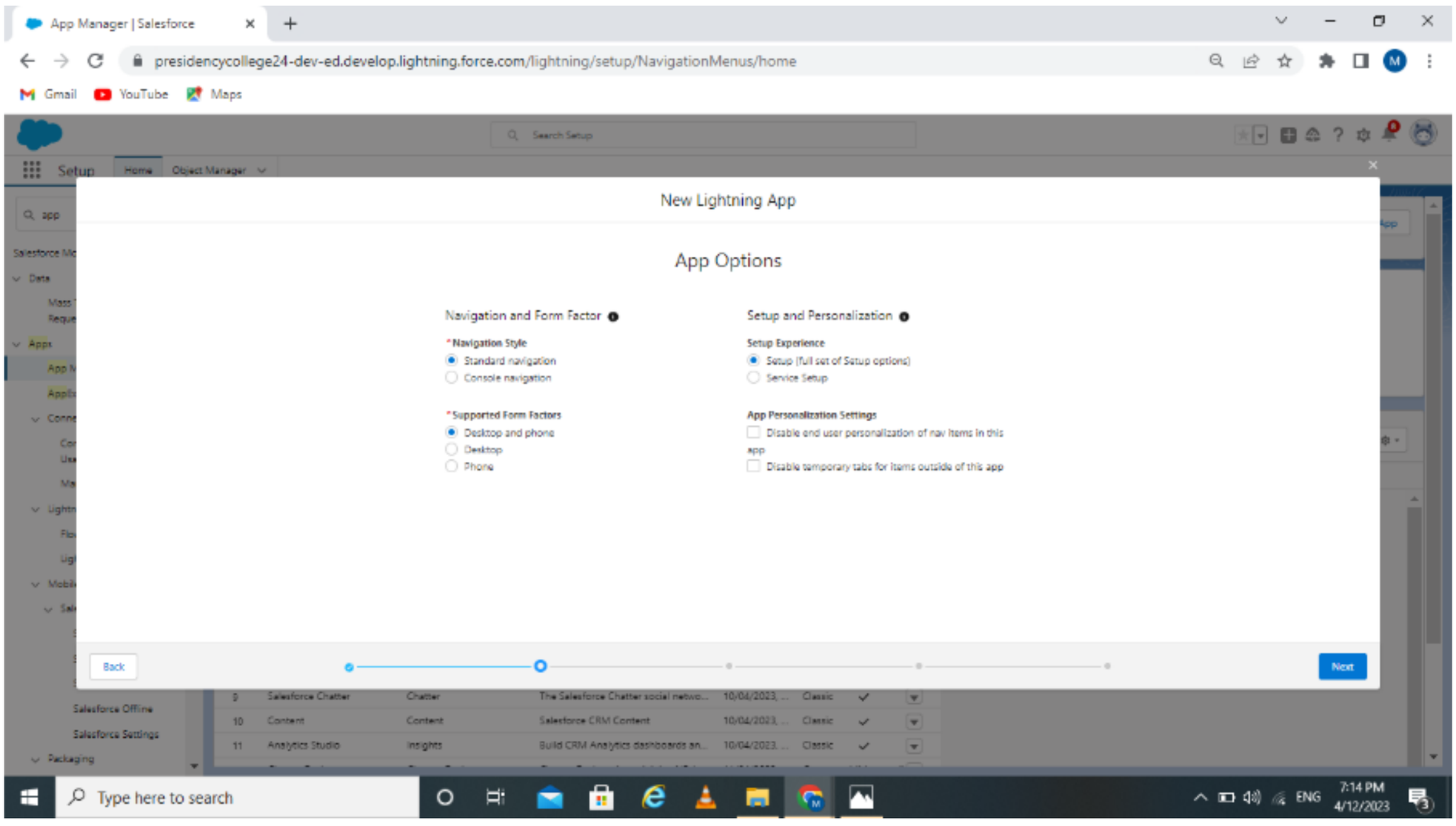

4 Trailhead Profile Public URL

Team leader - https://trailblazer.me/id/trailblazerkaviya

Team Member 1 – https://trailblazer.me/id/dharp88

Team Member 2 – https://trailblazer.me/id/ragul13

Team Member 3 – https://trailblazer.me/id/sathish723

5 ADVANTAGES & DISADVANTAGE

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By implementing an Employee Travel Approval application for a corporate, the following benefits can be achieved:

Efficiency: Automating the travel request and approval process saves time and reduces manual effort, which increases overall efficiency.

Compliance: The application ensures that all travel requests are reviewed by the appropriate

parties and are in compliance with company policies and regulations.

Transparency: The application provides visibility into the status of travel requests, reducing the need for manual follow-up and communication.

Accountability: The application tracks the travel request and approval process, ensuring accountability at every level.

Cost Savings: The application helps to reduce travel-related costs by enforcing policies and procedures and ensuring that only necessary travel is approved.

Improved Decision-making: The application enables managers and other stakeholders to make informed decisions based on real-time data and analytics.

Overall, an Employee Travel Approval application helps to optimize the travel request and approval process, reduce costs, improve compliance, and enhance the overall employee experience

Advantages of building an Employee Travel Approval application for a corporate include:

Improved Efficiency: Automating the travel request and approval process reduces manual effort and saves time, resulting in increased efficiency.

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Disadvantages of building an Employee Travel Approval application for a corporate include:

Implementation Cost: There may be a significant initial cost involved in developing and implementing the application.

Training Requirements: Employees and managers will need to be trained on how to use the application, which may require additional resources and time.

Technical Challenges: Developing and maintaining the application may require technical expertise, which can be a challenge for some organizations.

Integration Challenges: The application may need to integrate with other systems used by the company, which can be complex and time-consuming.

Security Risks: The application may be vulnerable to security risks, such as data breaches or hacking attempts, which can compromise sensitive employee and company information.

Overall, the advantages of building an Employee Travel Approval application outweigh the disadvantages, as the application can help to optimize the travel request and approval process, reduce

costs, and improve compliance and decision-making. However, it is important to carefully consider and address the potential challenges and risks before implementing the application.

6 APPLICATIONS

Define the requirements: Understand the requirements of the company and the stakeholders involved in the travel approval process. This includes the different types of travel requests, the approval hierarchy, and the required approvals at each level.

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Overall, the advantages of building an Employee Travel Approval application outweigh the disadvantages, as the application can help to optimize the travel request and approval process, reduce costs, and improve compliance and decision-making. However, it is important to carefully consider and address the potential challenges and risks before implementing the application.

The Employee Travel Approval application can be applied in various industries and organizations, where employees frequently travel for work purposes. Some examples of industries and organizations where this application can be useful include:

Consulting Firms: Consulting firms frequently require their employees to travel to client sites. An Employee Travel Approval application can help to streamline the travel request and approval

process, while ensuring compliance with client policies and regulations.

Manufacturing Companies: Manufacturing companies often have employees who need to travel for sales, procurement, or service purposes. The Employee Travel Approval application can help to track and manage these travel requests, while ensuring that the necessary approvals are obtained.

Healthcare Providers: Healthcare providers, such as hospitals and clinics, may have employees who need to travel for training or conferences. The application can help to ensure that travel requests are reviewed by the appropriate parties, and that compliance with HIPAA regulations and other healthcare policies is maintained.

Educational Institutions: Educational institutions may have faculty and staff who need to travel for research or conference purposes. The application can help to manage these travel requests, while ensuring that compliance with grant and other funding requirements is maintained.

Government Agencies: Government agencies frequently require their employees to travel for training, conferences, or fieldwork. The Employee Travel Approval application can help to manage these travel requests, while ensuring compliance with government policies and regulations.

Overall, the Employee Travel Approval application can be applied in any organization where employees need to travel for work purposes. It can help to streamline the travel request and approval process, while ensuring compliance with policies and regulations, and reducing costs.

7 CONCLUSIONS

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Manufacturing Companies: Manufacturing companies often have employees who need to travel for sales, procurement, or service purposes. The Employee Travel Approval application can help to track and manage these travel requests, while ensuring that the necessary approvals are obtained.

Healthcare Providers: Healthcare providers, such as hospitals and clinics, may have employees who need to travel for training or conferences. The application can help to ensure that travel requests are reviewed by the appropriate parties, and that compliance with HIPAA regulations and other healthcare policies is maintained.

Educational Institutions: Educational institutions may have faculty and staff who need to travel for research or conference purposes. The application can help to manage these travel requests, while ensuring that compliance with grant and other funding requirements is maintained.

Government Agencies: Government agencies frequently require their employees to travel for training, conferences, or fieldwork. The Employee Travel Approval application can help to manage these travel requests, while ensuring compliance with government policies and regulations.

Overall, the Employee Travel Approval application can be applied in any organization where employees need to travel for work purposes. It can help to streamline the travel request and approval process, while ensuring compliance with policies and regulations, and reducing costs.

The Employee Travel Approval application can be applied in any organization or company that has a need to manage and track employee travel requests and approvals. Some examples of where this solution can be applied include:

Large Corporations: Large corporations often have a high volume of travel requests that need to be processed and approved. The application can help to streamline the process and reduce the administrative burden on managers and employees.

Small and Medium-sized Enterprises (SMEs): SMEs may not have dedicated travel coordinators or departments, and the process of managing travel requests may be ad hoc. The Employee Travel Approval application can help to bring structure and efficiency to the process.

Non-profit Organizations: Non-profit organizations often have limited budgets and need to manage expenses carefully. The application can help to ensure that travel requests are in line with the organization' s mission and budget, and that necessary approvals are obtained.

Government Agencies: Government agencies at all levels frequently require their employees to travel for training, conferences, or fieldwork. The application can help to manage these travel requests, while ensuring compliance with government policies and regulations.

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Overall, the Employee Travel Approval application can be applied in any organization or industry where employee travel is a regular occurrence. It can help to reduce costs, improve efficiency, and ensure compliance with policies and regulations

The Employee Travel Approval application is a software solution that automates and streamlines the travel request and approval process in organizations. The purpose of this project is to develop and implement the application to improve efficiency, compliance, and cost savings.

The project involves identifying the requirements and specifications for the application, developing the software, testing and validating it, and implementing it in the organization. The application includes features such as travel request submission, approval workflows, policy compliance checks, expense tracking, and reporting.

The advantages of the Employee Travel Approval application include improved efficiency, compliance, transparency, accountability, cost savings, and decision-making. However, there are also potential challenges and risks associated with building and implementing the application, such as implementation cost, training requirements, technical and integration challenges, and security risks.

The application can be applied in various industries and organizations, including large corporations, SMEs, non-profit organizations, government agencies, and educational institutions. It can help to manage and track employee travel requests and approvals, ensuring compliance with policies and regulations, reducing costs, and improving efficiency.

In conclusion, the Employee Travel Approval application is a valuable software solution for managing and tracking employee travel requests and approvals. While there are potential challenges and risks associated with building and implementing the application, the benefits outweigh the costs. The application can be applied in various industries and organizations, and it can help to improve efficiency, compliance, and cost savings

8 FUTURE SCOPE

Building an Employee Travel Approval application for a corporate involves the following steps:

Define the requirements: Understand the requirements of the company and the stakeholders involved in the travel approval process. This includes the different types of travel requests, the approval hierarchy, and the required approvals at each level.

Design the application: Based on the requirements, design the application, including the user interface, workflows, and integrations with other systems.

Develop the application: Develop the application using a suitable technology stack and best practices for security, scalability, and performance.

Test the application: Conduct thorough testing to ensure that the application functions as expected and meets the requirements.

Deploy the application: Deploy the application to a suitable environment, such as a cloud platform, and configure it to work with the company's IT infrastructure.

Train users: Train the users on how to use the application, including submitting travel requests, tracking their status, and approving or rejecting requests.

Support and maintain the application: Provide ongoing support and maintenance for the application, including bug fixes, updates, and enhancements based on feedback from users and stakeholders.

The Employee Travel Approval application should make the travel approval process more efficient and streamlined, while ensuring compliance with company policies and regulations. It should also provide transparency and visibility into the status of travel requests, reducing the need for manual follow-up and communication.

The purpose of building an Employee Travel Approval application for a corporate is to automate and streamline the travel request and approval process for employees. The application allows employees to submit travel requests, which are then routed through an approval hierarchy based on the company's policies and procedures. The application helps to ensure that the travel requests are reviewed by the appropriate parties, are in compliance with company policies and regulations, and are approved or rejected in a timely manner. By automating the process, the application reduces manual effort and errors, provides visibility into the status of travel requests, and enables better decision-making by managers and other stakeholders. Overall, the Employee Travel

Approval application improves the efficiency and effectiveness of the travel approval process, while ensuring compliance and reducing the burden on employees and manager

By implementing an Employee Travel Approval application for a corporate, the following benefits can be achieved:

Efficiency: Automating the travel request and approval process saves time and reduces manual effort, which increases overall efficiency.

Compliance: The application ensures that all travel requests are reviewed by the appropriate parties and are in compliance with company policies and regulations.

Transparency: The application provides visibility into the status of travel requests, reducing the need for manual follow-up and communication.

Accountability: The application tracks the travel request and approval process, ensuring accountability at every level.

Cost Savings: The application helps to reduce travel-related costs by enforcing policies and procedures and ensuring that only necessary travel is approved.

Improved Decision-making: The application enables managers and other stakeholders to make informed decisions based on real-time data and analytics.

Overall, an Employee Travel Approval application helps to optimize the travel request and approval process, reduce costs, improve compliance, and enhance the overall employee experienc

Advantages of building an Employee Travel Approval application for a corporate include:

Improved Efficiency: Automating the travel request and approval process reduces manual effort and saves time, resulting in increased efficiency.

Better Compliance: The application helps to ensure that all travel requests are in compliance with company policies and regulations.

Increased Transparency: The application provides visibility into the status of travel requests, reducing the need for manual follow-up and communication.

Greater Accountability: The application tracks the travel request and approval process, ensuring accountability at every level.

Cost Savings: The application helps to reduce travel-related costs by enforcing policies and procedures and ensuring that only necessary travel is approved.

Improved Decision-making: The application enables managers and other stakeholders to make informed decisions based on real-time data and analytics.

Disadvantages of building an Employee Travel Approval application for a corporate include:

Implementation Cost: There may be a significant initial cost involved in developing and implementing the application.

Training Requirements: Employees and managers will need to be trained on how to use the application, which may require additional resources and time.

Technical Challenges: Developing and maintaining the application may require technical

expertise, which can be a challenge for some organizations.

Integration Challenges: The application may need to integrate with other systems used by the company, which can be complex and time-consuming.

Security Risks: The application may be vulnerable to security risks, such as data breaches or hacking attempts, which can compromise sensitive employee and company information.

Overall, the advantages of building an Employee Travel Approval application outweigh the disadvantages, as the application can help to optimize the travel request and approval process, reduce costs, and improve compliance and decision-making. However, it is important to carefully consider and address the potential challenges and risks before implementing the application

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The advantages of the Employee Travel Approval application include improved efficiency, compliance, transparency, accountability, cost savings, and decision-making. However, there are also potential challenges and risks associated with building and implementing the application, such as implementation cost, training requirements, technical and integration challenges, and security risks.

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In conclusion, the Employee Travel Approval application is a valuable software solution for managing and tracking employee travel requests and approvals. While there are potential challenges and risks associated with building and implementing the application, the benefits outweigh the costs. The application can be applied in various industries and organizations, and it can help to improve efficiency, compliance, and cost savings.

There are several enhancements that can be made to the Employee Travel Approval application in the future to improve its functionality and effectiveness. Some possible enhancements include:

Mobile App: Developing a mobile app for the application can increase its accessibility and convenience, allowing employees to submit travel requests and receive approval on the go.

Integration with Travel Booking Tools: Integrating the application with travel booking tools such as Expedia, Travelocity, or Kayak can simplify the process of booking travel arrangements and tracking expenses.

Artificial Intelligence (AI) and Machine Learning (ML) Capabilities: Incorporating AI and ML capabilities can help to identify patterns in travel requests, expenses, and approval workflows, enabling managers to make data-driven decisions.

Integration with Corporate Credit Card Providers: Integrating the application with corporate credit card providers such as American Express or Visa can enable employees to submit travel expenses directly to the system, eliminating the need for manual expense reporting.

Multi-Currency and Multi-Language Support: Adding support for multiple currencies and languages can increase the application' s usability and accessibility in global organizations.

Enhanced Reporting and Analytics: Developing more comprehensive reporting and analytics capabilities can provide managers with deeper insights into employee travel patterns, expenses, and compliance.

Overall, these enhancements can help to increase the functionality and effectiveness of the Employee Travel Approval application, enabling organizations to better manage and track employee travel requests and approvals.