

BUILD AN EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

1 INTRODUCTION

1.1 Overview

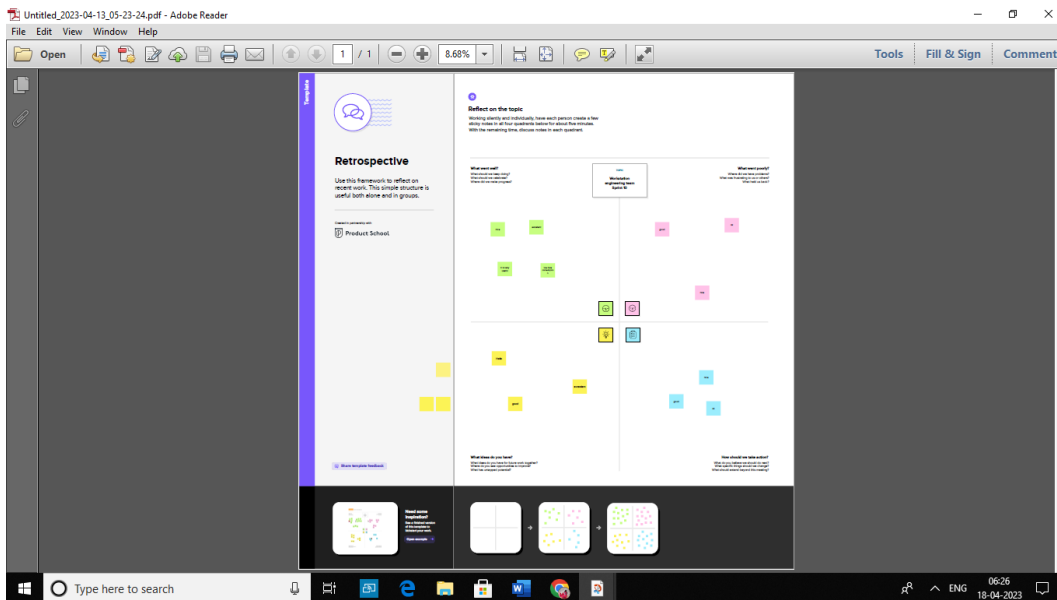
Corporate travel is an integral part of the business world, as companies need to travel to meet clients, attend conferences and meetings, and explore new markets. However, managing employee travel can be a cumbersome task for the HR and travel departments. That's why many corporates have started using employee travel approval applications to streamline the process.

1.2 Purpose

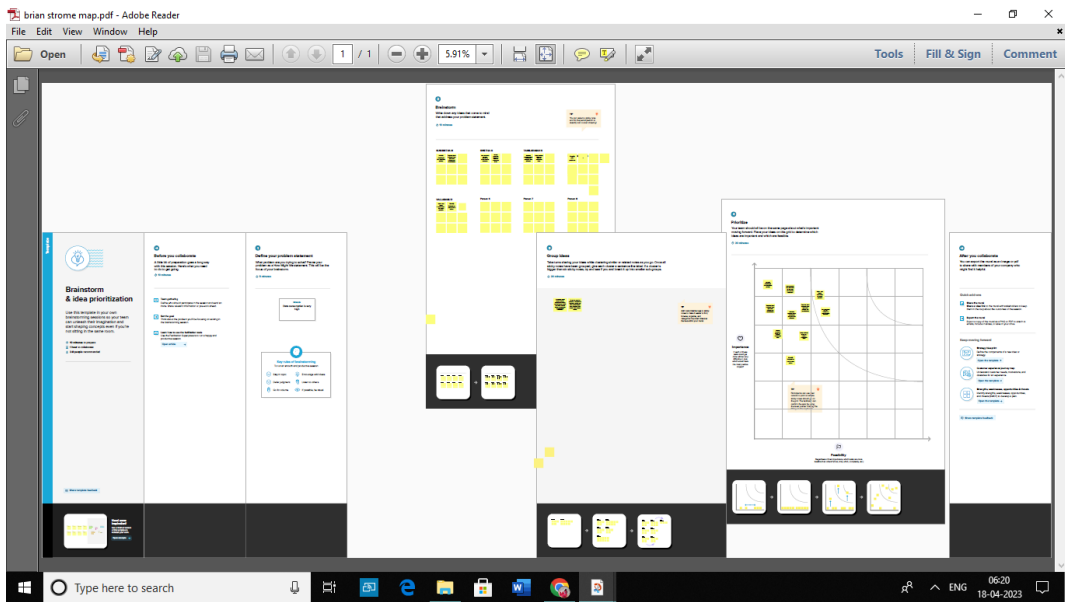
The application saves time for both the employee and the travel manager by automating the travel request and approval process. The application ensures that travel requests comply with the company's travel policies, which reduces the risk of non-compliant expenses and unnecessary travel.

2 Problem Definition & Design Thinking

2.1 Empathy Map



2.2 Ideation & Brainstorming Map



• RESULT

.1

Object name	Fields in the Object	
Department	Field label	Data type
	Department code	Required
Travel App	Field label	Data type
	Purpose of Trip	Text Area

.2 Activity & Screenshot

Creating the application

Apps | Microsoft 365 | Create a Travel Approval Ligi | Chatter Home | Salesforce | Object Manager | Salesforce | App Manager | Salesforce

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/NavigationMenus/home

Search Setup

Setup Home Object Manager

app mana

Apps

App Manager

Didn't find what you're looking for? Try using Global Search.

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

29 items • Sorted by App Name • Filtered by All appmenuitems - TabSet Type

	App Name ↑	Developer Name	Description	Last Modified ...	App Type	Vi...
1	All Tabs	AllTabSet		07/04/2023, 9:43 pm	Classic	
2	Analytics Studio	Insights	Build CRM Analytics dashboards and apps	07/04/2023, 9:43 pm	Classic	✓
3	Ant Migration Tool	Forcecom_Migration_Tool	The Force.com Migration Tool is a Java/Ant-based ...	07/04/2023, 9:43 pm	Connected (Managed)	
4	App Launcher	AppLauncher	App Launcher tabs	07/04/2023, 9:43 pm	Classic	✓

Apps | Microsoft 365 | Create a Travel Approval Ligi | Chatter Home | Salesforce | Object Manager | Salesforce | App Manager | Salesforce

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Search Setup

Setup Home Object Manager

app mana

Apps

App Manager

Didn't find what you're looking for? Try using Global Search.

Enable App Cloning ☐ Disabled

29 items • Sorted by App Name • Filtered by All appmenuitems - TabSet Type

	App Name ↑	Developer Name	Description	Last Modified ...	App Type	Vi...
1	All Tabs	AllTabSet		07/04/2023, 9:43 pm	Classic	
2	Analytics Studio	Insights	Build CRM Analytics dashboards and apps	07/04/2023, 9:43 pm	Classic	✓
3	Ant Migration Tool	Forcecom_Migration_Tool	The Force.com Migration Tool is a Java/Ant-based ...	07/04/2023, 9:43 pm	Connected (Managed)	
4	App Launcher	AppLauncher	App Launcher tabs	07/04/2023, 9:43 pm	Classic	✓
5	Bolt Solutions	LightningBolt	Discover and manage business solutions designed ...	07/04/2023, 9:43 pm	Lightning	✓
6	Commerce	Commerce	Manage your store's products, catalogs, and price...	07/04/2023, 9:43 pm	Lightning	✓
7	Community	Community	Salesforce CRM Communities	07/04/2023, 9:43 pm	Classic	✓
8	Content	Content	Salesforce CRM Content	07/04/2023, 9:43 pm	Classic	✓
9	Data Manager	DataManager	Use Data Manager to view limits, monitor usage, a...	07/04/2023, 9:43 pm	Lightning	✓
10	Dataloader Bulk	Dataloader_Bulk	The Data Loader is an easy to use graphical tool th...	07/04/2023, 9:43 pm	Connected (Managed)	
11	Dataloader Partner	Dataloader_Partner	The Data Loader is an easy to use graphical tool th...	07/04/2023, 9:43 pm	Connected (Managed)	

Custom object creation

Apps | Microsoft 365 | Create a Travel Approval Ligi | Chatter Home | Salesforce | Object Manager | Salesforce | Recently Viewed | Department | Salesforce

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/0115000001ms0D/Details/view

Search Setup

Setup Home Object Manager

Department

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Search Layouts

Details

Description

API Name
Department__c
Custom

✓

Singular Label
Department

Plural Label
Departments

Enable Reports
✓

Track Activities

Track Field History

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

Edit Delete

Apps | Microsoft 365 | Create a Travel App... | Chatter Home | Sales | Object Manager | Sales | Recently Viewed | Details | Travel Approval | Sales

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/0115i000001msCe/Details/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Travel Approval

Details

- Fields & Relationships
- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Search Layouts

Details

Description

API Name
Travel_Approval__c

Custom

Singular Label
Travel Approval

Plural Label
Travel Approvals

Enable Reports
✓

Track Activities
✓

Track Field History
✓

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

Edit Delete

Apps | Microsoft 365 | Create a Travel App... | Chatter Home | Sales | Object Manager | Sales | Expense Item | Sales

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/0115i000001msCy/Details/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Expense Item

Details

- Fields & Relationships
- Page Layouts
- Lightning Record Pages
- Buttons, Links, and Actions
- Compact Layouts
- Field Sets
- Object Limits
- Record Types
- Related Lookup Filters
- Restriction Rules

Details

Description

API Name
Expense_Item__c

Custom

Singular Label
Expense Item

Plural Label
Expense Items

Enable Reports
✓

Track Activities

Track Field History

Deployment Status
Deployed

Help Settings
Standard salesforce.com Help Window

Edit Delete

Custom tab creation

Apps | Microsoft 365 | Create a Travel App... | Chatter Home | Sales | Object Manager | Sales | Recently Viewed | Details | Tabs | Salesforce

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/CustomTabs/home

Search Setup

Setup Home Object Manager

Q tabs

User Interface

Rename Tabs and Labels

Tabs

Didn't find what you're looking for?
Try using Global Search.

SETUP

Tabs

Custom Tabs

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

Action	Label	Tab Style	Description
Edit Del	Departments	Books	
Edit Del	Departments	Books	
Edit Del	Travel Approvals	Airplane	

Web Tabs

No Web Tabs have been defined

Apps | Microsoft 365 | Create a Travel App... | Chatter Home | Sales | Object Manager | Sales | Recently Viewed | De... | Tabs | Salesforce

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/CustomTabs/home

Search Setup

Setup Home Object Manager

tabs

User Interface

Rename Tabs and Labels

Tabs

Didn't find what you're looking for? Try using Global Search.

SETUP Tabs

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 [New](#) [What Is This?](#)

Action	Label	Tab Style	Description
Edit	Get Your Login Credentials	Flag	
Edit	Install a Package	Compass	
Edit	Welcome	Chalkboard	

Lightning Page Tabs [New](#) [What Is This?](#)

No Lightning Page Tabs have been defined

Create fields & relationships

Apps | Microsoft 365 | Create a Travel App... | Chatter Home | Sales | Object Manager | Sales | Recently Viewed | De... | Department | Salesforce

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/0115i000001ms0D/FieldsAndRelationships/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER Department

Details

Fields & Relationships 5 Items, Sorted by Field Label [Quick Find](#) [New](#) [Deleted Fields](#) [Field Dependencies](#) [Set History Tracking](#)

FIELD LABEL	FIELD NAME	DATA TYPE	CONTROLLING FIELD	INDEXED
Created By	CreatedById	Lookup(User)		
Department code	Department_code__c	Text(10) (Unique Case Sensitive)		✓
Department Name	Name	Text(80)		✓
Last Modified By	LastModifiedById	Lookup(User)		
Owner	OwnerId	Lookup(User,Group)		✓

Apps | Microsoft 365 | Create a Travel App... | Chatter Home | Sales | Object Manager | Sales | Recently Viewed | De... | Travel Approval | Salesforce

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/0115i000001msCe/Details/view

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER Travel Approval

Details

[Edit](#) [Delete](#)

Description

API Name	Travel_Approval__c	Enable Reports	✓
Custom		Track Activities	✓
✓		Track Field History	✓
Singular Label	Travel Approval	Deployment Status	Deployed
Plural Label	Travel Approvals	Help Settings	Standard salesforce.com Help Window

Expense Item

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Restriction Rules

Details

Description

API Name

Expense_Item_c

Custom

✓

Singular Label

Expense Item

Plural Label

Expense Items

Enable Reports

✓

Track Activities

Track Field History

Deployment Status

Deployed

Help Settings

Standard salesforce.com Help Window

Import Departments

Bulk Data Load Jobs

Monitor Bulk Data Load Jobs

Quota

Your organization has processed 0 batches in the last 24 hours. Your organization can process 15,000 batches in a 24-hour period.

Resource used in the last 24 hours:

CPU: 0 milliseconds

IO: 0 bytes

Disk: 0 bytes

In Progress

Job ID	Submitted By	Start Time	Status	Job Type	Operation	Object	Records Processed	Records Failed	Progress
No records to display.									

Completed last 7 days

Job ID	Submitted By	Start Time	End Time	Status	Job Type	Operation	Object	Records Processed	Records Failed	Time to Complete (hh:mm:ss)
7505i00000FIVqp	83_Tharaoeshwari	13/04/2023, 12:49 pm	13/04/2023, 12:49 pm	Closed	Bulk V1	Insert	Travel Approval	300	229	00:01
7505i00000FIVoo	83_Tharaoeshwari	13/04/2023, 12:37 pm	13/04/2023, 12:37 pm	Closed	Bulk V1	Insert	Travel Approval	300	229	00:01

Customize user interface

Bulk Data Load Jobs

Bulk Data Load Job Detail

Job ID: 7505i00000FIVqp

Submitted By: Tharaoeshwari.83

Start Time: 13/04/2023, 12:49 pm IST

End Time: 13/04/2023, 12:49 pm IST

Time to Complete (hh:mm:ss): 00:01

Object: Travel Approval

External ID Field

Job Type: Bulk V1

Operation: Insert

Status: Closed

Queued Batches: 0

In Progress Batches: 0

Completed Batches: 1

Failed Batches: 0

Progress: 100%

Total Processing Time (ms): 339

API Active Processing Time (ms): 201

Apex Processing Time (ms): 23

Apps | Microsoft 365 | Create and Customiz... | Chatter Home | Sales | Object Manager | Sale... | Recently Viewed | De... | Bulk Data Load Jobs | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/AsyncApiJobStatus/page?address=%2F7505i00000FIVqp

Search Setup

Setup Home Object Manager

bulk

Environments

Jobs

Bulk Data Load Jobs

Didn't find what you're looking for?
Try using Global Search.

SETUP Bulk Data Load Jobs

End Time	13/04/2023, 12:49 pm IST	In Progress Batches	0	Time (ms)	23
Time to Complete (hh:mm:ss)	00:01	Completed Batches	1	Apex Processing Time (ms)	
Object	Travel Approval	Failed Batches	0		
External ID Field		Progress	100%		
Content Type	CSV	Records Processed	300		
Concurrency Mode	Parallel	Records Failed	229		
API Version	57.0	Retries	0		

Reload

Batches

View Request	View Result	Batch ID	Start Time	End Time	Total Processing Time (ms)	API Active Processing Time (ms)	Apex Processing Time (ms)	Records Processed	Records Failed	Retry Count	State Message	Status
View Request	View Result	751500000HTFGP	13/04/2023, 12:49 pm	13/04/2023, 12:49 pm	339	201	23	300	229	0	Completed	Completed

Type here to search

Apps | Microsoft 365 | Create and Customiz... | Chatter Home | Sales | Object Manager | Sale... | Recently Viewed | De... | Users | Salesforce | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0055i000006qq0F%3FnoRedirect%3D1%26isUserEntityOv...

Search Setup

Setup Home Object Manager

users

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Queues

Roles

User Management Settings

Users

Feature Settings

Data.com

Prospector Users

Didn't find what you're looking for?
Try using Global Search.

SETUP Users

User Tharageshwari 83

Permission Set Assignments (0) | Permission Set Assignments Activation Required (0) | Permission Set Group Assignments (0) | Permission Set License Assignments (0) | Personal Groups (0) | Public Group Membership (0) | Queue Membership (0) | Team (1) | Managers in the Role Hierarchy (0) | OAuth Connected Apps (0) | Third-Party Account Links (0) | Installed Mobile Apps (0) | Authentication Settings for External Systems (0) | Login History (0) | User Provisioning Accounts (0)

User Detail

Name	Tharageshwari 83	Role	Salesforce
Alias	T83	User License	System Administrator
Email	sstharu7@gmail.com	Profile	System Administrator
Username	sstharu7@resilient-moose-18ajip.com	Active	<input checked="" type="checkbox"/>
Nickname	User16000839900977412317	Marketing User	<input checked="" type="checkbox"/>
Title		Offline User	<input checked="" type="checkbox"/>
Company	Government Arts College Karur	Knowledge User	<input type="checkbox"/>
Department		Flow User	<input type="checkbox"/>
Division		Service Cloud User	<input checked="" type="checkbox"/>
Address	IN	Site.com Contributor User	<input type="checkbox"/>
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)	Site.com Publisher User	<input type="checkbox"/>
Locale	English (India)	WDC User	<input type="checkbox"/>

Use customization

Apps | Microsoft 365 | Create and Customiz... | Chatter Home | Sales | Object Manager | Sale... | Recently Viewed | De... | Users | Salesforce | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ManageUsers/page?address=%2F0055i000006MjIU%3FnoRedirect%3D1%26isUserEntityOv...

Search Setup

Setup Home Object Manager

users

Users

Permission Set Groups

Permission Sets

Profiles

Public Groups

Queues

Roles

User Management Settings

Users

Feature Settings

Data.com

Prospector Users

Didn't find what you're looking for?
Try using Global Search.

SETUP Users

User Integration User

Permission Set Assignments (0) | Permission Set Assignments Activation Required (0) | Permission Set Group Assignments (0) | Permission Set License Assignments (0) | Personal Groups (0) | Public Group Membership (0) | Queue Membership (0) | Team (0) | Managers in the Role Hierarchy (0) | OAuth Connected Apps (0) | Third-Party Account Links (0) | Installed Mobile Apps (0) | Authentication Settings for External Systems (0) | Login History (0) | User Provisioning Accounts (0)

User Detail

Name	Integration User	Role	Analytics Cloud Integration User
Alias	integ	User License	Analytics Cloud Integration User
Email	integration@example.com	Profile	Analytics Cloud Integration User
Username	integration@00e5i00000by14ead.com	Active	<input checked="" type="checkbox"/>
Nickname	integration14407005834055566E12	Marketing User	<input type="checkbox"/>
Title		Offline User	<input type="checkbox"/>
Company	Government Arts College Karur	Knowledge User	<input type="checkbox"/>
Department		Flow User	<input type="checkbox"/>
Division		Service Cloud User	<input type="checkbox"/>
Address	IN	Site.com Contributor User	<input type="checkbox"/>
Time Zone	(GMT+05:30) India Standard Time (Asia/Kolkata)	Site.com Publisher User	<input type="checkbox"/>
Locale	English (India)	WDC User	<input type="checkbox"/>

Page layout on travel app

Apps | Microsoft 365 | Create and Customiz... | Chatter Home | Sales | Object Manager | Sale... | Recently Viewed | De... | Travel Approval | Sale... | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/015i000001msCe/PageLayouts/view

Gmail YouTube Maps Create a Travel App...

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Travel Approval

Details

Fields & Relationships

Page Layouts

Lightning Record Pages

Buttons, Links, and Actions

Compact Layouts

Field Sets

Object Limits

Record Types

Related Lookup Filters

Page Layouts

1 Items, Sorted by Page Layout Name

Quick Find New Page Layout Assignment

PAGE LAYOUT NAME	CREATED BY	MODIFIED BY
Travel Approval Layout	Tharageshwani 83, 08/04/2023, 6:33 pm	Tharageshwani 83, 11/04/2023, 6:17 pm

https://resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/one/app#/setup/ObjectManager/015i000001msCe/PageLayouts/view

Type here to search

Apps | Microsoft 365 | Create and Customiz... | Chatter Home | Sales | Object Manager | Sale... | Recently Viewed | De... | Travel Approval | Sale... | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/015i000001msCe/PageLayouts/00h5i00000089hQ7AAJ/view

Gmail YouTube Maps Create a Travel App...

Search Setup

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Related Lookup Filters

Search Layouts

Travel Approval Layout

Custom Console Components Mini Page Layout Mini Console View Video Tutorial Help for this Page

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Travel Approval Sample

Highlights Panel

Customize the highlights panel for this page layout...

Quick Actions in the Salesforce Classic

Publisher

Actions in this section are currently inherited from the global publisher layout. You can override the global publisher layout to set a customized list of actions for the publisher on pages that use this layout.

Salesforce Mobile and Lightning Experience

Actions

Errors in this section are reserved for Salesforce. You can override the predefined actions to set a customized list of actions on Lightning Experience and mobile app pages that use this layout. If you

Type here to search

Apps | Microsoft 365 | Create and Customiz... | Chatter Home | Sales | Object Manager | Sale... | Recently Viewed | De... | Travel Approval | Sale... | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/015i000001msCe/ValidationRules/03d5i0000005cduAAA/view

Gmail YouTube Maps Create a Travel App...

Search Setup

Setup Home Object Manager

Create validation rule

Apps | Microsoft 365 | Create and Customiz... | Chatter Home | Sales | Object Manager | Sale... | Recently Viewed | De... | Travel Approval | Sale... | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/015i000001msCe/ValidationRules/03d5i0000005cduAAA/view

Gmail YouTube Maps Create a Travel App...

Search Setup

Setup Home Object Manager

SETUP > OBJECT MANAGER

Travel Approval

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Search Layouts

Travel Approval Validation Rule

Back to Travel Approval Help for this Page

Validation Rule Detail

Rule Name Trip_end_date_after_start_date Active ✓

Error Condition Formula Trip_End_Date__c < Trip_Start_Date__c

Error Message Trip end date must be greater than or equal to start date Error Location Trip End Date

Description

Created By Tharageshwani 83, 11/04/2023, 2:43 pm Modified By Tharageshwani 83, 11/04/2023, 2:43 pm

Type here to search

Apps | Microsoft 365 | Create and Customiz... | Chatter Home | Sales | Object Manager | Sale... | Recently Viewed | De... | Travel Approval | Sale... | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/ObjectManager/015i000001msCe/ValidationRules/03d5i0000005cduAAA/view

Gmail YouTube Maps Create a Travel App...

Search Setup

Setup Home Object Manager

Create formula field

Apps | Microsoft | Create Formula | Chatter Home | Static Resources | Travel Approval | Recently Viewed | Home | Salesforce | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/setup/StaticResources/page?address=%2F0815i00000BYV6

Gmail YouTube Maps Create a Travel App...

Search Setup

Setup Home Object Manager

static

Custom Code

Static Resources

Didn't find what you're looking for?
Try using Global Search.

Static Resources

Static Resource

StatusImages

Static Resource Detail

Name	StatusImages
Namespace Prefix	
Description	
MIME Type	application/x-zip-compressed
Cache Control	Public
Size	39,130 bytes
	View file
Created By	Tharageshwari 83 11/04/2023, 4:46 pm
Last Modified By	Tharageshwari 83 11/04/2023, 4:46 pm

Type here to search

07:26 18-04-2023

Create reports

Apps | Microsoft | Create Formula | Chatter Home | Reports | Salesforce | Travel Approval | Recently Viewed | Home | Salesforce | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/o/Report/home?queryScope=mru

Gmail YouTube Maps Create a Travel App...

Search...

Travel App Chatter Reports Dashboards Travel Approvals Departments Departments

Reports

Recent

4 items

Search recent reports...

New Report New Folder

REPORTS	Report Name	Description	Folder	Created By	Created On	Subscribed
Recent	Travel Requests by Month		Public Reports	Tharageshwari 83	13/4/2023, 1:50 pm	
Created by Me	Travel Requests by Department		Public Reports	Tharageshwari 83	13/4/2023, 1:40 pm	
Private Reports	Travel Requests by Department		Public Reports	Tharageshwari 83	13/4/2023, 1:22 pm	
Public Reports	Sample Flow Report: Screen Flows	Which flows run, what's the status of each interview, and how long do users take to complete the screens?	Public Reports	Automated Process	7/4/2023, 9:43 pm	

FOLDERS

All Folders

Created by Me

Shared with Me

FAVORITES

All Favorites

Type here to search

07:27 18-04-2023

Create Dashboards

Apps | Microsoft | Create Formula | Chatter Home | Dashboards | Salesforce | Travel Approval | Recently Viewed | Home | Salesforce | +

resilient-moose-18ajip-dev-ed.trailblaze.lightning.force.com/lightning/o/Dashboard/home?queryScope=mru

Gmail YouTube Maps Create a Travel App...

Search...

Travel App Chatter Reports Dashboards Travel Approvals Departments Departments

Dashboards

Recent

2 items

Search recent dashboards...

New Dashboard New Folder

DASHBOARDS	Dashboard Name	Description	Folder	Created By	Created On	Subscribed
Recent	Travel Requests Dashboard		Private Dashboards	Tharageshwari 83	13/4/2023, 1:52 pm	
Created by Me	Travel Request Dashboard		Private Dashboards	Tharageshwari 83	12/4/2023, 8:56 am	

FOLDERS

All Folders

Created by Me

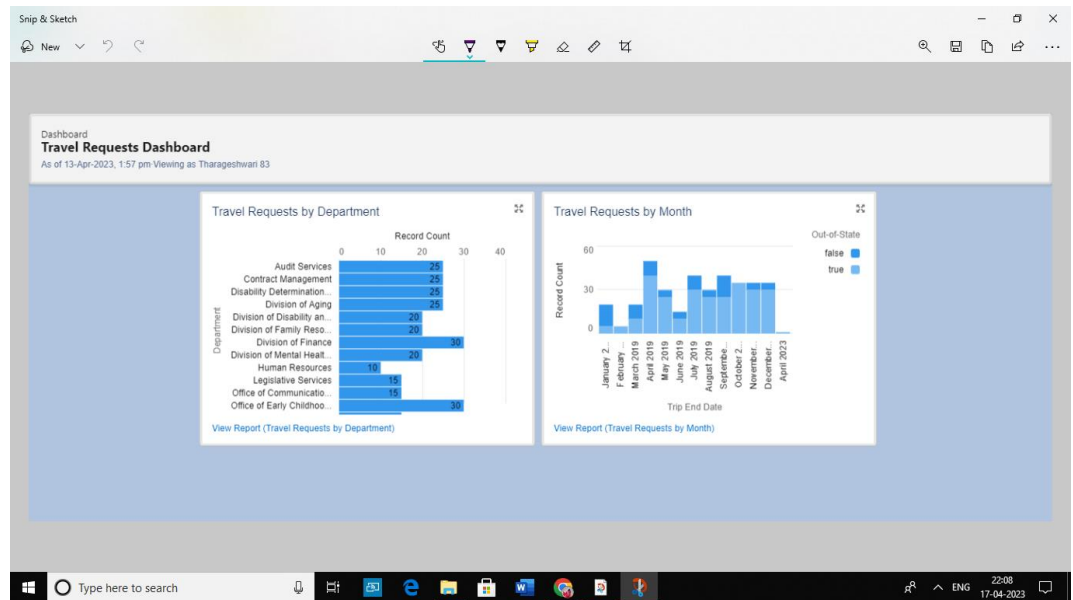
Shared with Me

FAVORITES

All Favorites

Type here to search

07:27 18-04-2023



- **Trailhead Profile Public URL**
 Team Lead - <https://trailblazer.me/id/hgahlot3>
 Team Member 1 - <https://trailblazer.me/id/swe81>
 Team Member 2 - <https://trailblazer.me/id/thappiness82>
 Team Member 3 – <https://trailblazer.me/id/tha83>
 Team Member 4- <https://trailblazer.me/id/var84>



Project Report Template

5 ADVANTAGES & DISADVANTAGE

ADVANTAGES:

- The process is tedious and time-consuming task
- Easiest way
- Saves time for both employees and managers
- Reduces the workload
- The entire process is digitized and streamlined
- Increased Transparency
- Provides greater control and security over employee travel

DISADVANTAGES:

- The process includes too many levels of approval that make tedious and confusing
- Regular Maintenance
- Internet connection problem is there

- Poor connection leads to trouble and anxiety
- Lack of leadership
- It can be costly sometimes
- Poor communication

6 APPLICATIONS

The application ensures that travel requests comply with the company's travel policies which reduces the risk of non-complaint expenses and unnecessary travel.

The application helps reduce travel costs by allowing the company to track expenses and stay within budget. This also helps the company negotiate better deals with travel vendors.

The application saves time for both the employee and the travel manager by automating the travel request and approval process. This allows the HR department and travel managers to focus on more strategic tasks.

7 CONCLUSION

An employee travel approval application is a valuable tool for corporate travel management.

It streamlines the travel request and approval process ensures policy compliance, and provides transparency to all parties involved.

A well-designed application can save time and money, making it an essential tool for corporate that frequently travel for business.

8 FUTURE SCOPE

1. In future it will be really a useful one in the application of travel approval.
2. It is trusted to be in future everyone will utilize this.
3. The customer will set good service and make it trustworthy.
4. Hope it would fulfil all the needs of the users.