

# BUILD AN EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

## 1 INTRODUCTION

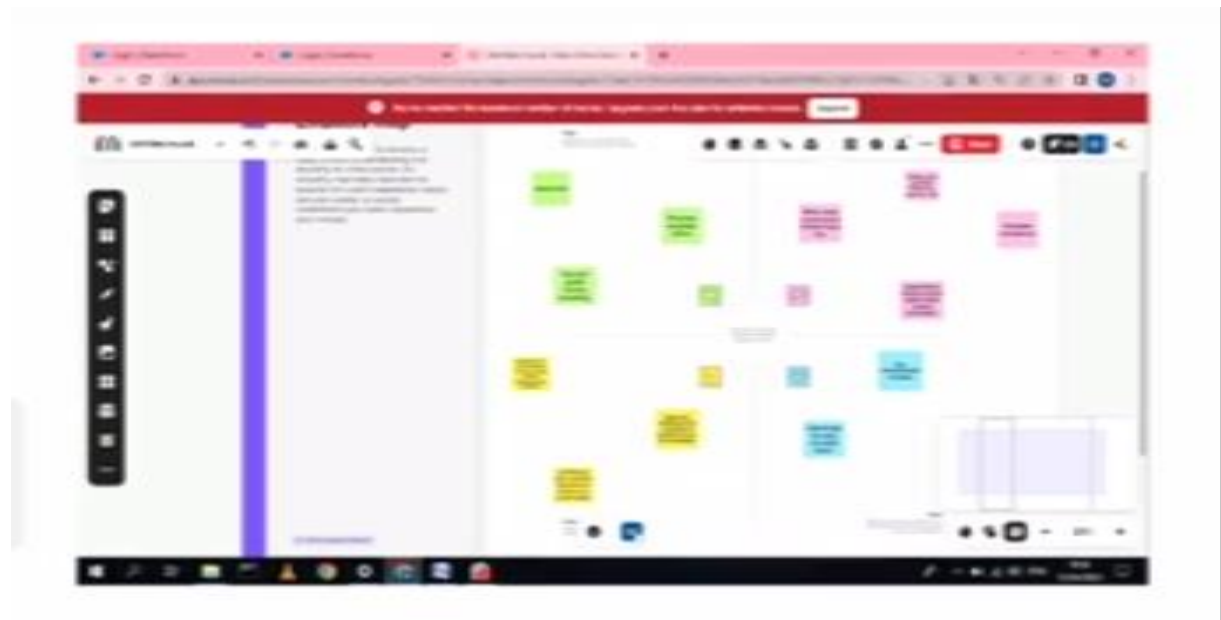
Corporate travel is an integral part of the business world, as companies need to travel to meet clients, attend conferences and meetings, and explore new markets. However, managing employee travel can be a cumbersome task for the HR and travel departments. That's why many corporates have started using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

### 1.2 PURPOSE

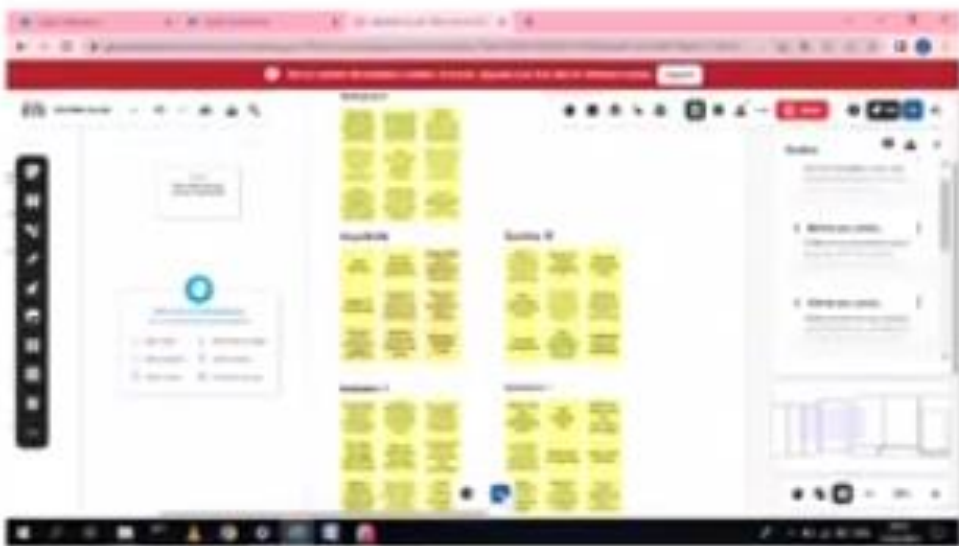
The application saves time for both the employee and the travel manager by automating the travel request and approval process. The application ensures that travel requests comply with the company's travel policies, which reduces the risk of non-compliant expenses and unnecessary travel.

## 2 Problem Definition And Design Thinking

### EMPATHY MAP



### 2.2 Ideation And Brainstorming Map





### 3.2 DATA MODEL

## 3.2 Data Model

Object Name	Fields in the Object	
Travel Approval	Field label	Data type
	Total expenses	Roll-up summary
Contract	Field label	Data type
	Days Remaining	Formula

Creating The Application

Home | Salesforce x Tabs | Salesforce x +

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Setup Home Object Manager

tab

User Interface

- Loaded Console Tab Limit
- Rename Tabs and Labels
- Tabs**

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### SETUP Tabs

#### Step 3. Add to Custom Apps

Step 3 of 3

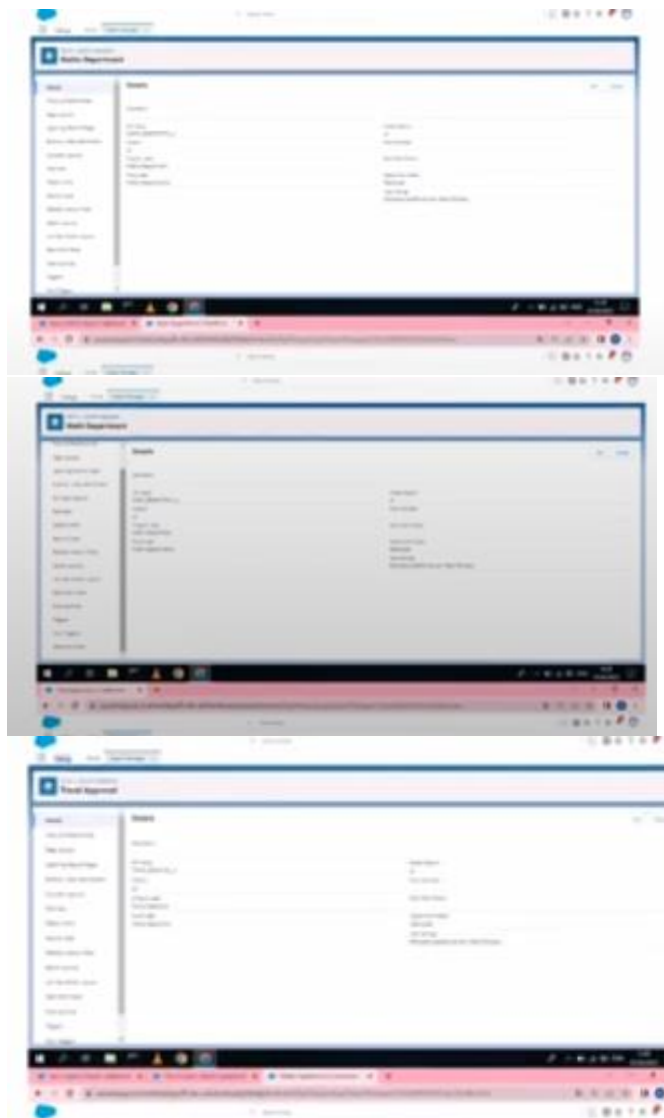
Choose the custom apps for which the new custom tab will be available. You may also examine or alter the visibility of tabs from the detail and edit pages of each Custom App.

Custom App	<input checked="" type="checkbox"/> Include Tab
Platform (standard__Platform)	<input checked="" type="checkbox"/>
Sales (standard__Sales)	<input checked="" type="checkbox"/>
Salesforce Chatter (standard__Chatter)	<input checked="" type="checkbox"/>
Marketing (standard__Marketing)	<input checked="" type="checkbox"/>
Service (standard__Service)	<input checked="" type="checkbox"/>
Community (standard__Community)	<input checked="" type="checkbox"/>
Sample Console (standard__ServiceConsole)	<input checked="" type="checkbox"/>
Sales (standard__LightningSales)	<input checked="" type="checkbox"/>
Sales Console (standard__LightningSalesConsole)	<input checked="" type="checkbox"/>
Relationship Management (Relationship_Management)	<input checked="" type="checkbox"/>
Lead Generation (Lead_Generation)	<input checked="" type="checkbox"/>
Sales Operations (Sales_Operations)	<input checked="" type="checkbox"/>

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## Custom Object Creation



Custom Tab Creation

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tab

User Interface

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### 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** New What Is This?

Action	Label	Tab Style	Description
<a href="#">Edit</a>   <a href="#">Del</a>	Events	Books	
<a href="#">Edit</a>   <a href="#">Del</a>	Travel Approvals	Building Block	

**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?

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## Create Fields And Relationships

Home | Salesforce x Object Manager | Salesforce x Object Manager | Salesforce x Object Manager | Salesforce x +

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### Object Manager

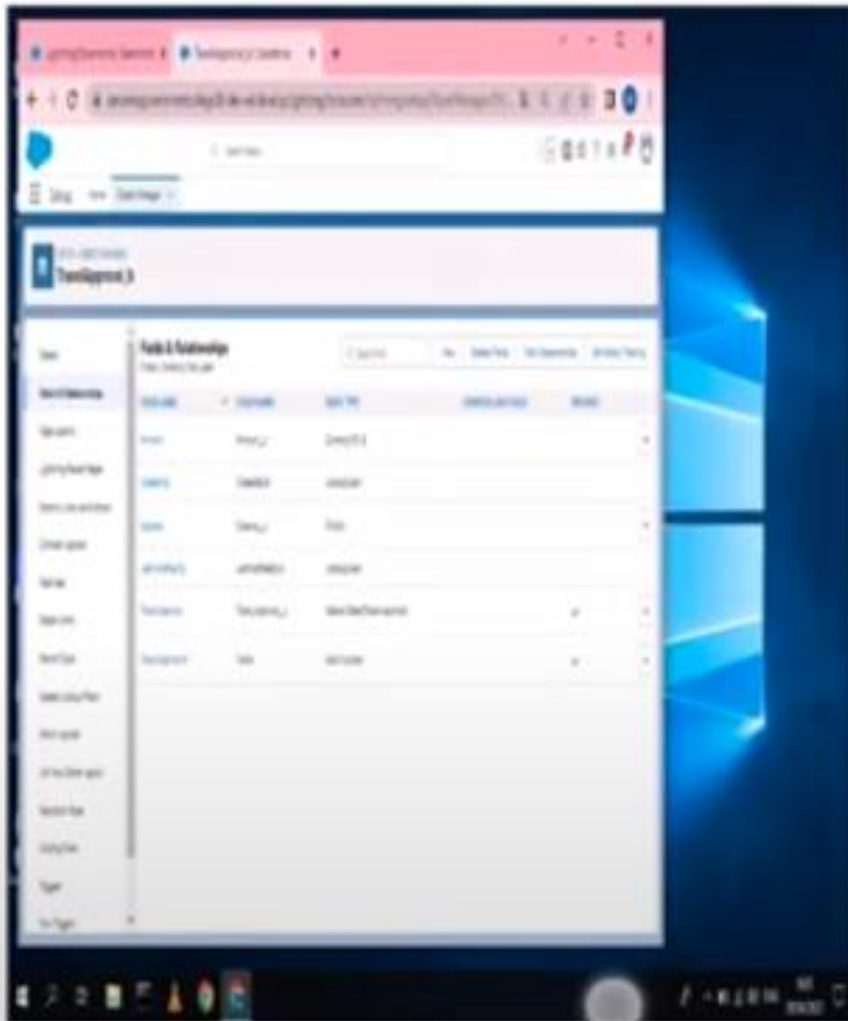
50 Items, Sorted by Label

Quick Find Schema Builder Create ▾

LABEL	API NAME	TYPE	DESCRIPTION	LAST MODIFIED	DEPLOYED
Account	Account_c	Custom Object		15/04/2023	✓
Account	Account	Standard Object			
Account Contact Relationship	AccountContactRelation	Standard Object			
Activity	Activity	Standard Object			
Asset	Asset	Standard Object			
Asset Relationship	AssetRelationship	Standard Object			
Campaign	Campaign	Standard Object			
Campaign Influence	CampaignInfluence	Standard Object			
Campaign Member	CampaignMember	Standard Object			
Case	Case	Standard Object			
Contact	Contact	Standard Object			
Contact Request	ContactRequest	Standard Object			

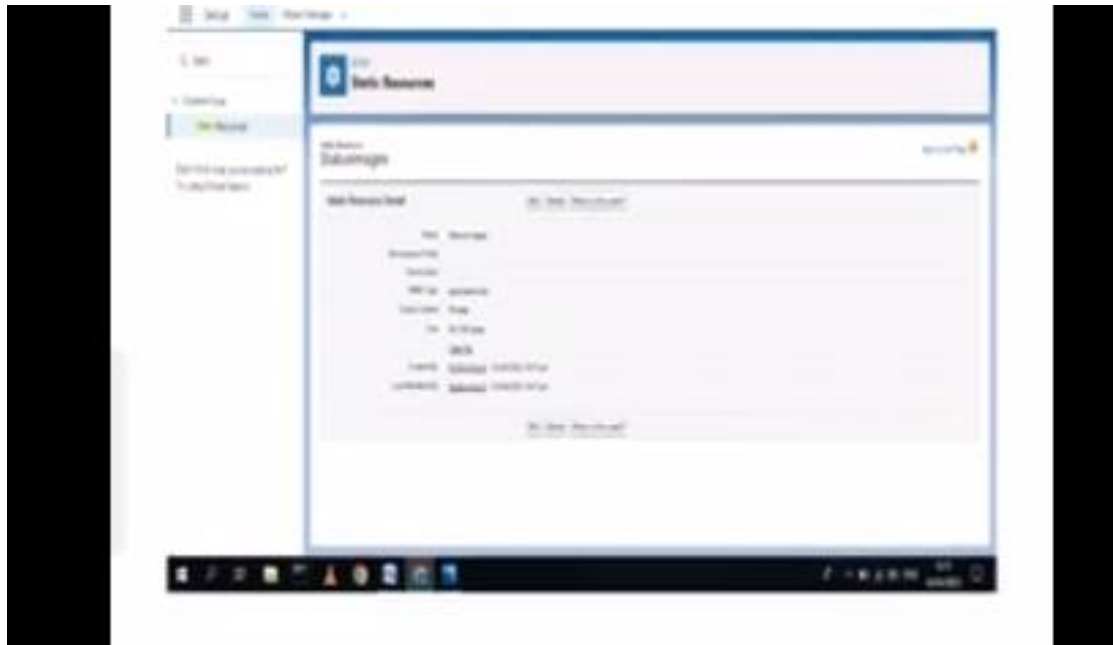
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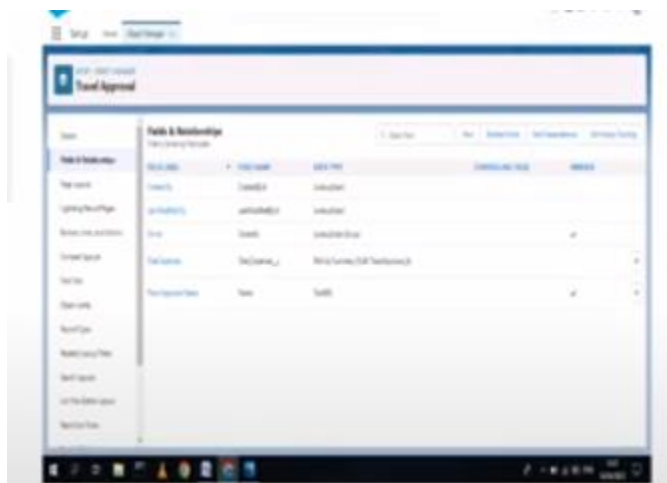
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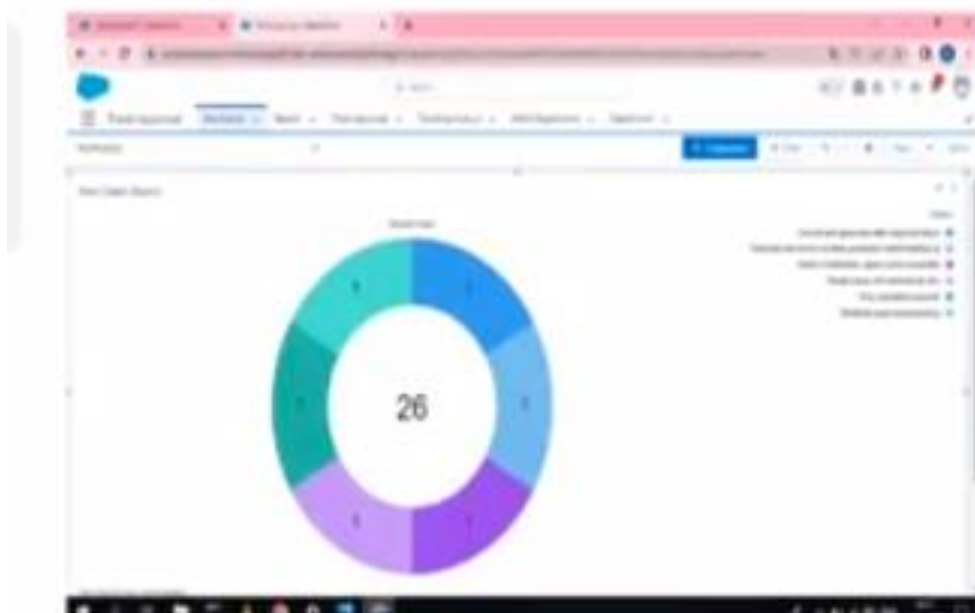
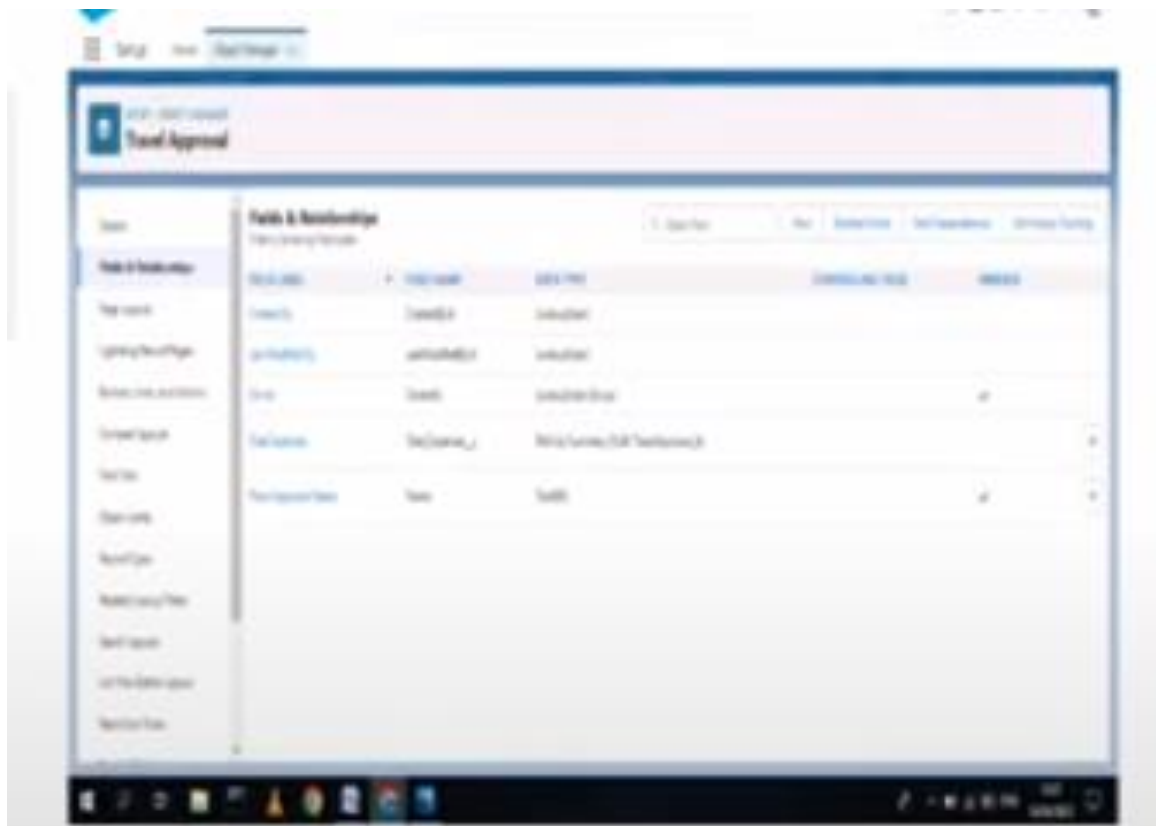






## Create Rollup Summary Fields





#### 4 Trailhead Profile Public URL

Team Lead - <https://trailblazer.me/id/gbnm>

Team member-1- <https://trailblazer.me/id/fhnxs>

Team member-2- <https://trailblazer.me/id/ghij>

Team Member 3 – <https://trailblazer.me/id/hgfhi>

## 5 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 cost 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

In future it will be really a useful one in the application of travel approval

It is trusted to be in future everyone will utilize this

The customer will set good service and make it trust worthy

Hope it would fulfill all the needs of the users.