



(My Approvals) Prototype

My Approvals for Travel Request

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Travel Request

Search...

Dashboard

Travel Request +

Expense Claim +

My Approvals -

Travel Request

Expense Claim

Settings +

Support +

Travel Request (My Approvals)

items/page

Search...


| TR# | Date | Type | Airline | Employee | Status | Action |
|------------|-------------|--------|----------|--------------|--------|--------|
| TRQ0219174 | 01-Feb-2019 | Return | Any | daniel peter | ⊙ | ✓ ✗ 📄 |
| TRQ0219175 | 01-Feb-2019 | Return | Any | daniel peter | ⊙ | ✓ ✗ 📄 |
| TRQ0219176 | 01-Feb-2019 | Return | Emirates | daniel peter | ⊙ | ✓ ✗ 📄 |

Showing 1 to 3 of 3 entries

Previous 1 Next

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You can approve or reject from the list above also you can see the detailed view by clicking  View details icon.

- Dashboard
- Travel Request +
- Expense Claim +
- My Approvals -
 - Travel Request
 - Expense Claim
- Settings +
- Support +

Travel Request Details

Status: Processing

TR# **TRQ0119102** | Request Date: **25/01/2019**

Employee Details

Full Name: **Ali Muhammad** Email: **ali_muhammad@gmail.com** Department: **HR Department**

Designation: **HR Generalist** Passport No: **215457877485** Attachments: **passport.pdf**

Travel Details

Travel Purpose: **Business Trip** Trip: **Algeria - Antarctica** Travel type: **Return**

Trip Date From: **27/Jan/2019** Trip Date To: **31/Jan/2019** Airline: **American Airlines**

Comments:

Kindly approve my Travel request need to go for project ABC training Urgent!

Additional Travelers

| First Name | Last Name | Passport No. | Attachment |
|------------|-----------|--------------|--------------------------------|
| hasssan | mujahid | 12154545454 | 1548247613.jpg |

Approval


Type your comment


Select Status

Submit


Need to be change with two buttons for approve or reject


My Approvals for Expense Claim








Expense Claim



 Dashboard


 Travel Request +


 Expense Claim +

 My Approvals -

Travel Request

Expense Claim









 Settings +

 Support +

Expense Claim (My Approvals)

▼

items/page

| TEN # | Date | Expense Type | Travel Purpose | Total Amount | Status | Action |
|----------------|-------------|-----------------|----------------|--------------|---|--|
| TEN-2019-10556 | 01-Feb-2019 | Travel expense | Business Trip | 350.00 (USD) |  | <div></div> |
| TEN-2019-10556 | 01-Feb-2019 | General expense | Business Trip | 650.00 (GBP) |  | <div></div> |

Showing 1 to 2 of 2 entries

Previous

1

Next

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Dashboard

Travel Request +

Expense Claim +

My Approvals -

Travel Request

Expense Claim

Settings +

Support +

Expense Claim Details

Status: Processing

TEN-2019-10551 | Expense Date: 02-Feb-2019

Employee Details

Full Name:

Employee Ammad

Expense Type:

general expense

Travel Purpose:

Destination:

Payment Order

Payment Order Number:

EC-2019-10551

By Order of:

HR Minhaj

Payment Currency:

USD

On Account of:

Expense Authorization:

[See Attached](#)

Expenses

| Type | Date | Description | Receipt Number | Amount (USD) |
|----------------|-------------|--------------|----------------|--------------|
| Transportation | 08-Feb-2019 | taxi expense | 580297 | 36.00 |

Total (USD) :

36.00

Approval

Type your comment

Select Status

Submit

Need to be change with two buttons for approve or reject