

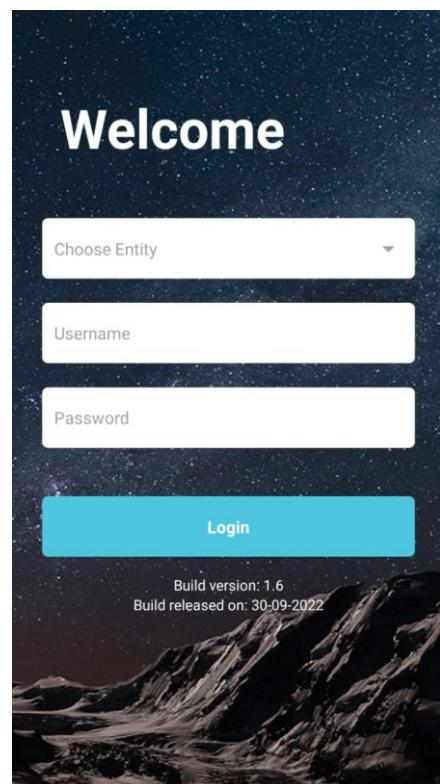
## **PROJECT MANUAL**

**Project** : TA eClaim

**Client** : NAC

**Application** : Android & IOS

## I. Login Screen



## II. Travel Management Screen



### TA eClaim



1. User Name
2. Logout
3. Travel creation screen
4. Travel status - Travel summary, Edit and Update, Travel cancel request
5. RM approval - RM approval, rejection, return both Travel request and Cancel request
6. Reimbursement – Expanse Claim
7. On-Going – View current date travel
8. Complete travel history of user
9. On Behalf of – travel & claim created for others
10. Admin screen – Admin can reject & return the travel. And they can cancel, reject, in progress the requested requirements. Also, admin can view the booking details.

### III. Travel Creation Screen

**New travel request (including on behalf of)**

**Add Travel itinerary**

**Order requirements**

**eClaim Travel Creation**

	1	Req Date: 03-10-2022		
2	Start Date	3	End Date	4
				No Of Days: 0
5	<input checked="" type="radio"/> Self	6	<input type="radio"/> On Behalf Of	
Employee Name: <sup>7</sup>		(EMP049) mannar mannan		
Designation: <sup>8</sup>		MANAGER		
Branch: <sup>9</sup>		(101) Chennai Head Office		
Travel Reason: <sup>10</sup> *		Choose reason ▾		
Accommodation Cost: <sup>11</sup> *		Approx Amount		
Flight Cost: <sup>12</sup> *		Approx Amount		

1. Requested date – When the travel was raised.
2. Start date

- a) For passed date requirements are not allowed.
  - b) If user make a change after select end date, all itinerary deleted. End date also cleared.
3. End date
- a) Can select after picking start date.
  - b) If change the end date after adding the itinerary then all the itineraries are deleted.
4. Total number of days
5. Self – Travel for maker
6. On Behalf Of – Travel for others
7. Employee Name
- a. If maker choose self then it will be the maker's emp code & name, otherwise maker choose On Behalf Of they select employee who wants travel.
8. Designation
- a. If maker choose self then it will be the maker's designation, otherwise maker choose On Behalf Of it will be the selected employee's designation.
9. Branch
- a. If maker choose self then it will be the maker's branch & code, otherwise maker choose On Behalf Of it will be the selected employee's branch & code.
10. Travel reason
- a) Travel reason validation - for local conveyance we an order cab only.
11. Accommodation cost (Approx)
- a. Approx cost of maker's accommodation requirement.
  - b. Maker must fill the field at least with zero.
12. Flight Cost
- a. Approx cost of maker's flight requirement.
  - b. Maker must fill the field at least with zero.

Other Cost: <sup>13</sup>	<input type="text" value="Approx Amount"/>						
Explanation for weekend travel: <sup>14</sup>	<input type="text" value="Choose explanation"/>						
Reason for non <sup>15</sup> base location travel:	<input type="button" value="Choose reason"/>						
Comments: <sup>16</sup>							
<input type="text" value="Leave Your Comments..."/>							
Attachments:							
  <span style="margin-left: 10px;"><sup>19</sup></span> <span style="margin-left: 10px;"><sup>20</sup></span> <span style="margin-left: 10px;"><sup>21</sup></span>							
Itinerary:							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Anantapur</td> <td style="padding: 5px;">03-10-2022</td> </tr> <tr> <td style="padding: 5px;">Anantapur</td> <td style="padding: 5px;">03-10-2022</td> </tr> <tr> <td style="padding: 5px;">Ugfuuuf</td> <td style="padding: 5px;"><sup>23</sup></td> </tr> </table>		Anantapur	03-10-2022	Anantapur	03-10-2022	Ugfuuuf	<sup>23</sup>
Anantapur	03-10-2022						
Anantapur	03-10-2022						
Ugfuuuf	<sup>23</sup>						

13. Other Cost
- a. Approx cost of maker's other requirements.
  - b. Maker must fill the field at least with zero.
14. Explanation of week end travel
- a) If leave days placed in between the travel dates – maker should give explanation for that.
15. Reason for non-base location travel
- a) If user starts the tour from non-base location – maker should give reason for that.
16. Comments
17. Add files from file manager
- a) It allows all type of images, ms word documents, excel documents, spreadsheet documents and plain text documents.
18. Add images with camera
19. File name
20. View attached file
21. Delete attached file
22. Add travel itinerary
- a) Before click this add button, maker should select start date, end date and travel reason for adding requirements.
23. Itinerary list
- a) List of created travel itinerary.
  - b) Maker can also edit and delete the itinerary.

### **III. A. Travel Itinerary List Screen**

← Add Itinerary

Start Date: \* <sup>1</sup>

03-10-2022

End Date: \* <sup>2</sup>

03-10-2022

Type of Travel: \* <sup>3</sup>

Official

Start Place: \* <sup>4</sup>

Choose place

End Place: \* <sup>5</sup>

Choose place

Purpose Of Visit: \* <sup>6</sup>

Purpose

1. Start date
  - a) Start date and end date are place between travel start date and end date.
2. End date
  - a) For passed dates requirements are not allowed.
3. Type of travel
  - a. Default it in Official maker can change it.
4. Start place
  - a) First Itinerary's from place should match base location of the maker otherwise – maker should give reason in travel creation screen.
5. End place
6. Purpose of visit

Client:\* <sup>7</sup>

OTHERS
 

▼

Client Name:\* <sup>8</sup>

Client Name

Requirements: <sup>9</sup> +

Bus	03-10-2022
Keralam	07:30
Thamizhagam	<sup>10</sup> <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; font-size: small;">-</span>

Submit <sup>11</sup>

7. Client – Choose Client
8. Client Name
  - a. If maker select other clients – they enter client name manually.
9. Add requirements
  - a) Before click this button start date and end date must.
10. Requirements list
  - a. List of created requirements.
  - b. Maker can edit and delete it.
11. Submit requirement

### III. Order Booking requirements

#### For Accommodation:

Add Requirement

Booking Needed:<sup>1</sup>

Room Type:<sup>2</sup>

Place Of Stay:<sup>3</sup>

Check-In Date:<sup>4</sup>

Check-In Time:<sup>5</sup>

Check-Out Date:<sup>6</sup>

Check-Out Time:<sup>7</sup>

Comments: <sup>8</sup>

1. Booking needed (Accommodation)
2. Room Type
3. Place of Stay
4. Check-In date
5. Check-In Time
6. Check-Out date
7. Check-Out time
8. Comments
9. Submit booking requirement

#### For Cab:

Add Requirement

Booking Needed:<sup>1</sup>

Cab Segment:<sup>2</sup>

Cab Type:<sup>3</sup>

Start Place:<sup>4</sup>

End Place:<sup>5</sup>

Start date:<sup>6</sup>

Start Time:<sup>7</sup>

1. Booking needed (Cab)
2. Cab Segment
3. Cab Type
4. Start Place
5. End Place
6. Start Date
7. Start Time

Instructions: <sup>8</sup>

Leave your instructions

Comments: <sup>9</sup>

Leave your comments

Submit <sup>10</sup>

8. Instructions
9. Comments
10. Submit booking requirement

#### For Others:

[←](#) Add Requirement

Booking Needed:<sup>1</sup>

Start Place:<sup>2</sup>

End Place:<sup>3</sup>

Start date:<sup>4</sup>

Start Time:<sup>5</sup>

Comments:<sup>6</sup>

Leave your comments

Submit <sup>7</sup>

1. Booking needed (Others)
2. Start Place
3. End Place
4. Start date
5. Start time
6. Comments
7. Submit booking requirement

#### **IV. Travel Status:**

**Maker can edit and update travel itinerary and requirements**

**Maker can check requirements are booked or not**

**Also get booking details from requirements detail screen**

**Option to make a cancel request for both booked requirements and travel**

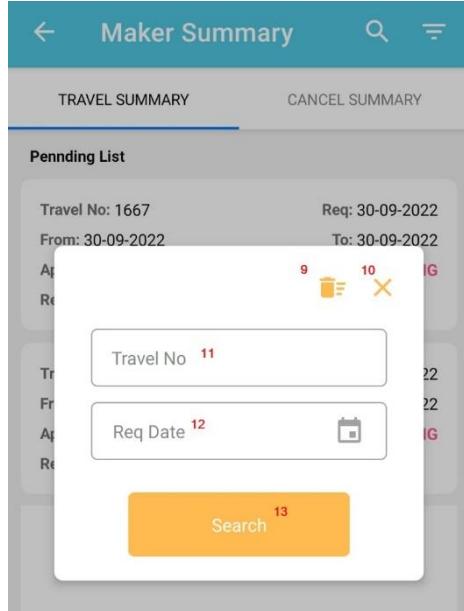
#### **V. Maker Summary**

The screenshot shows a mobile application interface titled 'Maker Summary'. At the top, there is a navigation bar with a back arrow, the title 'Maker Summary', a search icon (labeled 1), and a filter icon (labeled 2). Below the navigation bar are two tabs: 'TRAVEL SUMMARY' (labeled 3) and 'CANCEL SUMMARY' (labeled 4). The main content area is titled 'Approved List' (labeled 5). It displays four travel records, each in a card format:

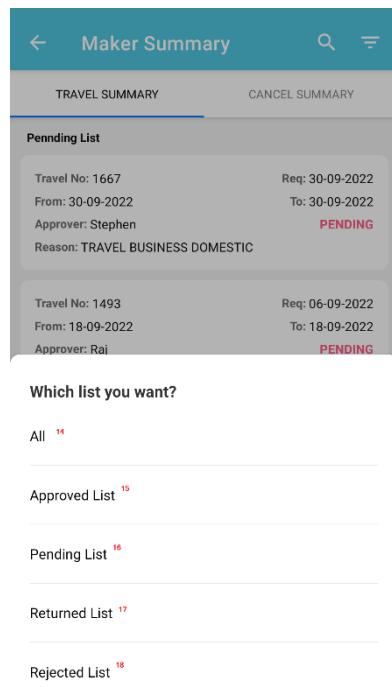
- Travel No: 1681** (labeled 6)  
From: 04-10-2022 To: 04-10-2022  
Approver: Stephen (labeled 7)  
**CANCEL APPROVED** (labeled 8)  
Reason: TRAVEL BUSINESS DOMESTIC
- Travel No: 1617** (labeled 6)  
From: 22-09-2022 To: 22-09-2022  
Approver: Stephen (labeled 7)  
**APPROVED** (labeled 8)  
Reason: TRAVEL BUSINESS DOMESTIC
- Travel No: 1589** (labeled 6)  
From: 20-09-2022 To: 20-09-2022  
Approver: Stephen (labeled 7)  
**APPROVED** (labeled 8)  
Reason: TRAVEL MONITORING DOMESTIC
- Travel No: 1565** (labeled 6)  
From: 15-09-2022 To: 15-09-2022  
Approver: Stephen (labeled 7)  
**APPROVED** (labeled 8)  
Reason: TRAVEL MONITORING DOMESTIC

1. Travel No and Requested date filter
  - a. Maker can filter the summary list (travel number and requested date wise)
2. Summary List filter

3. Maker's travel summary
4. Maker's travel cancels requested summary
5. Summary status
6. Travel Card
7. Raise cancel request
  - a. Maker can raise cancel request only after RM approved the travel
  - b. Completed tour are can't have cancel request
8. Travel status



9. Clear data
10. Close the dialog
11. Travel Number which one wants to search
12. Requested date which one wants to search
13. Confirm search after entered data



14. All – It contains all the travel (maker created)
15. Approved list
  - a) Can't edit
16. Pending list
  - a) Can edit travel details, itinerary and requirements
17. Returned list
  - a) Can edit and resubmit to RM
18. Rejected list
  - a) Can't edit

The screenshot shows a mobile application interface for 'Travel Update'. At the top, there's a header bar with a back arrow, the title 'Travel Update', and three icons (refresh, search, and more). Below the header, the travel number 'Travel No: 1667' and the request date 'Req Date: 30-09-2022' are displayed. Underneath, there are several input fields:

- Employee Name:** (EMP049) mannar mannan
- Designation:** MANAGER
- Branch:** (101) Chennai Head Office
- Travel Reason:** TRAVEL BUSINESS DOM... (dropdown menu)
- Accommodation Cost:** 58
- Flight Cost:** 23
- Other Cost:** 68
- Reason for non base location travel:** Personal reasons (dropdown menu)

At the bottom right is a large orange 'Update' button.

1. Skip the approver from RM to FH and FH to RM (Pending and Returned status)
2. Approval flow – Maker can verify who approved their travel and their comments.

## VI. RM Approval

The screenshot shows a mobile application titled "Travel Approval". At the top, there is a navigation bar with a back arrow, the title "Travel Approval", a search icon (magnifying glass), and a filter icon (three horizontal lines). Below the navigation bar are two buttons: "TRAVEL SUMMARY" with a red "3" indicating notifications, and "CANCEL SUMMARY" with a red "4". The main content area is titled "Pending List" with a red "5" indicating notifications. It displays four travel requests in a grid format:

Travel No.	Raiser Name	Req Date	Status
1680	SowMlyA S	02-10-2022	PENDING 7
1667	mannar mannan	30-09-2022	PENDING
1654	SowMlyA S	29-09-2022	PENDING
1651	SowMlyA S	29-09-2022	PENDING

Each row contains the following information: Travel No., Raiser Name, Request Date, and Status. The status for each travel request includes a red number (e.g., "7 PENDING") indicating the count of pending items.

1. Travel No and Requested date filter
  - a. Maker can filter the summary list (travel number and requested date wise)
2. Summary List filter
3. Travel summary
4. Travel cancel summary
5. List status
6. Summary card
7. Travel status

**Travel Detail**

Travel No: 1680 Req Date: 02-10-2022

01-10-2022 01-10-2022 No Of Days: 1

Employee Name: (EMP002) SowMlyA S

Designation: OFFICER

Branch: (151) Bangalore KMJ Arcadia

Travel Reason: TRAVEL BUSINESS DOMESTIC

Accommodation Cost: 1500

Flight Cost: 2500 Approve<sup>2</sup>

Other Cost: 3500 Return<sup>3</sup>

Explanation for weekend travel: audit Reject<sup>4</sup>

Reason for non base location travel: Travel continue from client X

1. Approval flow
2. Approve the raised travel
3. Return the raised travel
4. Return the raised travel
5. Reject the raised travel

#### VII. On-Going – travel on current date

**On-Going**

Travel No: 1627	Req: 26-09-2022
From: 03-10-2022	To: 03-10-2022
Approver:	<b>APPROVED</b>
Reason: TRAVEL BUSINESS DOMESTIC	

## VII. History

The screenshot shows a mobile application interface titled "Travel History". It displays four travel records, each with a "Travel Detail" and "Expense Detail" button.

Travel No.	From	To	Req.
1681	04-10-2022	04-10-2022	03-10-2022
1667	30-09-2022	30-09-2022	30-09-2022
1617	22-09-2022	22-09-2022	22-09-2022
1589	20-09-2022	20-09-2022	20-09-2022

1. Get travel details against the travel number.
2. Get expense details against the travel number.

## VIII. On Behalf Of

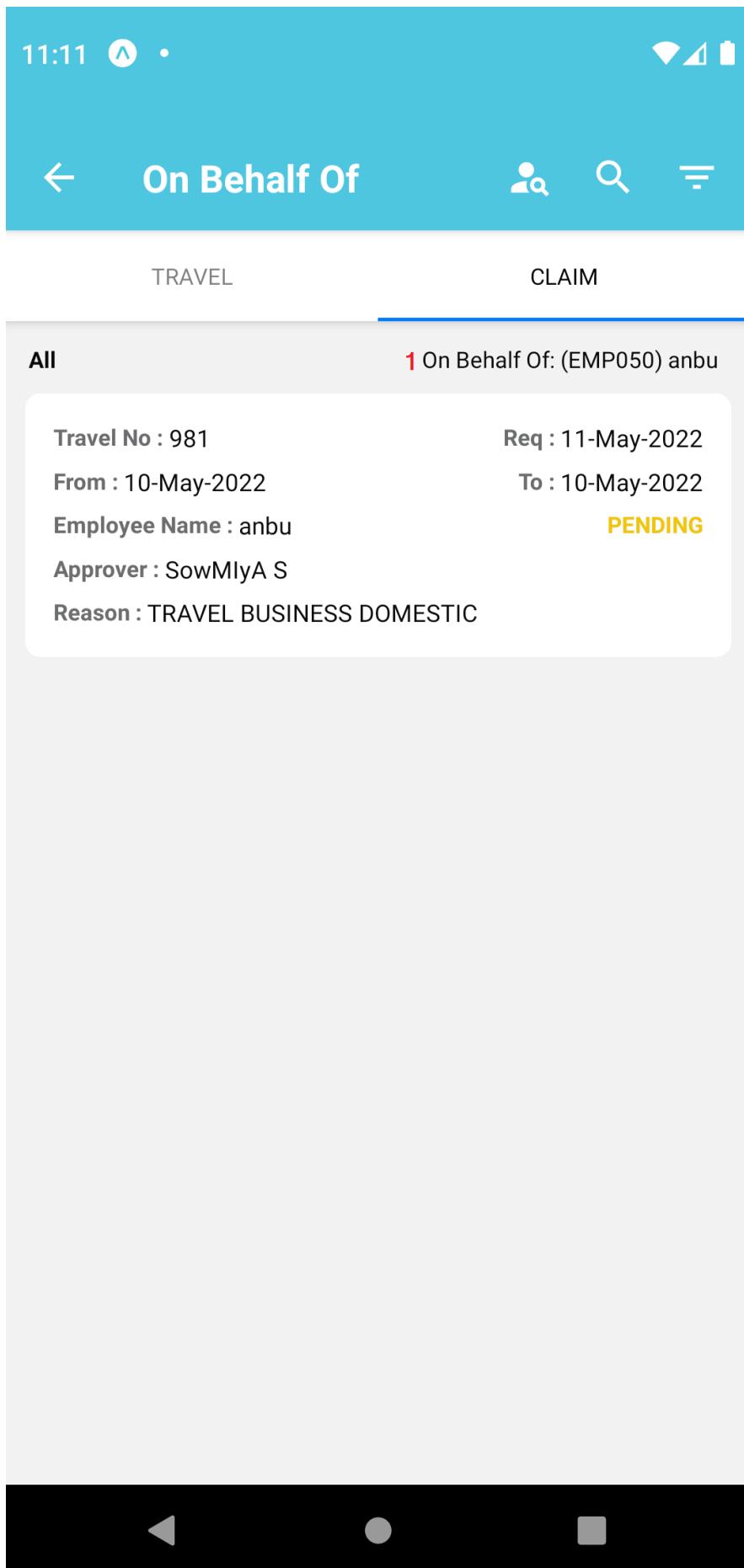
Marker can edit the on-behalf travel details.

The screenshot shows a mobile application interface titled "On Behalf Of". It features tabs for "TRAVEL" and "CLAIM". Below the tabs, there are sections for "Pending List" and "On Behalf Of: All". Each section contains travel records with status indicators.

Travel No.	From	To	Req.	Status
980	10-05-2022	10-05-2022	11-05-2022	PENDING
876	25-05-2022	25-05-2022	04-05-2022	PENDING

1. On behalf of employee search
2. Travel number and requested date search
3. Summary list filter
4. On behalf of travel summary
5. Expanse claim summary
  - \*Refer X.A.3
6. List status
7. On behalf of employee name
8. On behalf of summary card
9. Travel status

### VIII.5 Claim Tab



#### VIII.5.1 on behalf of Text box

\*It displays a name of chosen employee

## IX. Admin

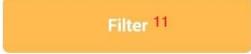
1. Refresh the summary
2. Admin summary filter
  - a. Admin can filter the summary by travel no, requirements booking status etc.
3. Summary card

The screenshot shows a mobile application interface titled "Admin Summary". At the top, there is a back arrow, the title "Admin Summary", and a search bar with a magnifying glass icon and a count of "1 G 2 =". Below the header, there are four cards, each representing a travel request:

- Travel No: 1683** 3 **Req: 05-10-2022**  
From: 14-11-2022 To: 17-11-2022  
Approver: SowMlyA S  
Reason: TRAVEL BUSINESS DOMESTIC
- Travel No: 1680** **Req: 01-10-2022**  
From: 01-10-2022 To: 01-10-2022  
Approver: SowMlyA S  
Reason: TRAVEL BUSINESS DOMESTIC
- Travel No: 1678** **Req: 01-10-2022**  
From: 01-10-2022 To: 01-10-2022  
Approver: SowMlyA S  
Reason: TRAVEL BUSINESS DOMESTIC
- Travel No: 1670** **Req: 01-10-2022**  
From: 07-11-2022 To: 10-11-2022  
Approver: SowMlyA S  
Reason: TRAVEL BUSINESS DOMESTIC

<sup>1</sup> X

Travel No: <sup>2</sup>	Requirement Code: <sup>3</sup>
<input type="text" value="Enter No"/>	<input type="text" value="Enter Code"/>
Requested Date: <sup>4</sup>	Requirements <sup>5</sup>
<input type="text" value="Requested Date"/> 	<input type="text" value="All"/> 
Employee Code: <sup>6</sup>	Employee Name: <sup>7</sup>
<input type="text" value="Enter Code"/>	<input type="text" value="Enter Name"/>
Employee Branch: <sup>8</sup>	Select Branch
Booking Status: <sup>9</sup>	<input type="text" value="Not Booked &amp; In Progress"/> 
Travel Status: <sup>10</sup>	<input type="text" value="Travel Approved"/> 

 Filter<sup>11</sup>

1. Close the filter dialog
2. Travel number filter
3. Requirement code filter (only for flight)
4. Requested date filter
5. Requirements filter
6. Employee code filter
7. Employee name filter
8. Employee branch filter
9. Booking status filter
10. Travel status filter
11. Submit filter

## Requirement Detail

Booking Status:	Not Booked
Booking Needed:	Accommodation
Room Type:	Single
Place Of Stay:	fg
Check-In Date:	05-10-2022
Check-In Time:	01:45
Check-Out Date:	05-10-2022
Check-Out Time:	02:15
Comments:	Gi

Book 1 ✓  
In Progress 2 ⏲

Reject 3 ✖  
Not Booked 4 ↴



- Requirements booking button
- In-Progress mode
  - Admin can hold booking
- Reject the requirements
- Not Booked
  - If the requirements in in progress mode, then the admin can release the mode with the button

### 1. Admin action

## Travel Detail

1 ⚡ 2 🔍

Travel No: 1685 Req Date: 05-10-2022

05-10-2022 05-10-2022 No Of Days: 1

Employee Name: (EMP049) mannar mannan

Designation: MANAGER

- a. Admin can reject and return the travel
- 2. Approval flow
  - a. Admin can check the approval flow like who approved the travel.

Accommodation booking:

The screenshot shows a mobile application interface for a booking form. At the top, there is a blue header bar with a back arrow icon and the word "Booking". Below the header, the form fields are arranged in a grid-like layout:

- Travel No:** 1683
- Req Code:** ACC22100004
- Check-In Date:** 15-11-2022
- Check-In Time:** 06:00
- Check-Out Date:** 15-11-2022
- Check-Out Time:** 19:00
- Attachments:** (with icons for file manager and camera)
- Place of stay:** hilton
- Remarks:** audit
- Vendor Name:** (placeholder text)
- Paid by Admin:** (dropdown menu)
- PNR No:** (placeholder text)

Admin can change the date, time, place of stay and remarks.

1. Requirement code
2. Select files from file manager
3. Take picture from camera
4. Vendor name
5. Paid by Admin
  - a. If admin spent their own money for the booking, then they select "YES" from the dropdown otherwise select "No".
6. PNR number

PNR No:*	<input type="text" value="PNR No"/>
Booking site: <sup>7</sup>	<input type="text" value="via.com"/>
Room Type:*	<input type="text" value="Single"/>
No of nights:*	<input type="text" value="0"/>
NAC Rate:*	<input type="text" value="0"/>
Rack rate/night:*	<input type="text" value="0"/>

7. Booking site

- a. It's default booking website: via.com

8. Room Type

9. No of Nights – First it's calculated

10. NAC Rate

11. Rack rate/night

Official Booked Amount:*	<input type="text" value="Booking Amount"/>
Cost Saved (A-B): <sup>13</sup>	<input type="text" value="0"/>
Booking Date:*	<input type="text" value="Select Booking Date"/>
Payment Mode:*	<input type="text" value="Payment Mode"/>
<div style="background-color: orange; padding: 5px; display: flex; justify-content: space-around;"> <span>Book <sup>16</sup></span> <span>Back <sup>17</sup></span> </div>	

12. Official booked amount

- a. If it was personal travel – need to fill personal booked amount
- b. If it was official travel – need to fill official booked amount
- c. If it was official/personal travel – need to fill both official and personal booked amount

13. Cost saved

- a. Difference between NAC Rate and Rack rate/night.

14. Booking Date

- a. When was the requirement booked by the admin.

15. Payment mode

16. Book

- a. Submit the booking details against the particular requirement.

17. Back

- a. Go back and clear booking details.

Cab Booking:

Same as Accommodation booking.

     **Booking**

1 Travel No: 1685	2 Req Code: CAB22100007
Start date: <sup>3</sup>	Start Time: <sup>4</sup>
<input type="text" value="05-10-2022"/>	<input type="text" value="03:45"/>
From Place: <sup>5</sup>	<input type="text" value="Ko"/>
To Place: <sup>6</sup>	<input type="text" value="JI"/>
Cab Segment: <sup>7</sup> *	<input type="text" value="Dzire"/>
Cab Type: <sup>8</sup> *	<input type="text" value="Local usage / Disposal"/>
Remarks: <sup>9</sup>	<input type="text" value="lop"/>
Cab No: <sup>10</sup> *	<input type="text" value="Cab No"/>
Vendor Name: <sup>11</sup> *	<input type="text" value="Vendor"/>
Paid by Admin: <sup>12</sup> *	<input type="text" value="YES"/>
Invoice No: <sup>13</sup>	<input type="text" value="Invoice No"/>
Invoice Date: <sup>14</sup>	<input type="text" value="Invoice Date"/>
Booking site: <sup>15</sup>	<input type="text" value="via.com"/>
Issuance Type: <sup>16</sup>	<input type="text" value="Issuance"/>
Official Booked Amount: <sup>17</sup> *	<input type="text" value="Booking Amount"/>
Booking Date: <sup>18</sup> *	<input type="text" value="Select Booking Date"/>
<b>Book <sup>19</sup></b> <b>Back <sup>20</sup></b>	

## Bus Booking:

[←](#)      **Booking**

1 Travel No: 1685	2 Req Code: CAB22100007
Start date: <sup>3</sup>	Start Time: <sup>4</sup>
<input type="text" value="05-10-2022"/>	<input type="text" value="03:45"/>
From Place: <sup>5</sup>	<input type="text" value="Ko"/>
To Place: <sup>6</sup>	<input type="text" value="JI"/>
Cab Segment: <sup>7</sup> *	<input type="text" value="Dzire"/>
Cab Type: <sup>8</sup> *	<input type="text" value="Local usage / Disposal"/>
Remarks: <sup>9</sup>	<input type="text" value="lop"/>
Cab No: <sup>10</sup> *	<input type="text" value="Cab No"/>
Vendor Name: <sup>11</sup> *	<input type="text" value="Vendor"/>
Paid by Admin: <sup>12</sup> *	<input type="text" value="YES"/>
Invoice No: <sup>13</sup>	<input type="text" value="Invoice No"/>
Invoice Date: <sup>14</sup>	<input type="text" value="Invoice Date"/>
Booking site: <sup>15</sup>	<input type="text" value="via.com"/>
Issuance Type: <sup>16</sup>	<input type="text" value="Issuance"/>
Official Booked Amount: <sup>17</sup> *	<input type="text" value="Booking Amount"/>
Booking Date: <sup>18</sup> *	<input type="text" value="Select Booking Date"/>
Book <sup>19</sup>	
Back <sup>20</sup>	

Same as other booking

## Train Booking:

[←](#)      **Booking**

1 Travel No: 1685	2 Req Code: CAB22100007
Start date: <sup>3</sup>	Start Time: <sup>4</sup>
<input type="text" value="05-10-2022"/>	<input type="text" value="03:45"/>
From Place: <sup>5</sup>	<input type="text" value="Ko"/>
To Place: <sup>6</sup>	<input type="text" value="JI"/>
Cab Segment: <sup>7</sup> *	<input type="text" value="Dzire"/>
Cab Type: <sup>8</sup> *	<input type="text" value="Local usage / Disposal"/>
Remarks: <sup>9</sup>	<input type="text" value="lop"/>
Cab No: <sup>10</sup> *	<input type="text" value="Cab No"/>
Vendor Name: <sup>11</sup> *	<input type="text" value="Vendor"/>

Paid by Admin: <sup>12</sup>	<input type="text" value="YES"/>
Invoice No: <sup>13</sup>	<input type="text"/>
Invoice Date: <sup>14</sup>	<input type="text"/> <input type="button" value="Invoice Date"/>
Booking site: <sup>15</sup>	<input type="text" value="via.com"/>
Issuance Type: <sup>16</sup>	<input type="text" value="Issuance"/>
Official Booked <sup>17</sup> Ammount: <sup>*</sup>	<input type="text"/>
Booking Date: <sup>18</sup>	<input type="text"/> <input type="button" value="Select Booking Date"/>
<input type="button" value="Book&lt;sup&gt;19&lt;/sup&gt;"/> <input type="button" value="Back&lt;sup&gt;20&lt;/sup&gt;"/>	

Same as other bookings.

### Flight Booking:

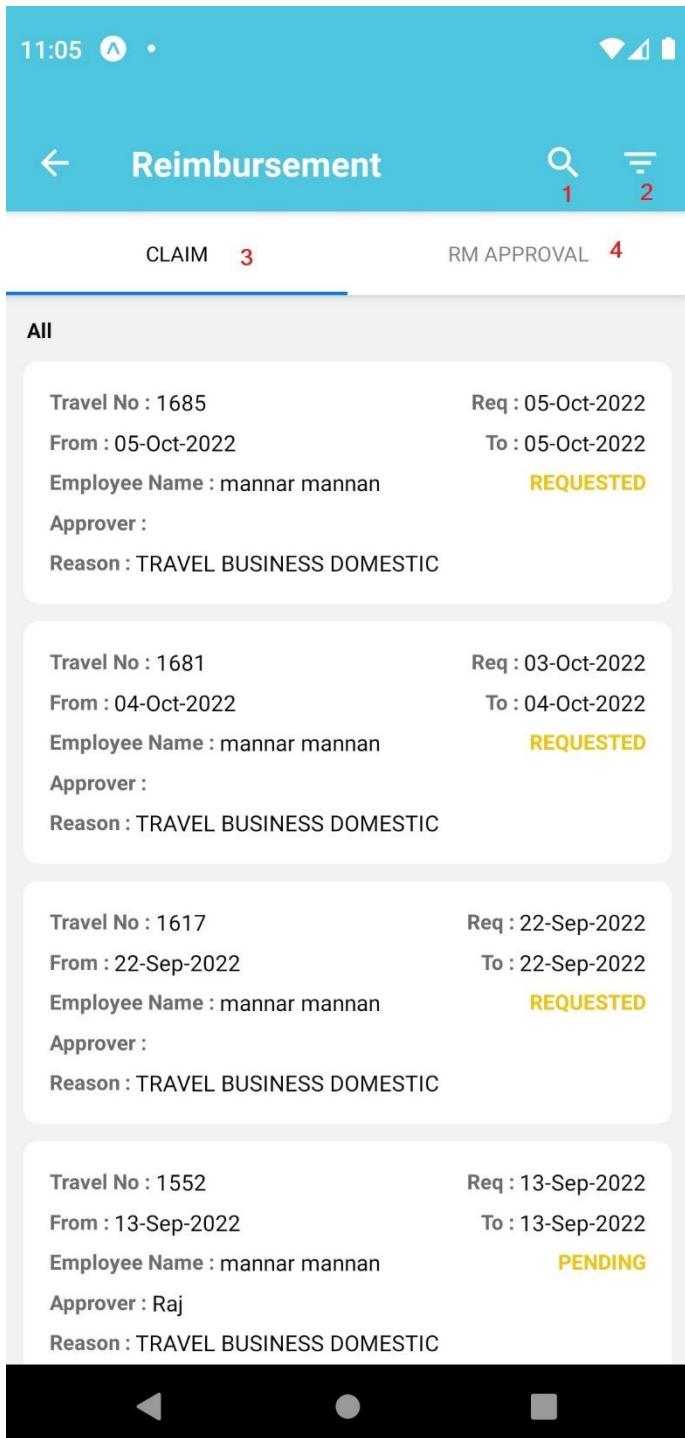
←      **Booking**

Travel No: 1685	<sup>1</sup> Req Code: AIR22100008
Start date:	Start Time:
<input type="text" value="05-10-2022"/> <input type="button" value="..."/>	<input type="text" value="08:45"/> <input type="button" value=""/>
Attachments: <input type="button" value="📁"/> <input type="button" value="📷"/>	
Start Place: <sup>*</sup>	<input type="text" value="Anakapalli"/>
End Place: <sup>*</sup>	<input type="text" value="East Godavari"/>
Remarks:	<input type="text" value="mkl"/>
PNR No: <sup>2</sup>	<input type="text"/>
Vendor Name: <sup>3</sup>	<input type="text" value="Vendor"/>
Booking site: <sup>5</sup>	<input type="text" value="via.com"/>
Issuance Type: <sup>6</sup>	<input type="text" value="Issuance"/>
Ticket No: <sup>7</sup>	<input type="text"/>
Reference No: <sup>8</sup>	<input type="text"/>
Official Booked <sup>9</sup> Ammount: <sup>*</sup>	<input type="text"/>
Booking Date: <sup>10</sup>	<input type="text"/> <input type="button" value="Select Booking Date"/>
<input type="button" value="Book&lt;sup&gt;11&lt;/sup&gt;"/> <input type="button" value="Back&lt;sup&gt;12&lt;/sup&gt;"/>	

Same as other bookings.

## X. Reimbursement

### X.A – Reimbursement Screen :



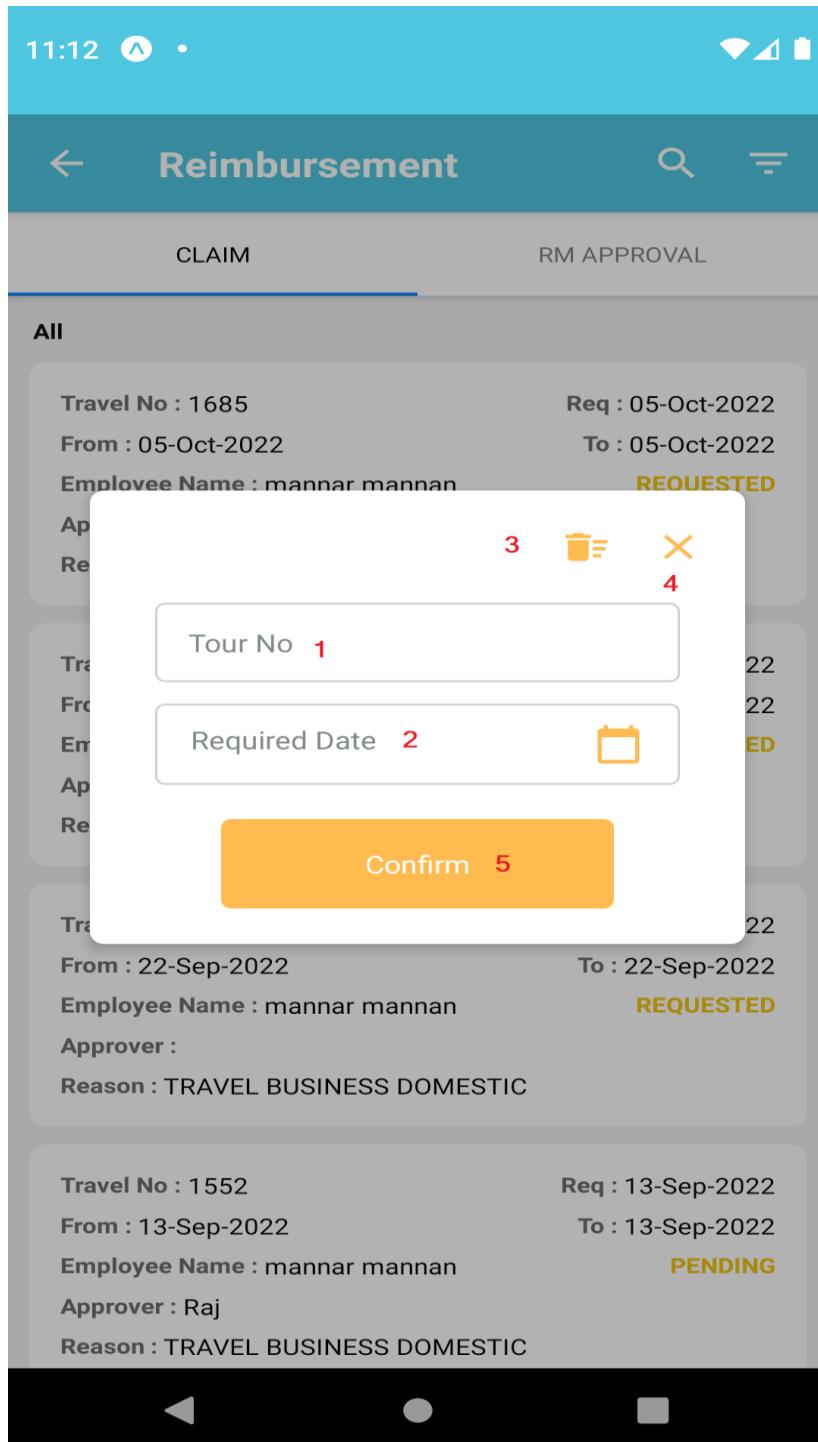
**X.A.1.Search Icon** – Click the icon to open search Dialogue for Active tab

**X.A.2.Filter Icon** – Click the icon to open bottom sheet for Active tab

**X.A.3.Claim Tab** – Click the tab to view self-travel data list

**X.A.4.RM Approval Tab** – Click the tab to view RM Approval travel data list

### X.A.1.Search Icon (Common For both claim and Rm Approval tab)



#### X.A.1.1 –Travel Number Text Input Box

\* Enter a Valid Travel Number you want to Search

#### X.A.1.2 –Requested Date Text Input Box

\* Select a Valid Requested Date you want to Search

#### X.A.1.3 –Sweep Icon

\* Click the icon to sweep the entered values

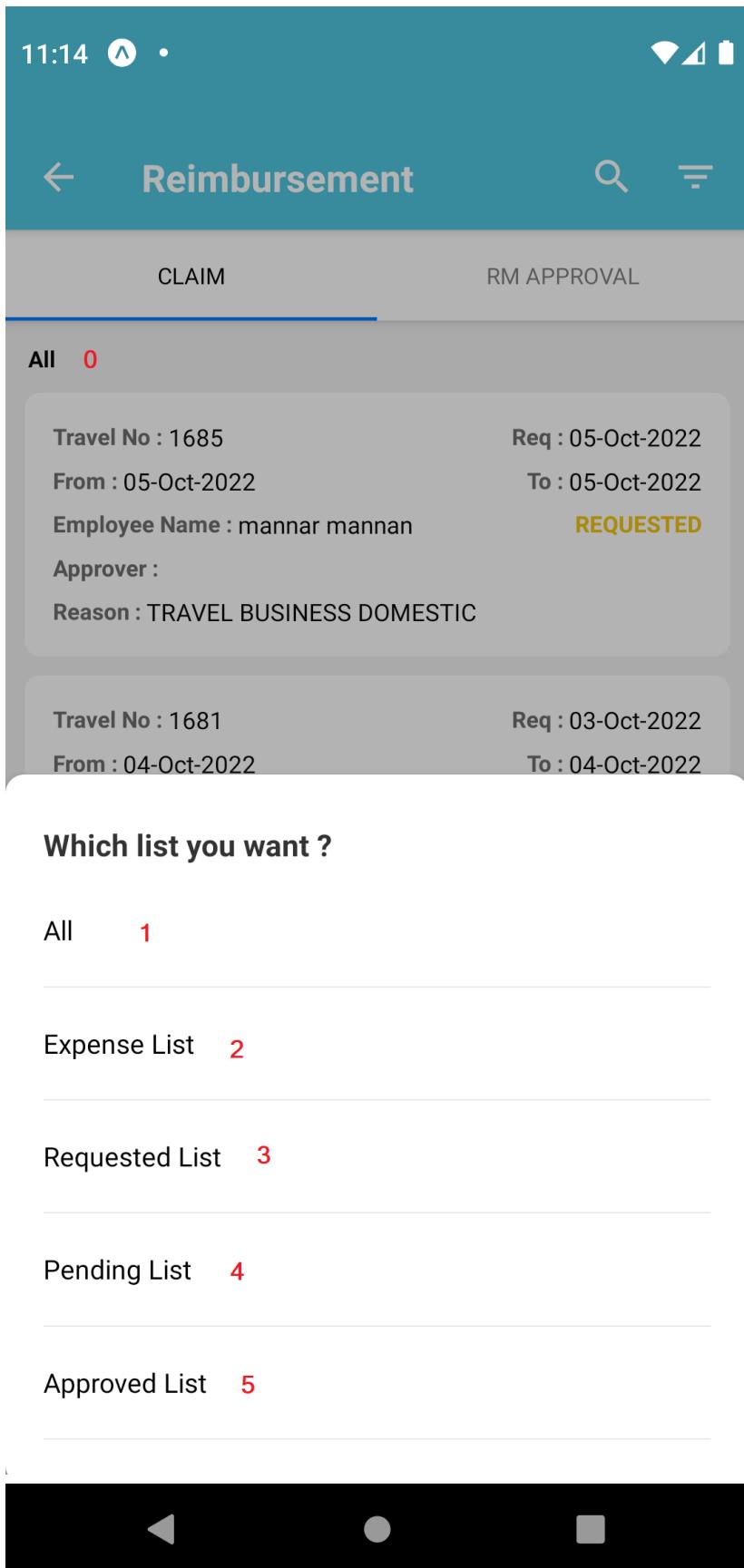
#### X.A.1.4 –Sweep Icon

\* Click the icon to close the dialogue

#### X.A.1.5 –Confirm Button

\*Click the button to search for a travel by travel number and requested date.

#### X.A.2.Filter Icon (only for Claim)



**X.A.2.0 –Name of the Selected List**

**X.A.2.1 – To View All Travel data**

**X.A.2.2 – To View fresh Expense List**

\*This list contains all travel data before adding travel expenses

**X.A.2.3 – To View Expense Requested List**

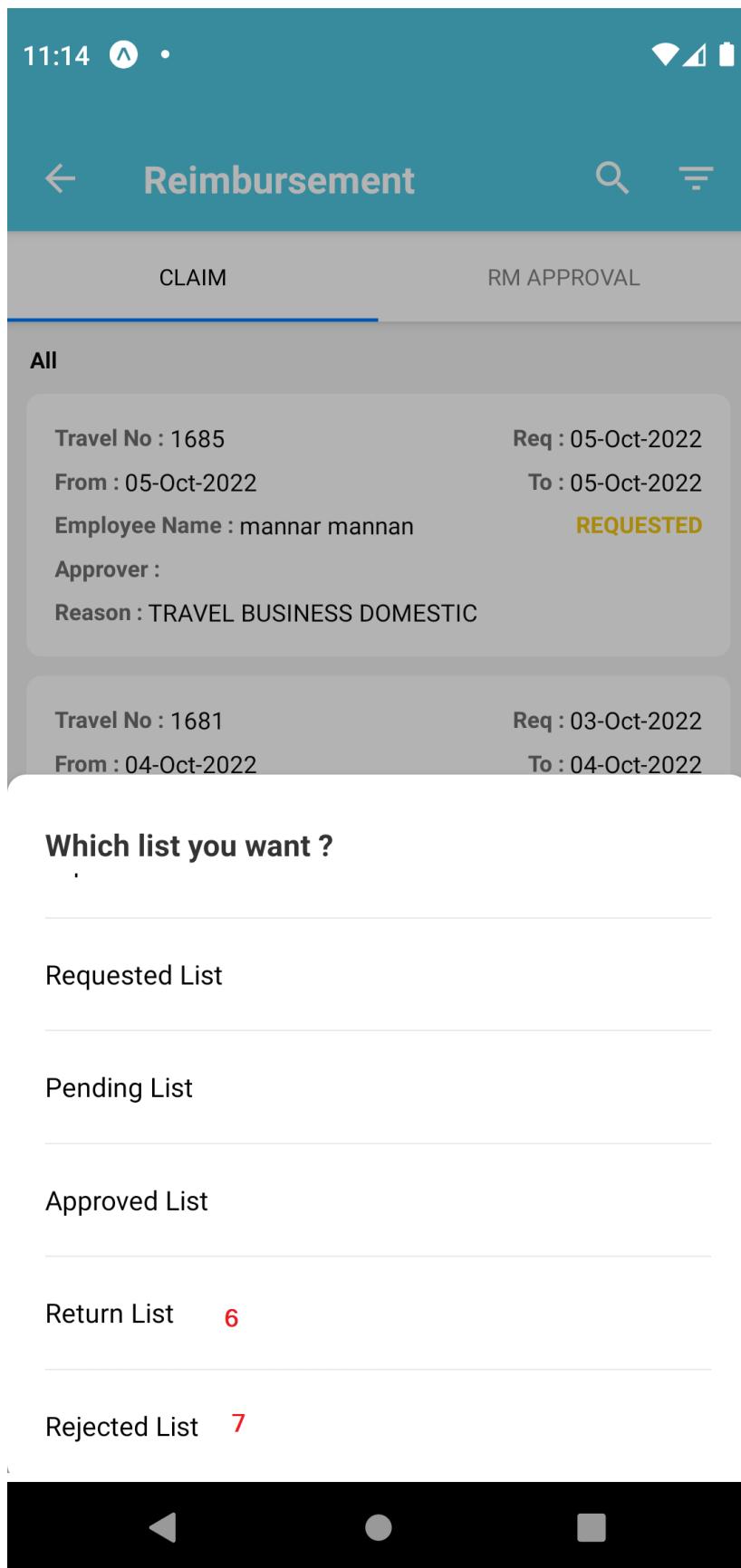
\*This list contains all travel data after adding travel expenses

**X.A.2.4 – To View Expense Pending List**

\* This list contains all travel data submitted to RM, FH and admin

**X.A.2.5 – To View Expense Approved List**

\*This list contains all travel data approved by admin



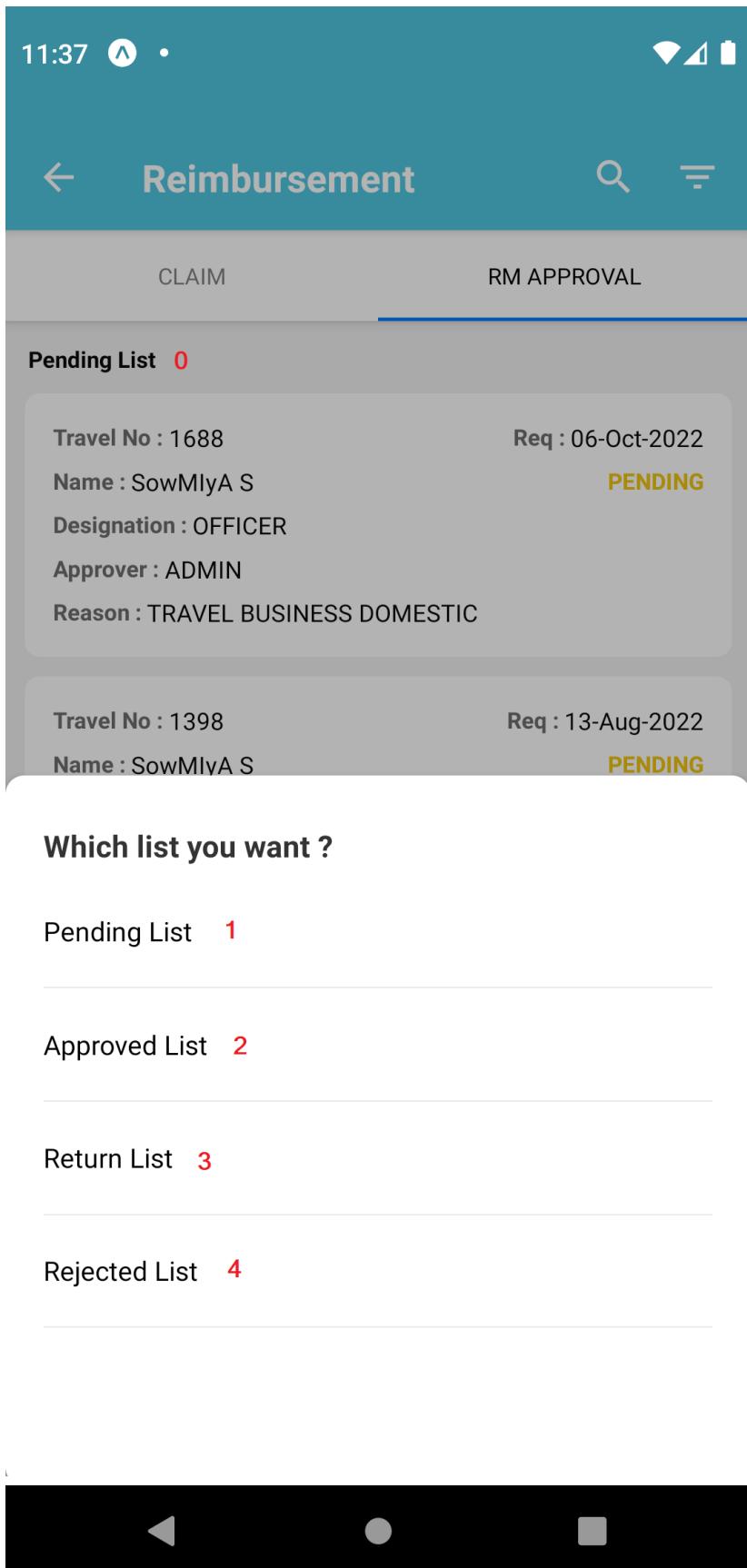
#### X.A.2.6 – To View Expense Return List

\* This list contains all travel data returned by RM, FH and admin

#### X.A.2.7 – To View Expense Rejected List

\* This list contains all travel data Rejected by RM, FH and admin

**X.A.2.Filter Icon (only for Rm Approval tab)**



**X.A.2.0 –Name of the Selected List**

**X.A.2.1 – To View All Pending List**

\* This list contains travel data pending approval

**X.A.2.2 – To View Approved List**

\* This list contains all the travel data you have approved

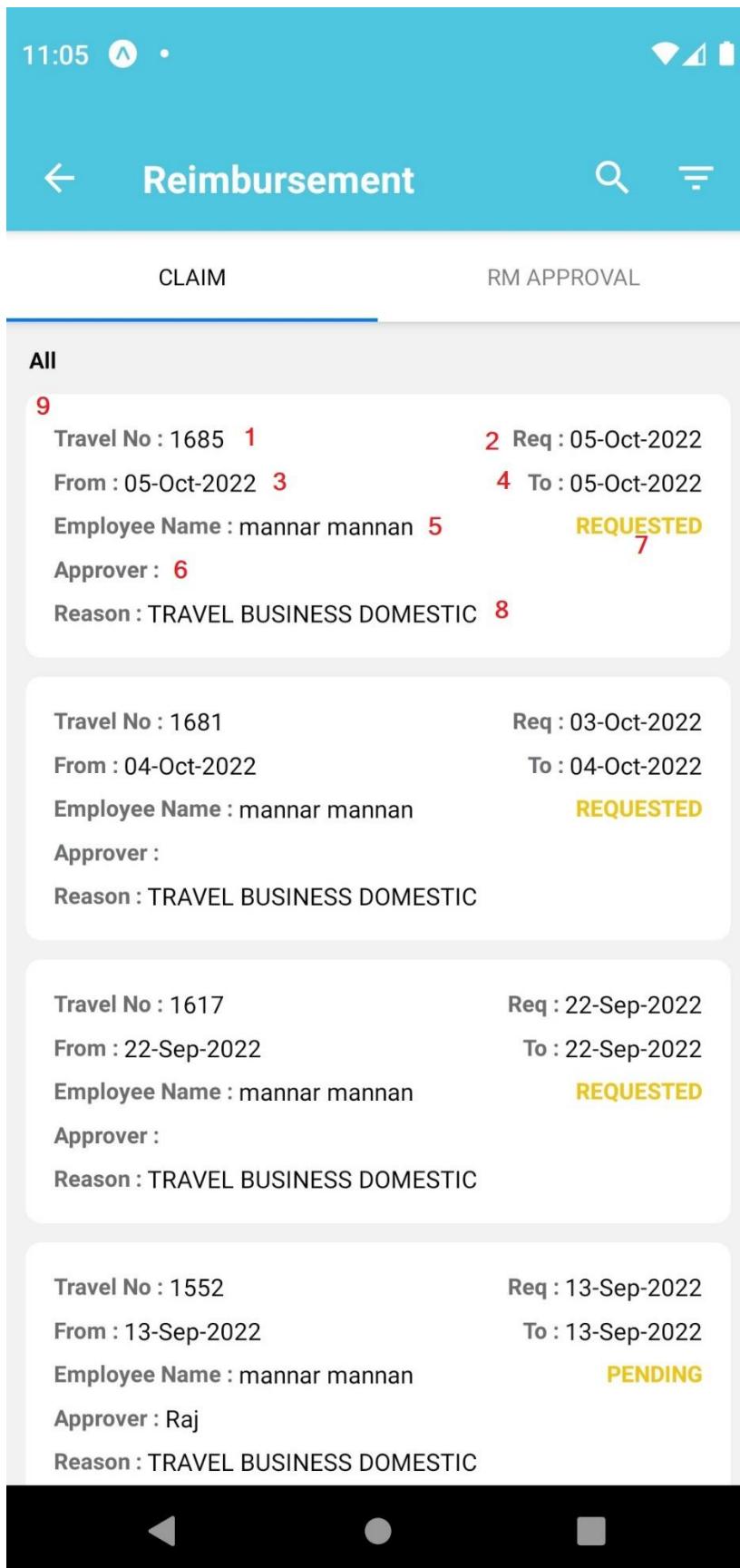
**X.A.2.3 – To View Return List**

\* This list contains all the travel data you have Returned

**X.A.2.4 – To View Rejected List**

\* This list contains all the travel data you have Rejected

### X.A.3.Claim Tab



X.A.3.1 Travel Number

X.A.3.2 Requested Date

X.A.3.3 Travel Start Date

X.A.3.4 Travel End Date

X.A.3.5 Employee Name

X.A.3.6 Approver Name

X.A.3.7 Travel Status

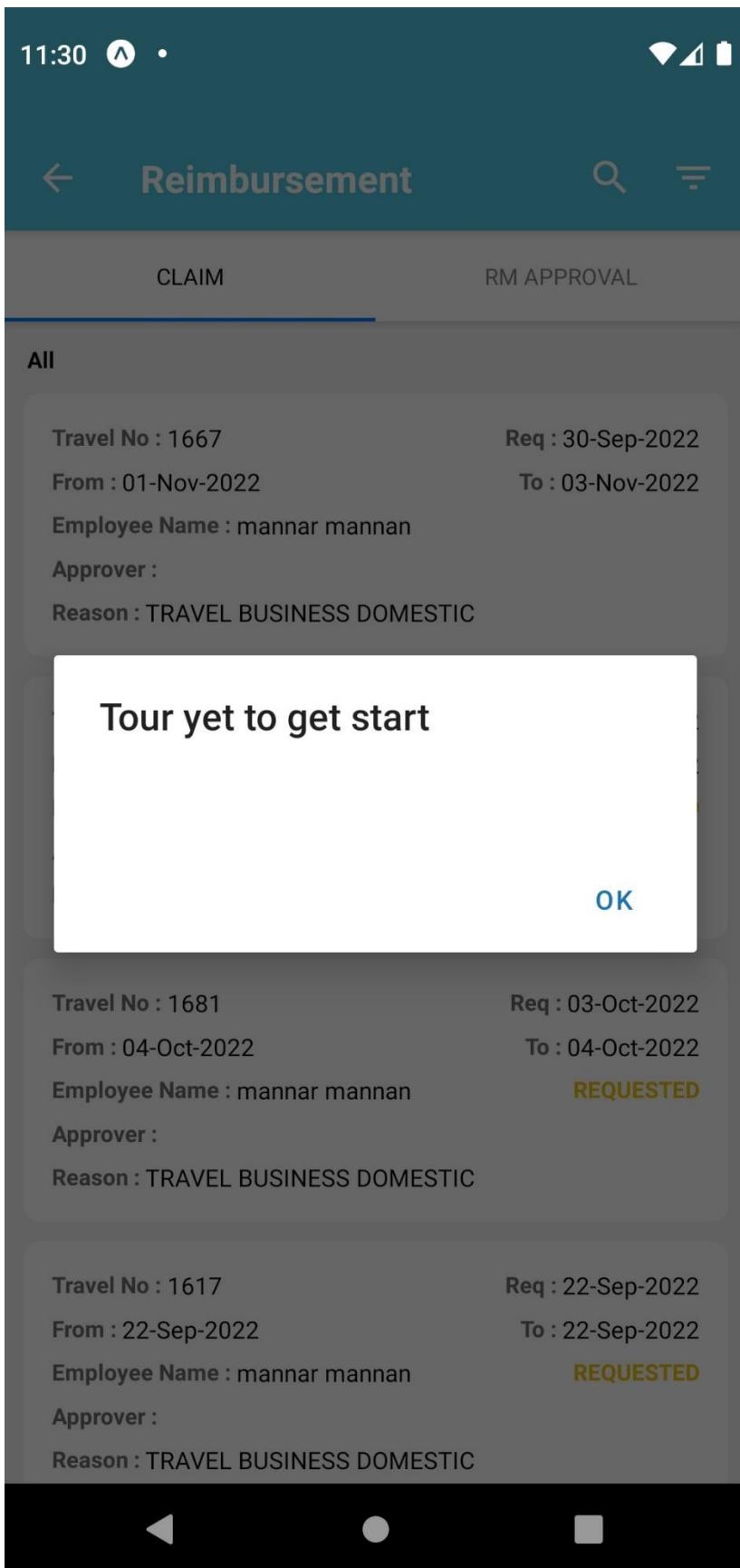
X.A.3.8 Reason for the travel

X.A.3.9 Travel Data Card

\* Click on the card to add travel expenses and CCBS based on the following conditions

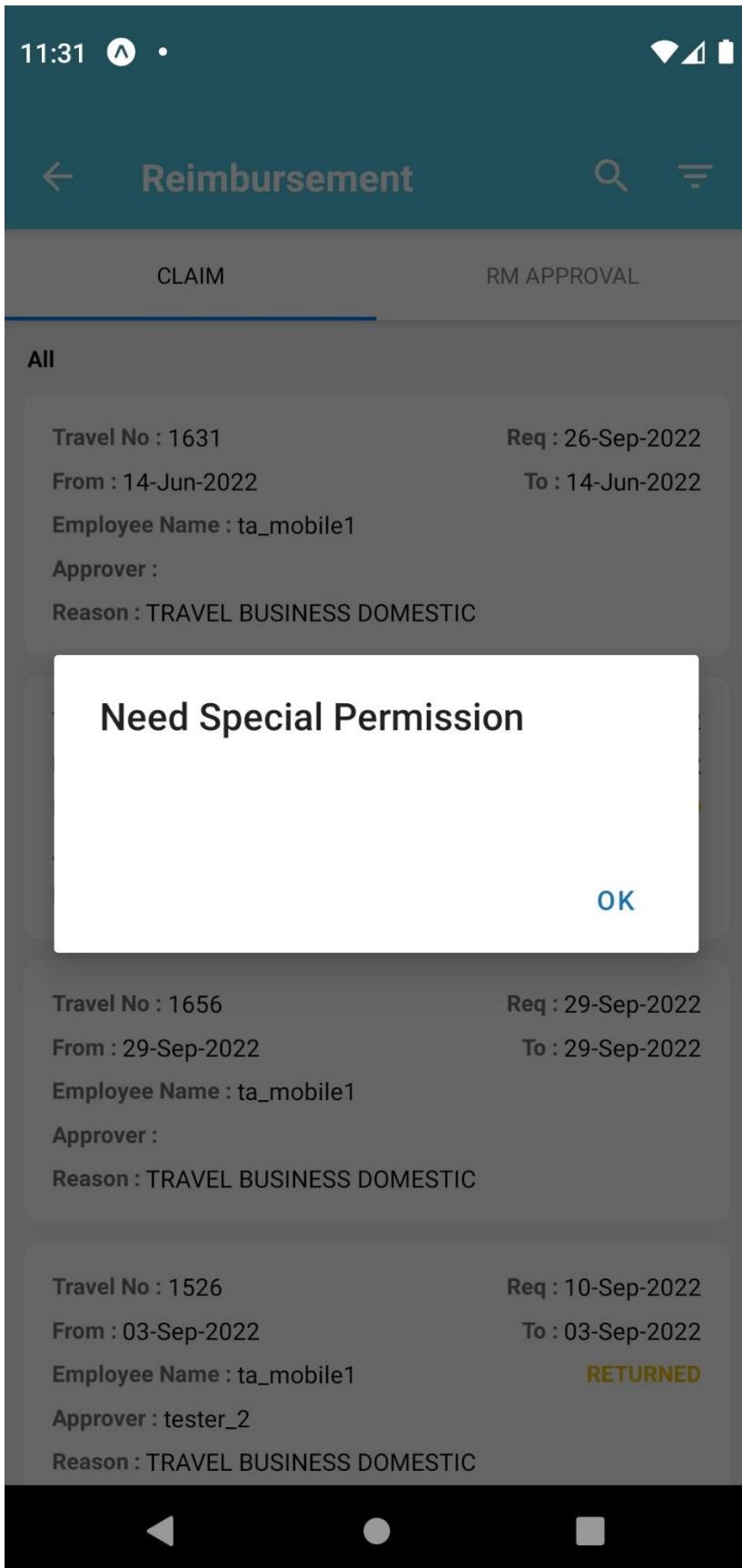
\* Click on the card to navigate this screen into the Expense screen

### X.A.3.9 Travel Data Card – Condition 1



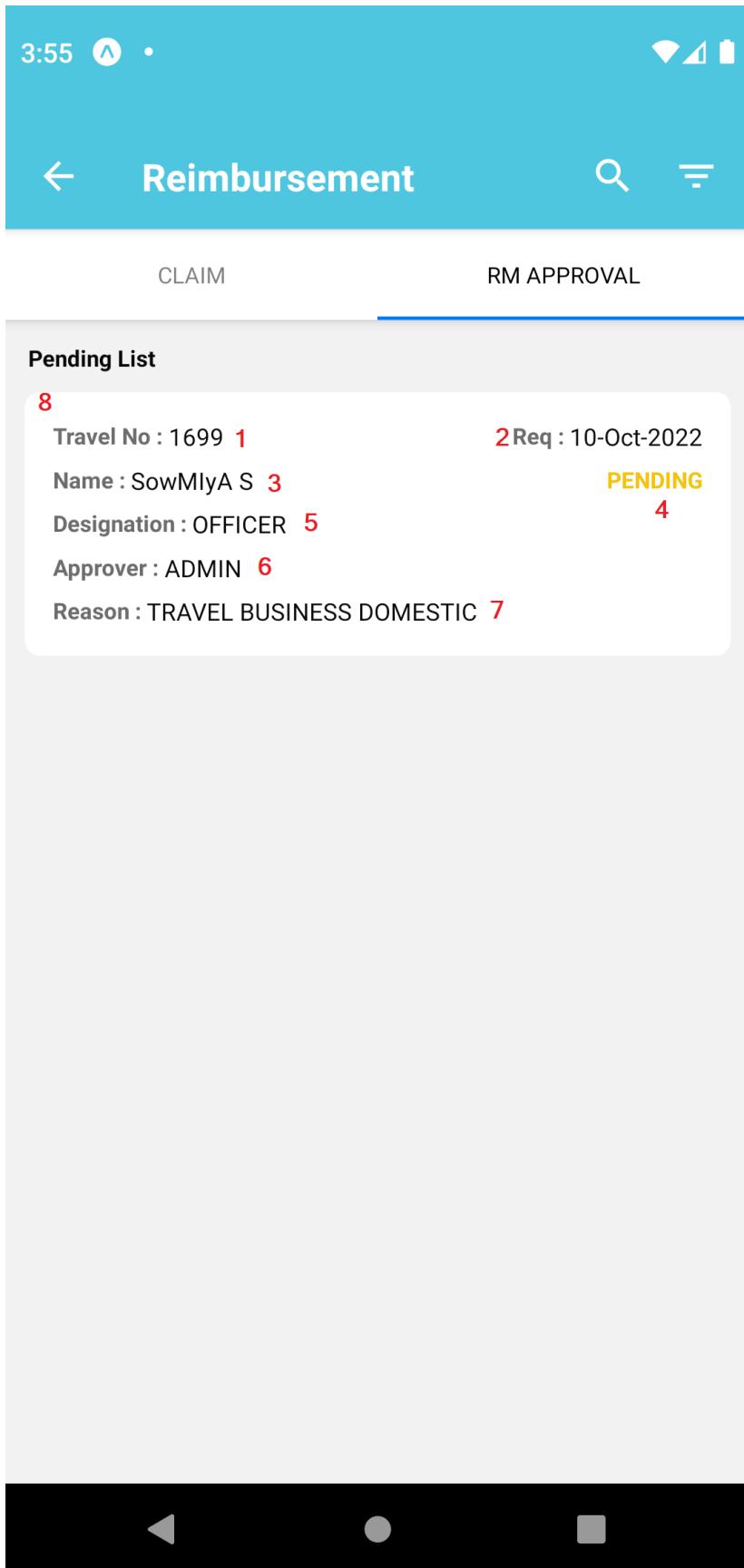
\* No expenses can be claimed before starting the travel

### X.A.3.9 Travel Data Card – Condition 2



\* No expenses can be claimed when date relaxation is inactive

#### X.A.4.RM Approval Tab



X.A.4.1 Travel Number

X.A.4.2 Requested Date

X.A.4.3 Employee Name

X.A.4.4 Travel Status

X.A.4.5 Employee Designation

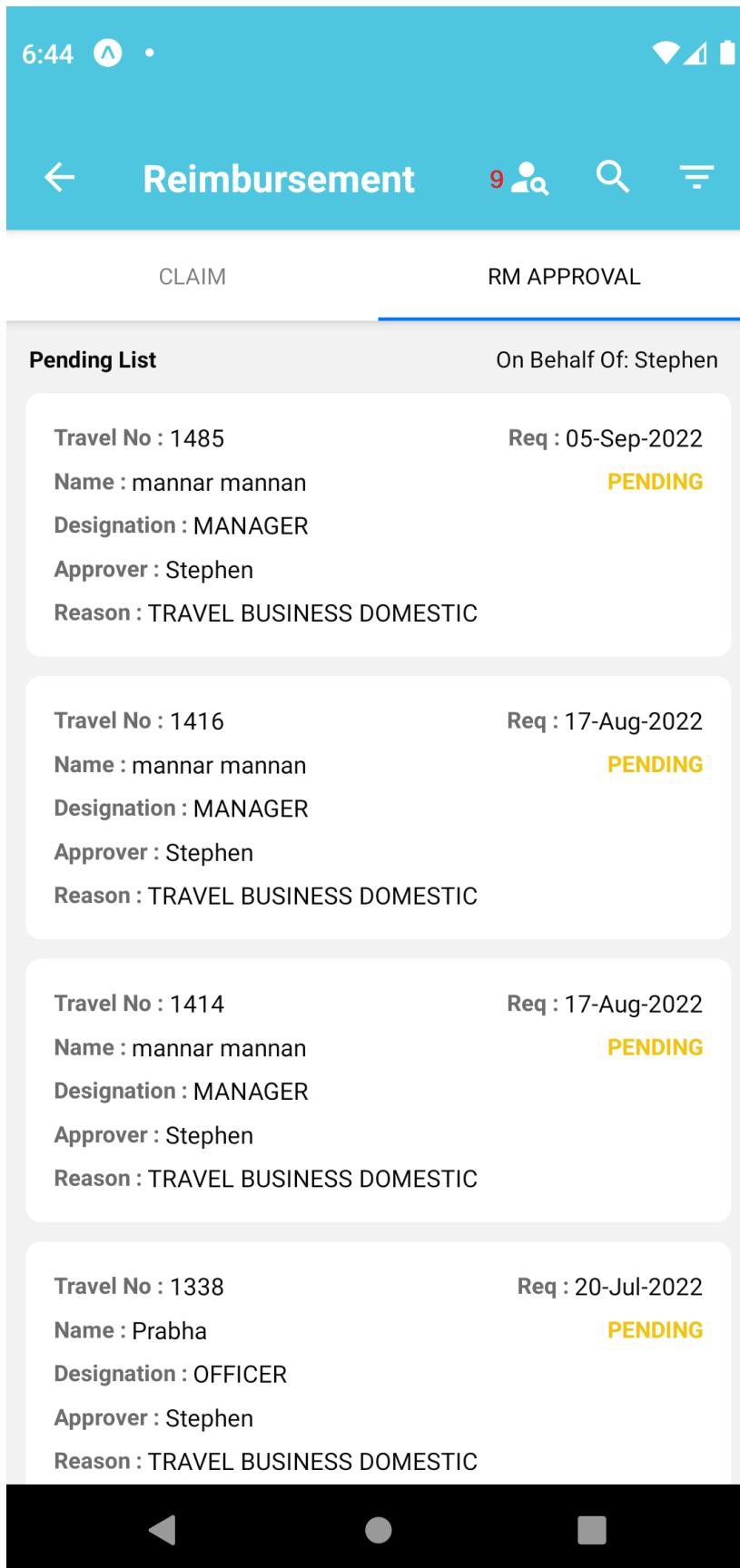
X.A.4.6 Approver Name

X.A.4.7 Reason

X.A.3.8 Travel Status

\*Click on the card to  
navigate this screen to  
expense tab screen

#### X.A.4.RM Approval Tab

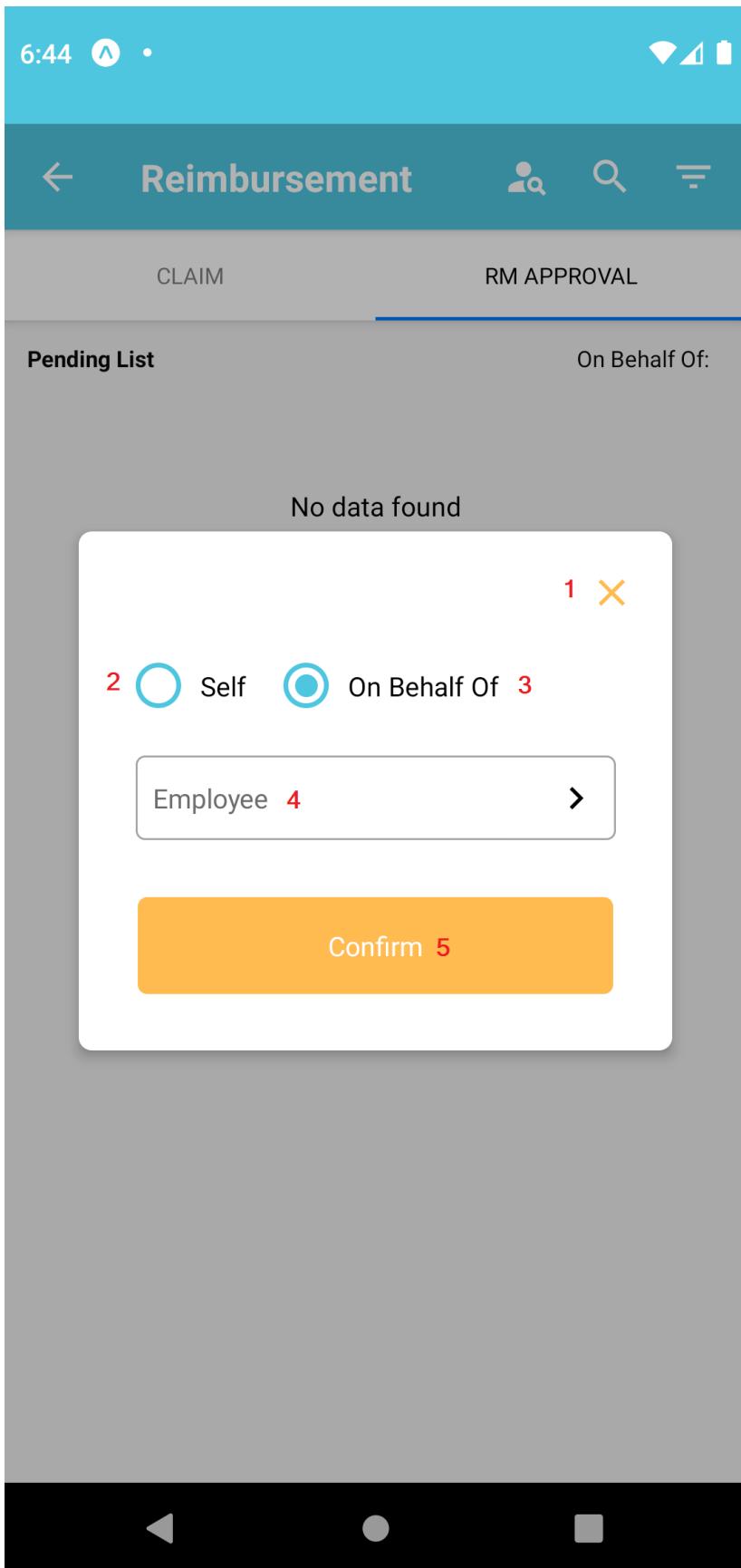


#### X.A.4.9 On behalf of Icon:

\*It is only visible for CEO members.

\*Click on the icon to open on behalf of dialogue

#### X.A.4.9 On behalf of dialogue



##### X.A.4.9.1-Closing Icon

\*To close the dialogue

##### X.A.4.9.2-Self

\*Click on this radio button to get self-travel list

##### X.A.4.9.3-onbehalf of

\* Click on this button to get the list of others pending approval

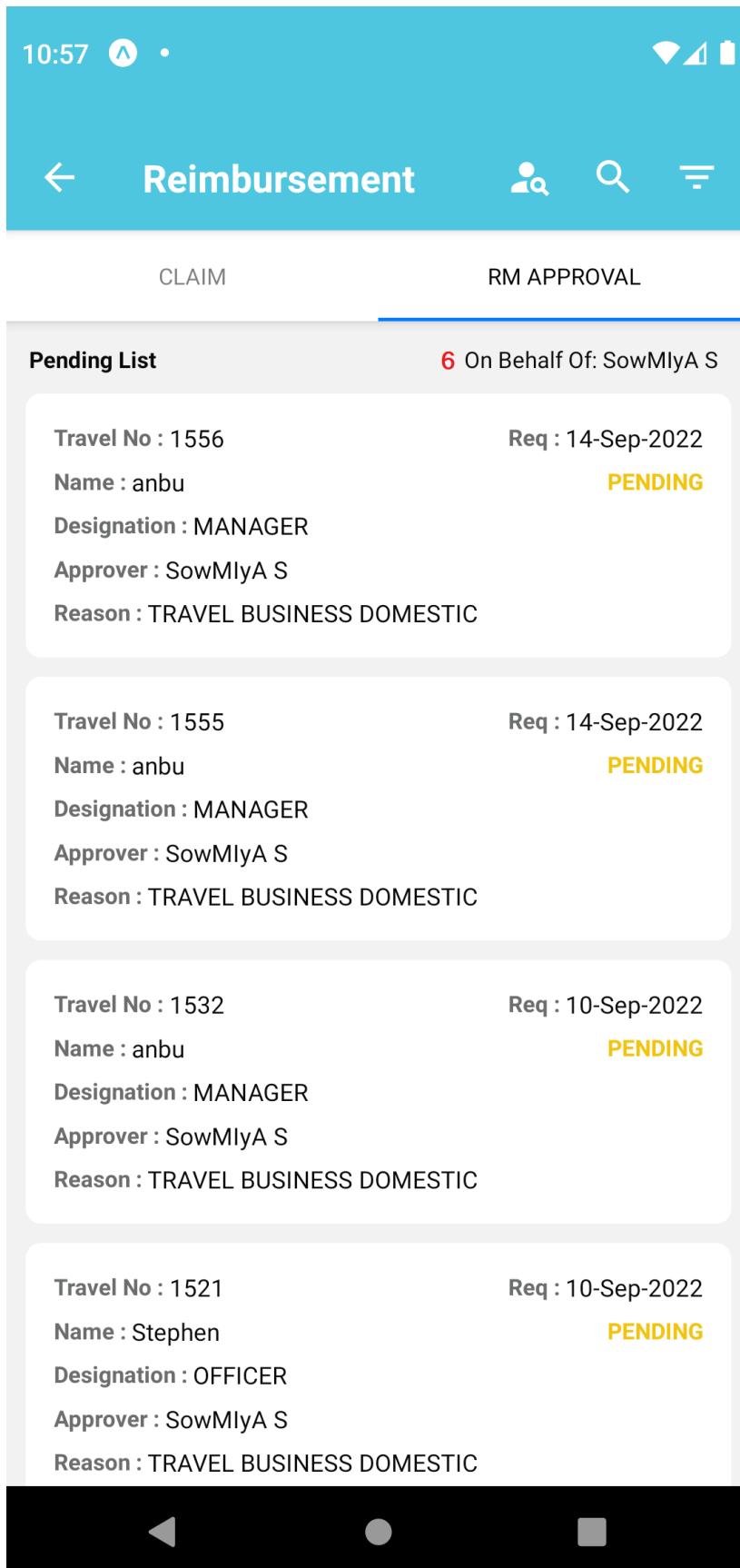
##### X.A.4.9.4-Employee Dropdown

\*It is only visible when you select on behalf of radio button

\* Click this text box to get the staff list. Select a specific employee to get a specific travel list

##### X.A.4.9.5-Confirm Button

#### X.A.4.9 On behalf of dialogue

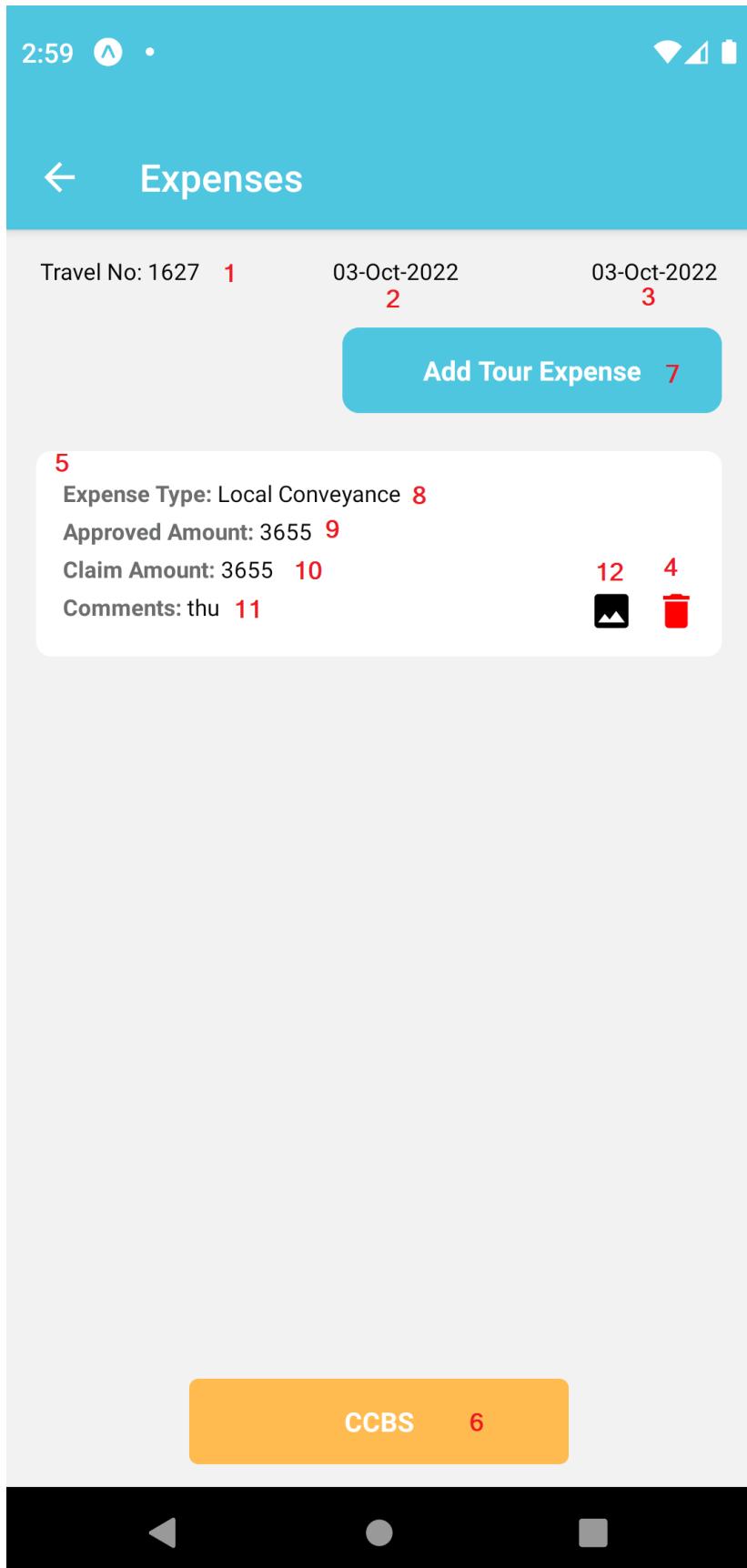


#### X.A.4.9.6-Onbehalf of Text box

\*it only visible when you choose on behalf of radio button

\* The name of the selected employee will be displayed here

## X.B Expenses (Travel Data Card → Expenses



### X.B.1 -Travel Number

### X.B.2 -Travel Start Date

### X.B.3 -Travel End Date

### X.B.4 -Delete Icon

\* Click the icon to open confirm delete icon

### X.B.5 -Expense Card

\* Click the card to navigate this screen into specific expense

### X.B.6 -CCBS Button

\* The button will only be visible if at least one expense has been added after the trip is complete

### X.B.7 -Add Travel Expense Button

\*The button is only visible when the travel status was requested or pending or return

\*Click this button to navigate this screen into the travel expense type screen

### X.B.8 -Type of Expense

### X.B.9 -Approved Amount

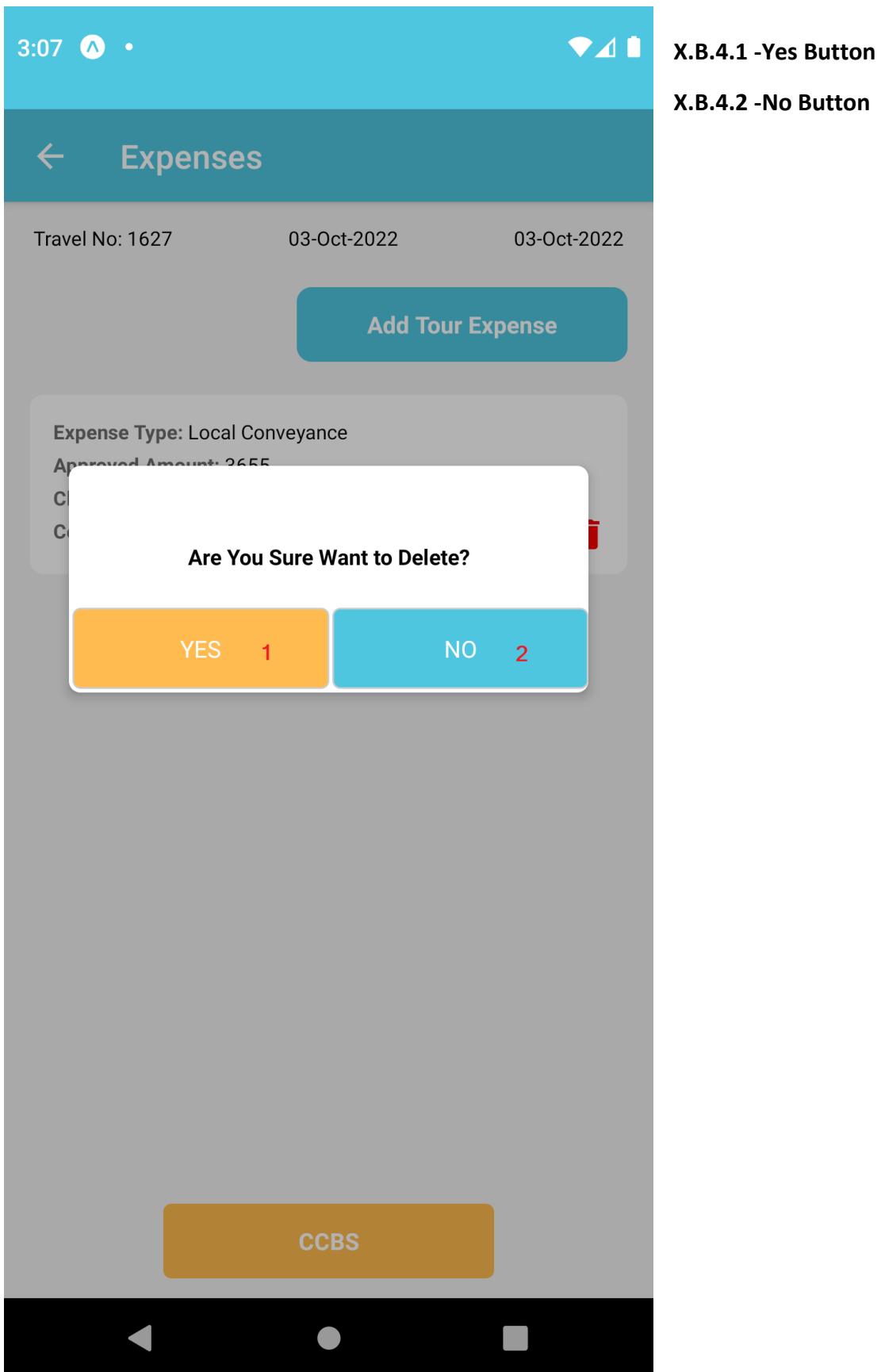
### X.B.10 -Claim Amount

### X.B.11 -Requested Comment

### X.B.12 -Add Document icon

\* Click on the card to navigate this screen into the Add Document screen

**X.B.4 -Delete Icon → Delete Dialogue (Common for all the delete Dialogue)**





**X.B.12 - Add Document icon →  
Add Documents Screen**

**X.B.12.1 – add file from device  
or SD card**

**X.B.12.2 - add files by capturing  
from the camera**

\* This icon is only visible  
when the travel status was  
requested or pending or return

**X.B.12.3 – to view the uploaded  
files**

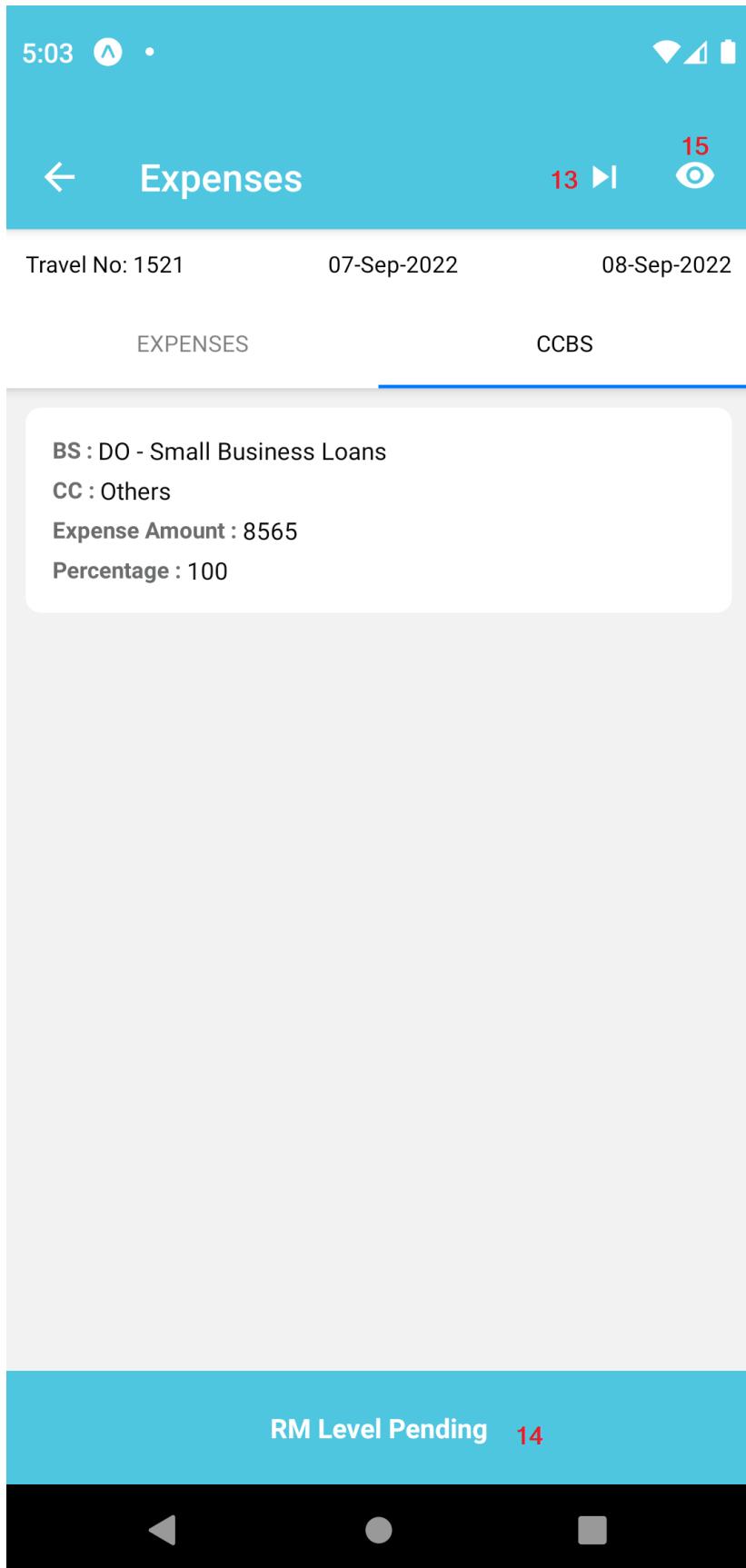
\* This icon is only visible  
when the travel status was  
requested or pending or return

**X.B.12.4 – click the icon to open  
Delete Dialogue**

**X.B.12.5 – upload button**

\* This icon is only visible  
when the travel status was  
requested or pending or return

## X.B Expense Screen



\* For Travel status is Pending or Approved or Rejected, this screen appear like this

### X.B.13 - Skip Icon

\*It only visible when the travel is pending.

\*Click on the icon to skip the Rm approver. But that travel requires FH approver to move next level

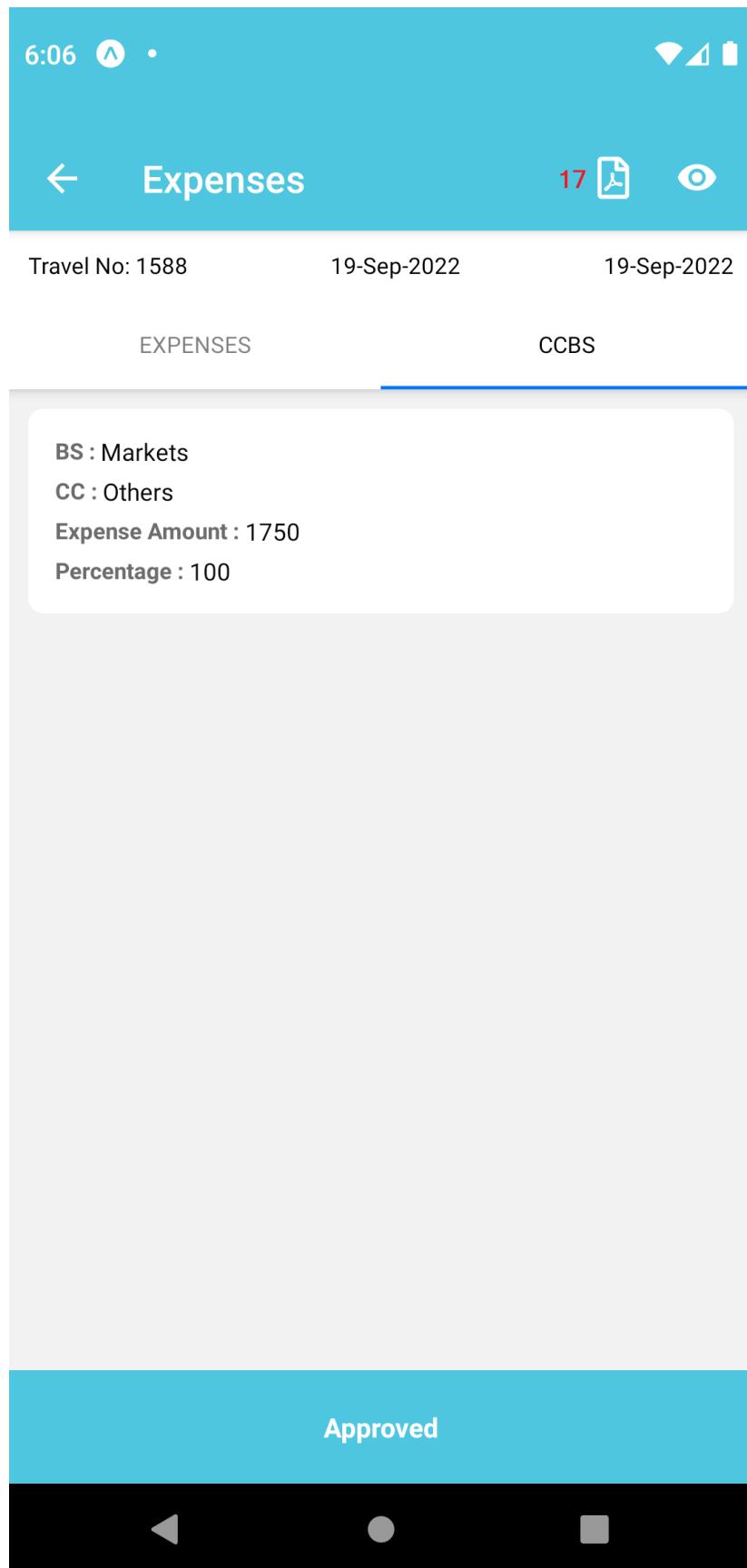
### X.B.14 – Status bar

\*It only visible when the travel is pending or approved or Rejected

### X.B.15 –Action Flow Icon

\*Click on the icon to view what are action taken on the particular travel

## X.B Expense Screen

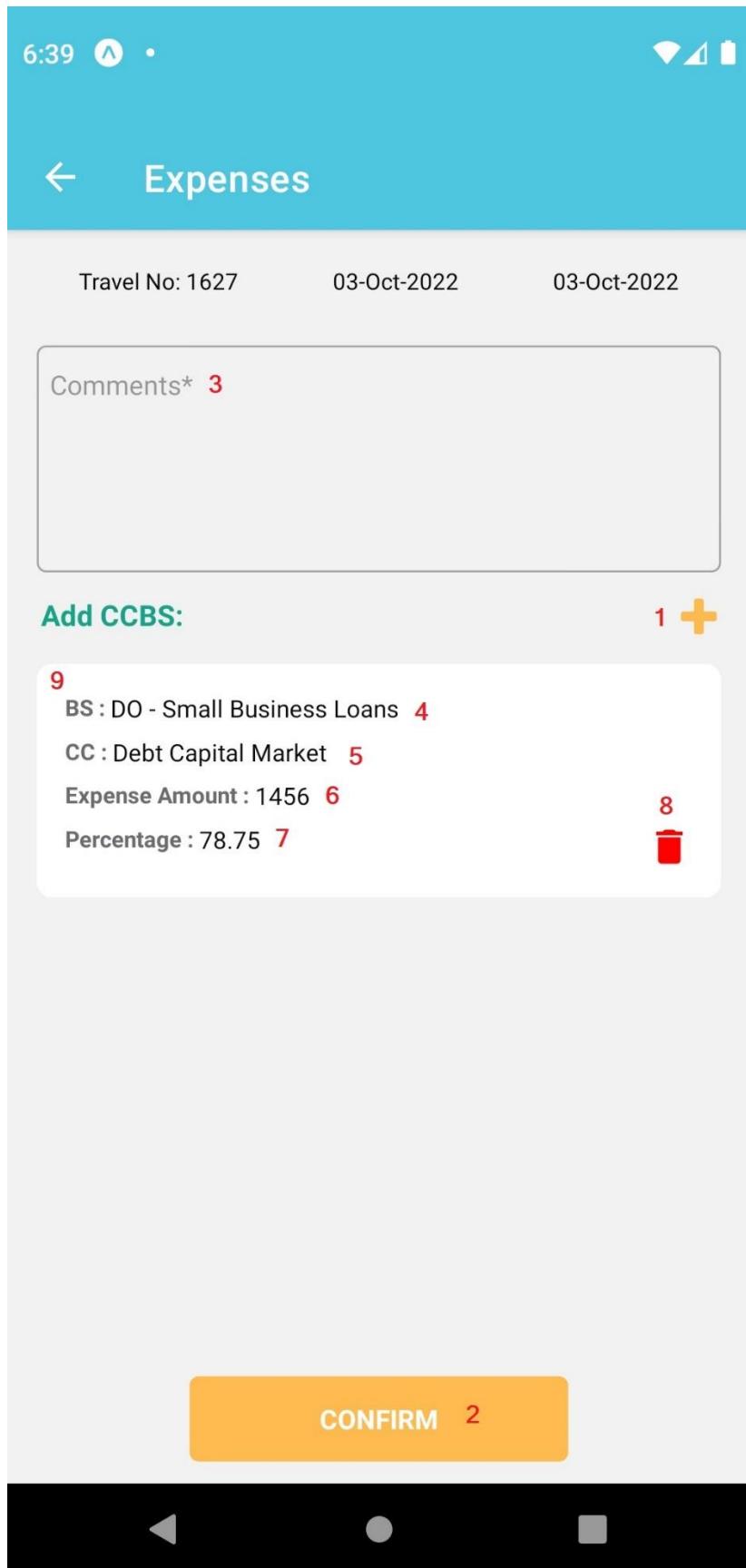


### X.B.17- PDF symbol

\*It only visible when the travel claim is approved.

\*Click on the icon to get ECF report pdf on the particular Travel

### X.C - Expenses → (CCBS button → Expense)



#### X.C.1 – Add icon

\*It only visible when the total claim amount is less than the total enter amount

\* Click on the icon to navigate this screen into the CCBS screen

#### X.C.2 – Confirm Button

Condition 1- total Expense amount should be equal to total expense amount entered in ccbs.

Condition 2- “ \* ” symbol indicates mandatory fields. It should be filled with valid values

#### X.C.3-Comments text input box

\* Enter a valid comment

#### X.C.4-Entered BS

#### X.C.5-Entered CC

#### X.C.6-Entered Expense Amount

#### X.C.7-Entered Percentage

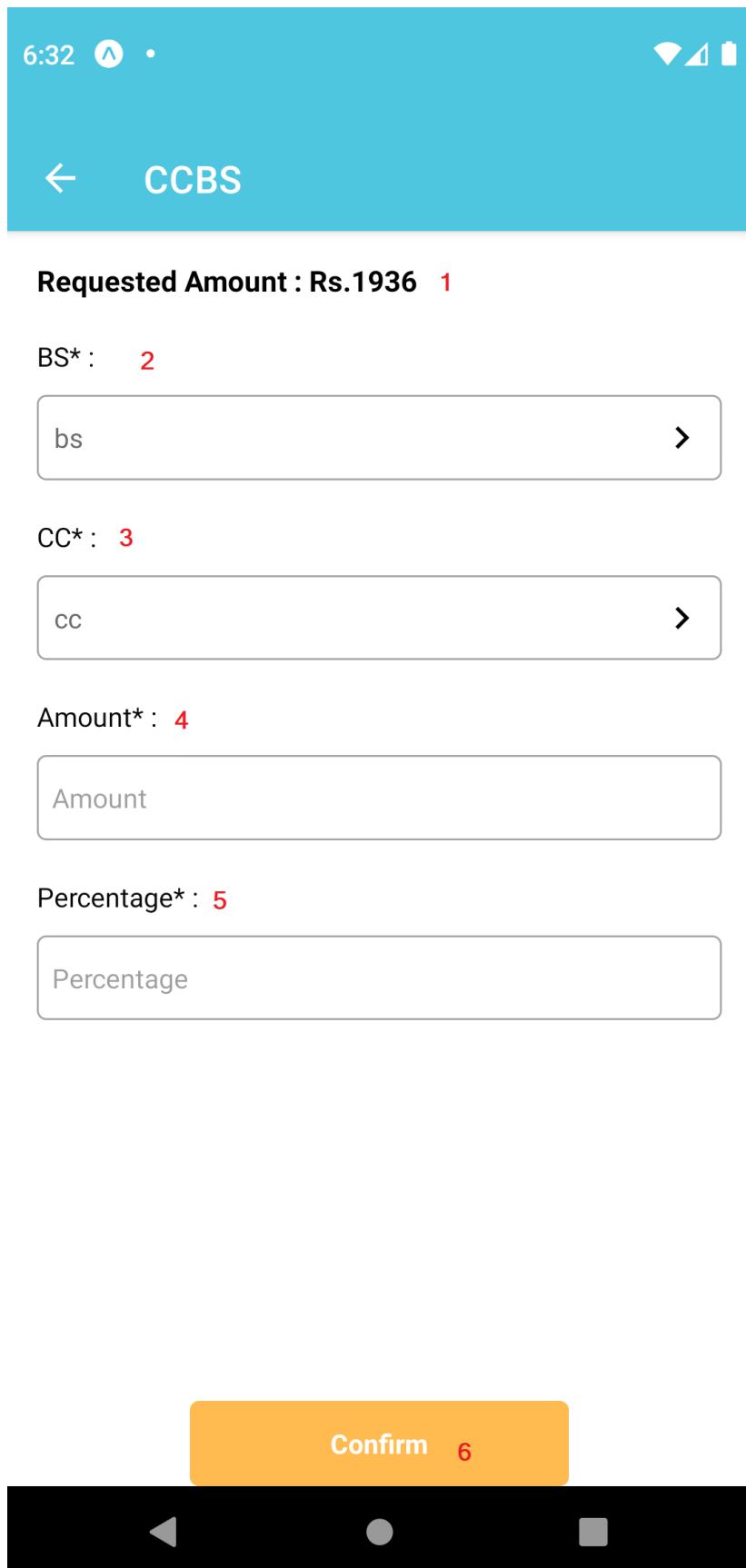
#### X.C.8-Delete Icon

\*Delete Dialogue Will be open

#### X.C.9-CCBS Summary Card

\*Click to view and update entered Values

## X.D - CCBS → (Add CCBS → CCBS Screen)



### X.D.1 – Requested Amount

\* It shows the total expense amount.

### X.D.2 – BS Drop Down

### X.D.3 – CC Drop Down

### X.D.4 – Amount Text input

### X.D.5 – Percentage Number input

### X.D.6 – Confirm Button

\* Click on the button to navigate this screen into the Expense screen.

\*entered values will be added into ccbs card.

Condition 1- “ \* ” symbol indicates mandatory fields. It should be filled with valid values

## X.E – Travel Expense Type → (Add Travel Expense → Travel Expense Type)



Travel No: 1627

03-Oct-2022

03-Oct-2022

\* These expense categories differ based on the reason for travel

\* The first time you select each travel expense category, a dialog opens

### X.E.1 – Daily Reimbursement

\* Navigate this screen into Daily Diem expense list

### X.E.2 – Local Conveyance

\* Navigate this screen into Local Conveyance Screen

### X.E.3 – Lodging

\* Navigate this screen into Local Conveyance Screen

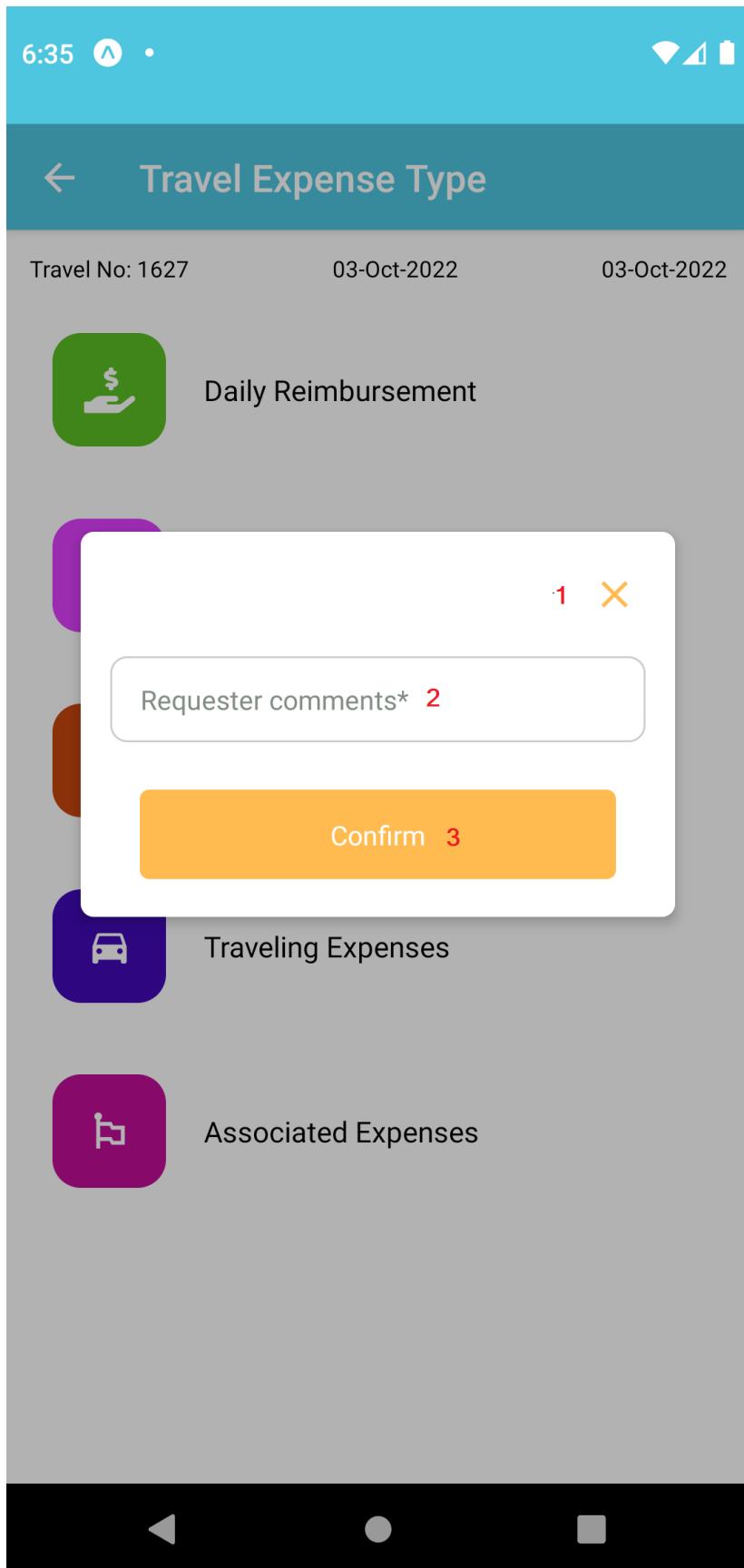
### X.E.4 – Traveling Expense

\* Navigate this screen into Traveling Expenses Screen

### X.E.5 – Associated Expense

\* Navigate this screen into Associated Expenses Screen

## X.E.6 – Requester Comment Dialogue



### X.E.6.1 – Close icon

\*Click on the icon to close the dialogue

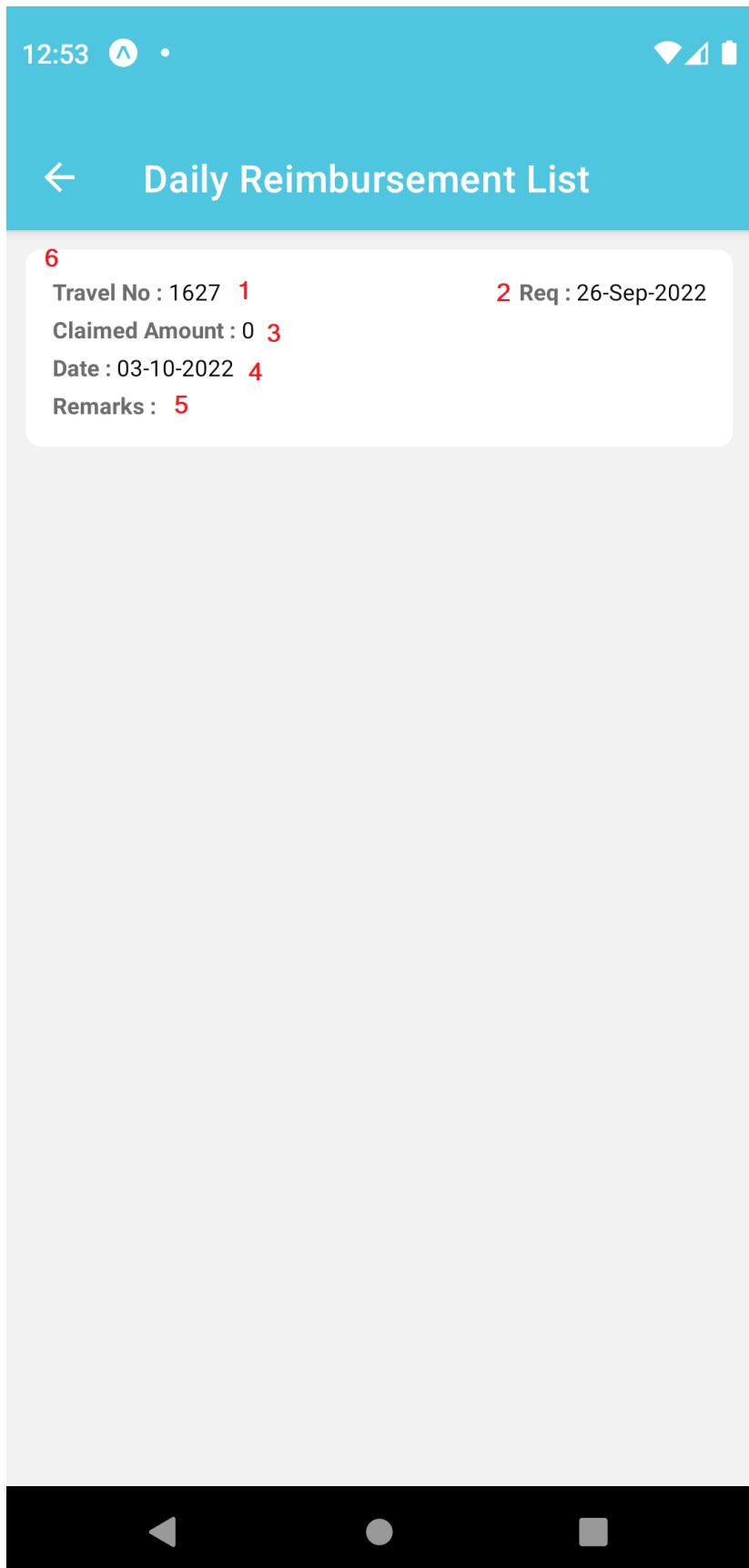
### X.E.6.2 – Requester Comment text input box

### X.E.6.3 – Confirm Button

"\*" symbol indicates mandatory fields. It should be filled with valid values

\*click on the button to navigate this screen into selected expense form or list

## X.F – Expense List



\* For Daily Diem will automatically generate a summary card for each travel date.

**X.F.1-Travel Date**

**X.F.2-Requested Date**

**X.F.3-Claim Amount**

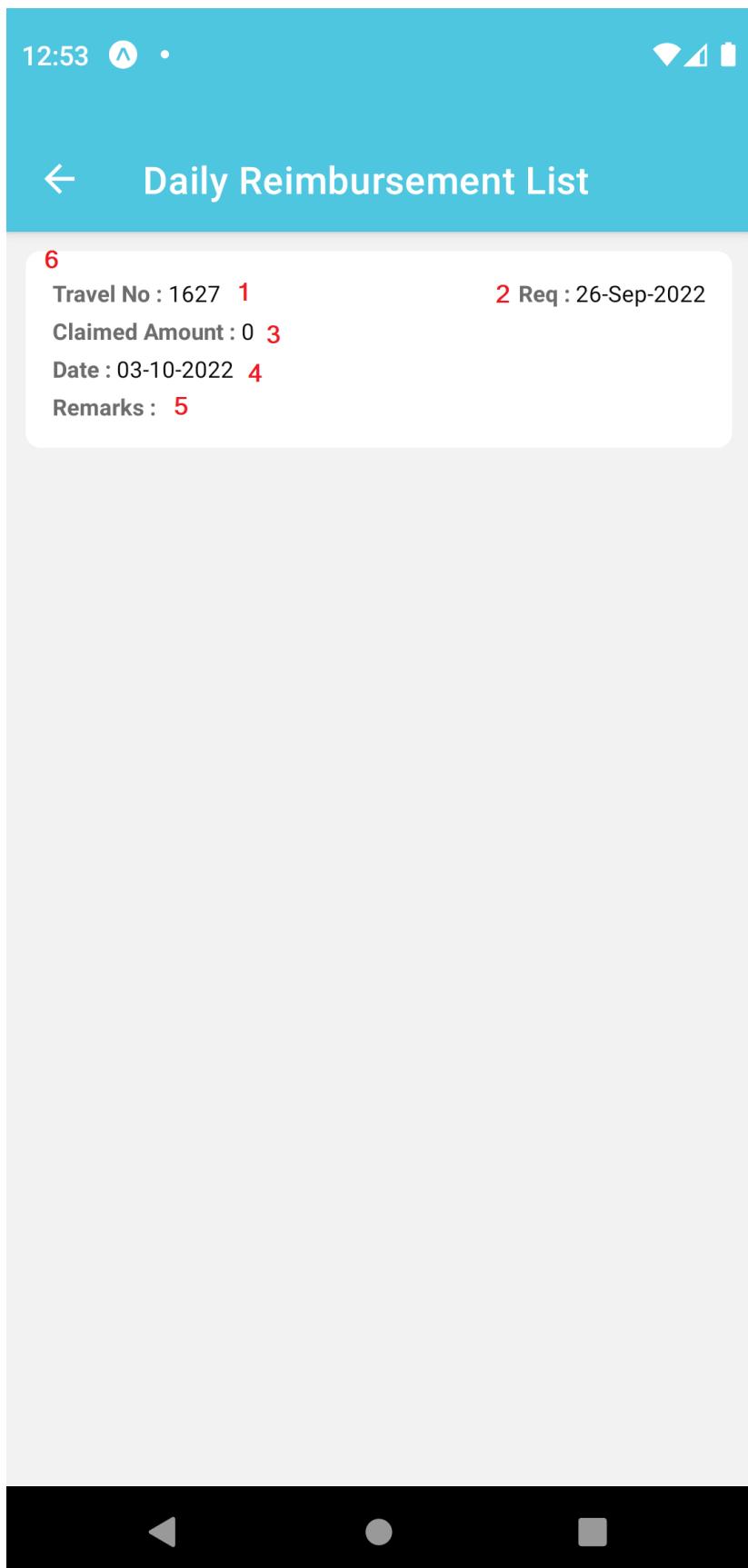
**X.F.4-Date**

**X.F.5-Remarks**

**X.F.6-Expense List Card**

\*Click on the card to update specific expense

## X.F – Expense List



\* For Daily Diem will automatically generate a summary card for each travel date.

**X.F.1-Travel Date**

**X.F.2-Requested Date**

**X.F.3-Claim Amount**

**X.F.4-Date**

**X.F.5-Remarks**

**X.F.6-Expense List Card**

\*Click on the card to update specific expense

## X.G – Daily Diem

6:42 ⌂ •

Wi-Fi 4G Battery

### Daily Reimbursement

Travel No : 1627 **1**

Date: 03-10-2022 **3**

Checkin Time\* : **5**

13:00

Checkout Time\* : **6**

23:45

Sub category\* : **7**

Choose

City\* : **8**

Food Allowance\* : **9**

Medical Expense\* : **10**

Bill Number :

Submit

**X.G.1-Travel Number**

**X.G.2-Requested Date**

**X.G.3-Date of Expense**

**X.G.4-Total No of Hours**

**X.G.5-Checkin time**

**X.G.6-Checkout time**

**X.G.7-Sub Category Dropdown**

**X.G.8-City Dropdown or text input box**

**X.G.9-Food Allowance Number input box**

\* It is visible based on eligible amount

**X.G.10-Medical Allowance Number input box**

\* It is visible based on eligible amount

## X.G – Daily Diem



Medical Expense\* :

Bill Number : **15**

Bill No

Claim Amount\* : **11**

Boarding Provided by Organizer\* : **12**

Yes  No

Remarks: **13**

Orders/Remarks

Submit **14**

**X.G.11-Claim Amount Number input Box**

**X.G.12-Boarding Provided by organizer**

**X.G.13-Remarks Text input box**

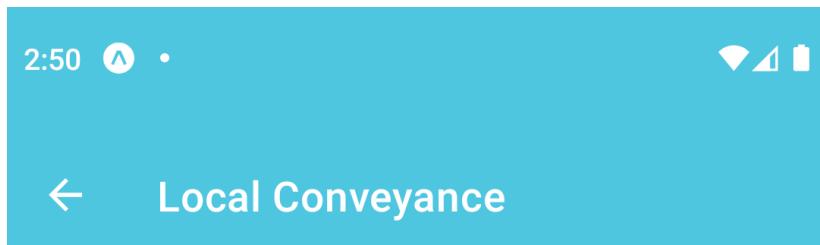
**X.G.14-Submit Button**

Condition 1- “\*” symbol indicates mandatory fields. It should be filled with valid values

Condition 2- If you have entered the claim amount more than the eligible amount, you must provide valid remarks.

**X.G.15-Bill Number Text input Box**

## X.H – Local Conveyance



Travel No : 1627

26-Sep-2022

From Place\* : **1**

From Place

To Place\* : **2**

To Place

Date\* : **3**

Start Date



Sub category \* : **4**

Mode of Travel



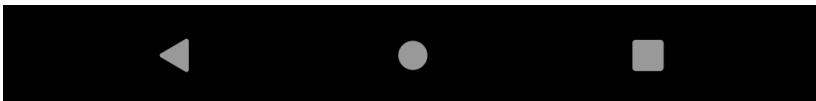
Distance in KM\* : **5**

Distance in KM

Bill Number :

Bill No

**Submit**



**X.H.1-From Place Text input box**

**X.H.2-To Place Text input box**

**X.H.3-Date Picker**

**X.H.4-Sub Category Dropdown**

**X.H.5-Distance Number input box**

## X.H – Local Conveyance

2:50 ⌂ •

Local Conveyance

Start Date

Sub category \* :

Mode of Travel

Distance in KM\* :

Distance in KM

Bill Number : 6

Bill No

Claim Amount\* : 7

Claim Amount

Remarks : 8

Orders/Remarks

Submit 9

Condition 1- “ \* ” symbol indicates mandatory fields. It should be filled with valid values

Condition 2- If you have entered the claim amount more than the eligible amount, you must provide valid remarks.

**X.H.6-Bill Number Text input box**

**X.H.7-Claim Amount Number input box**

**X.H.8-Remarks Input Box**

**X.H.9-Submit Button**

Condition 1- “ \* ” symbol indicates mandatory fields. It should be filled with valid values

Condition 2- If you have entered the claim amount more than the eligible amount, you must provide valid remarks.

## X.I – Lodging

10:52



### Lodging

Travel No : 1627

26-Sep-2022

Checkin Date\*: **1**

Checkin Time\*: **2**

Checking Date:



Checking Time:



Checkout Date\*: **3**

Checkout Time\*: **4**

Checkout Date:



Checkout Time:



Sub category\*: **5**

Lodging



City\*: **6**

City



Bill Number : **7**

Bill No

Total Bill Amount (Excluding Tax)\*: **8**

Total Bill Amount

Submit

**X.I.1-Checkin Date Picker**

**X.I.2-Checkin Time Picker**

**X.I.3-Checkout Date Picker**

**X.I.4-Checkout Time Picker**

**X.I.5-Sub Category Drop Down**

**X.I.6-City Drop Down**

**X.I.7-Bill number text input box**

**X.I.8-total bill amount number input box**

## X.I – Lodging

10:55



### Lodging

Dim To

Total Bill Amount (Excluding Tax):\* **8**

Total Bill Amount

Claim Amount (INR) (Including Tax):\* **9**

Claim Amount

Tax only (Luxury Service):\* **10**

Tax

Vendor Name : **11**

Vendor Name

Remarks: **12**

Orders/Remarks

Submit **13**

**X.I.9-Claim Amount Number**

**Input box**

**X.I.10-Tax**

**X.I.11-Vendor Name**

**X.I.12-Remarks**

**X.I.13-Submit Button**

Condition 1- “ \* ” symbol indicates mandatory fields. It should be filled with valid values

Condition 2- If you have entered the claim amount more than the eligible amount, you must provide valid remarks.

## X.J – Traveling Expenses

10:59 ⌂ •



### ← Traveling Expenses

Travel No : 1627

26-Sep-2022

Departure Date\*: **1**

Departure Time\*: **2**

Departure Date:



Departure Time:



Arrival Date\*: **3**

Arrival Time\*: **4**

Arrival Date:



Arrival Time:



Travel Type\*: **5**

Travel Type



Departure Place\*: **6**

Departure Place

Place of Visit\*: **7**

Place of Visit

Actual Mode of Travel\*: **8**

Choose One



Submit



**X.J.1-Departure Date Picker**

**X.J.2- Departure Time Picker**

**X.J.3-Arrival Date Picker**

**X.J.4- Arrival Time Picker**

**X.J.5-Travel Type Drop Down**

**X.J.6-Departure Place Text input box**

**X.J.7- Place of visit Text input box**

**X.J.8-Actual Mode of Travel Dropdown**

## X.J – Traveling Expenses

11:00 ⌂ •



X.J.9-Bill Number text input box

### ← Traveling Expenses

Bill Number : 9

Bill No

Claim Amount\*: 10

Claim Amount

Higher Mode Opted  
Due To Personal  
Reasons of  
Exigencies: 11

Yes  No

Prior Permission  
Taken for higher  
mode of travel: 12

Yes  No

Vendor Name : 13

Vendor Name

Remarks : 14

Orders/Remarks

Submit 15

X.J.10- Claim Amount Number  
input box

X.J.11-Higher Mode

X.J.12- Prior Permission

X.J.13-Vendor name Text input  
box

X.J.14-Remarks Place Text input  
box

X.J.15- Submit Button

Condition 1- “ \* ” symbol  
indicates mandatory fields. It  
should be filled with valid values

Condition 2- If you have  
entered the claim amount more  
than the eligible amount, you  
must provide valid remarks.

## X.K –Associated

11:07



### ← Associated Expenses

Travel No : 1627

26-Sep-2022

Date\* : **1**

Start Date



Sub category\* : **2**

Sub category



Bill Number\* : **3**

Bill No

Claim Amount\* **4**

Claim Amount

Remarks : **5**

Orders/Remarks

Submit **6**

**X.K.1-Date Picker**

**X.K.2-Sub Category Dropdown**

**X.K.3-Bill number text input box**

**X.K.4-Claim Amount number input box**

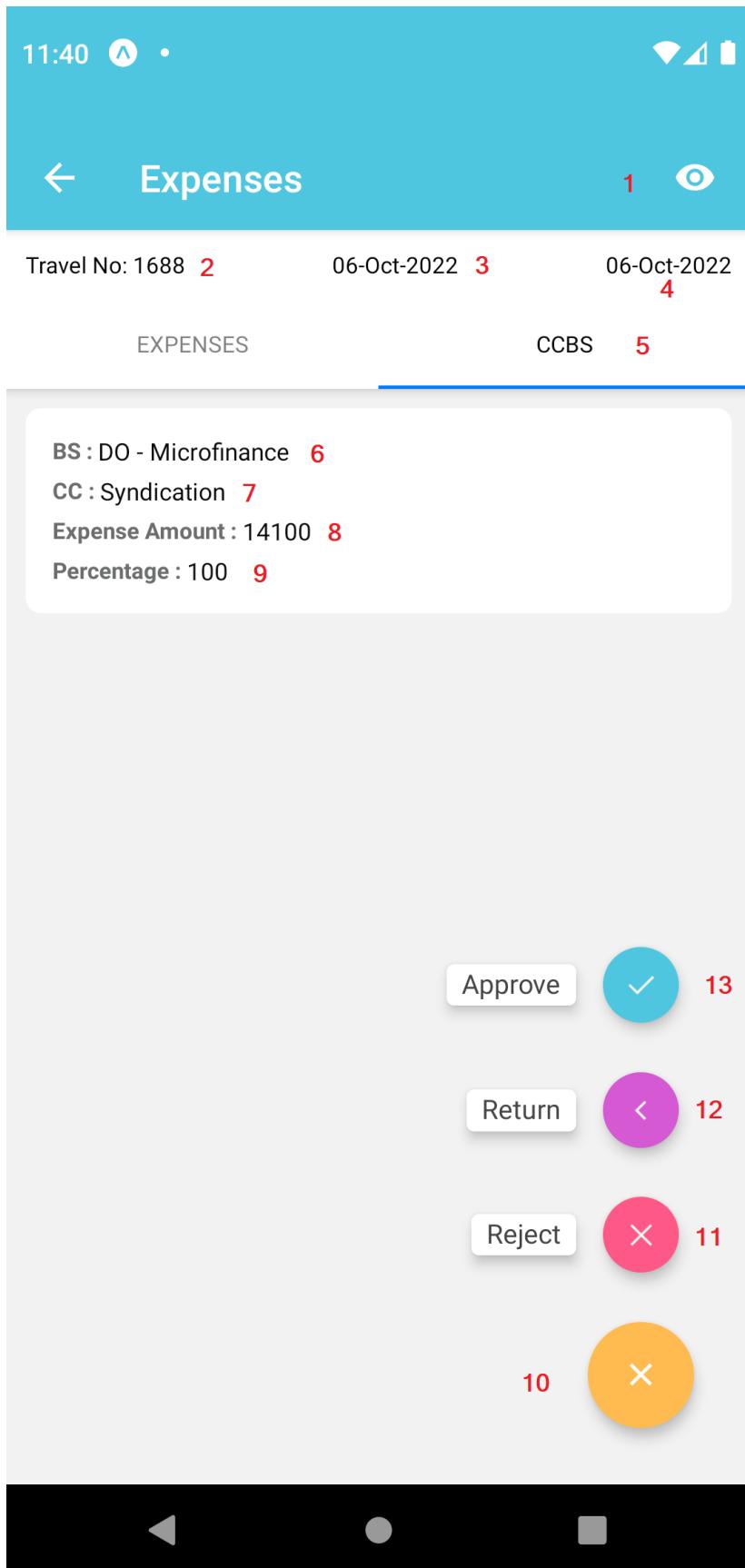
**X.K.5-Remarks Text input box**

**X.K.6-Submit Button**

Condition 1- “ \* ” symbol indicates mandatory fields. It should be filled with valid values

Condition 2- If you have entered the claim amount more than the eligible amount, you must provide valid remarks.

## X.L –Expenses Tab Screen



### X.L.1-Action Flow Icon

\* Click on the icon to see what actions have been taken on that particular travel

### X.L.2-Travel Number

### X.L.3-Travel Start Date

### X.L.4-Travel End Date

### X.L.5-CCBS tab

### X.L.6-BS

### X.L.7-CC

### X.L.8-Expense Amount

### X.L.9-Percentage

### X.L.10-Floating Action Button

\*it only visible when travel is pending for approval

\*click this button to view other floating action buttons

### X.L.11-Reject

\*click on the button to reject the travel

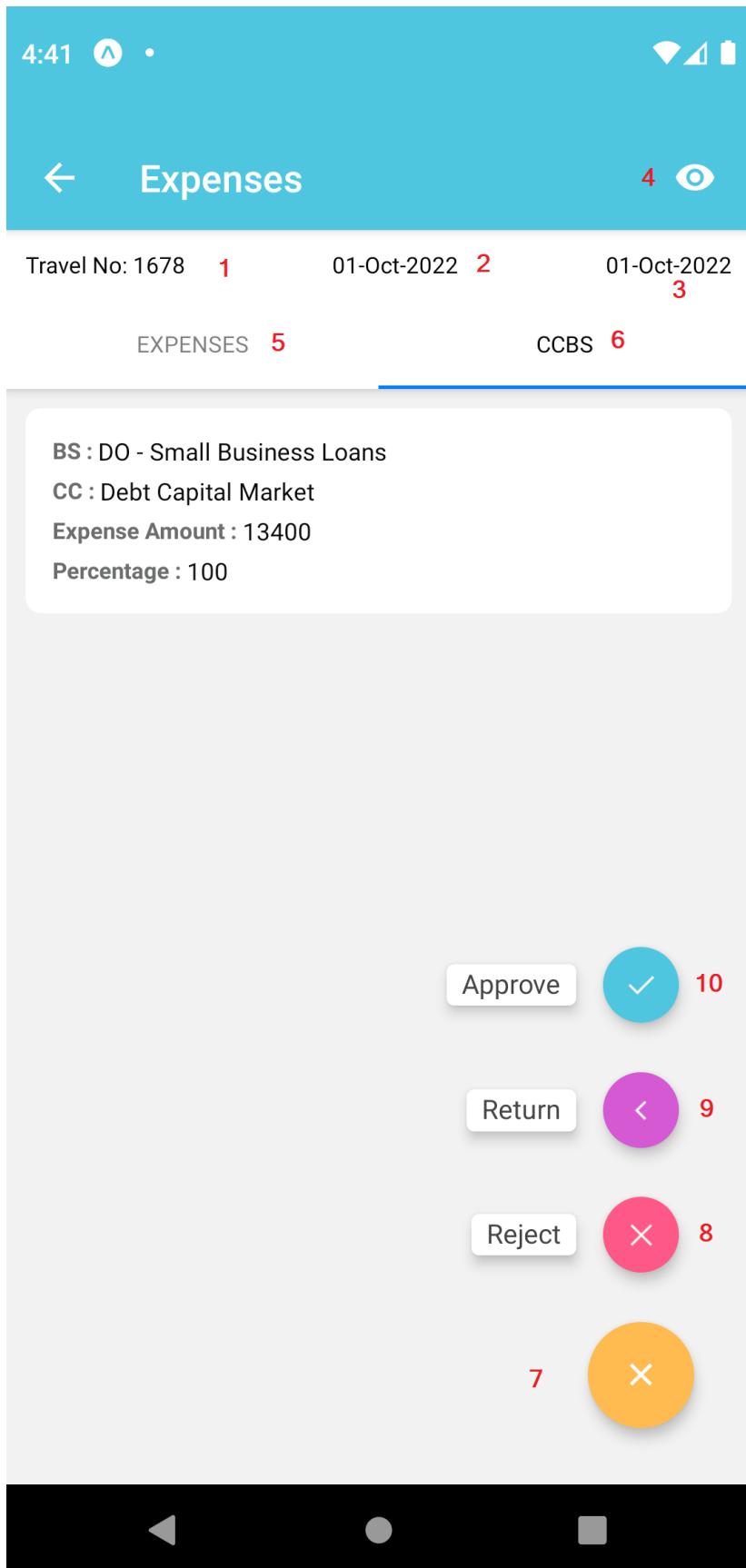
### X.L.12-Return

\*click on the button to return the travel

### X.L.13-Approve

\*click on the button to approve the travel

## X.L –Expenses Tab Screen



### X.L.1-Travel Number

### X.L.2-Travel Start Date

### X.L.3-Travel End Date

### X.L.4-Action Flow Icon

\* Click on the icon to see what actions have been taken on that particular travel

### X.L.5-CCBS tab

\* Refer X.C

### X.L.6-Expense Tab

\* Refer X.B

### X.L.7-Floating Action Button

\*it only visible when travel is pending for approval

\*click this button to view other floating action buttons

### X.L.8-Reject

\*click on the button to reject the travel

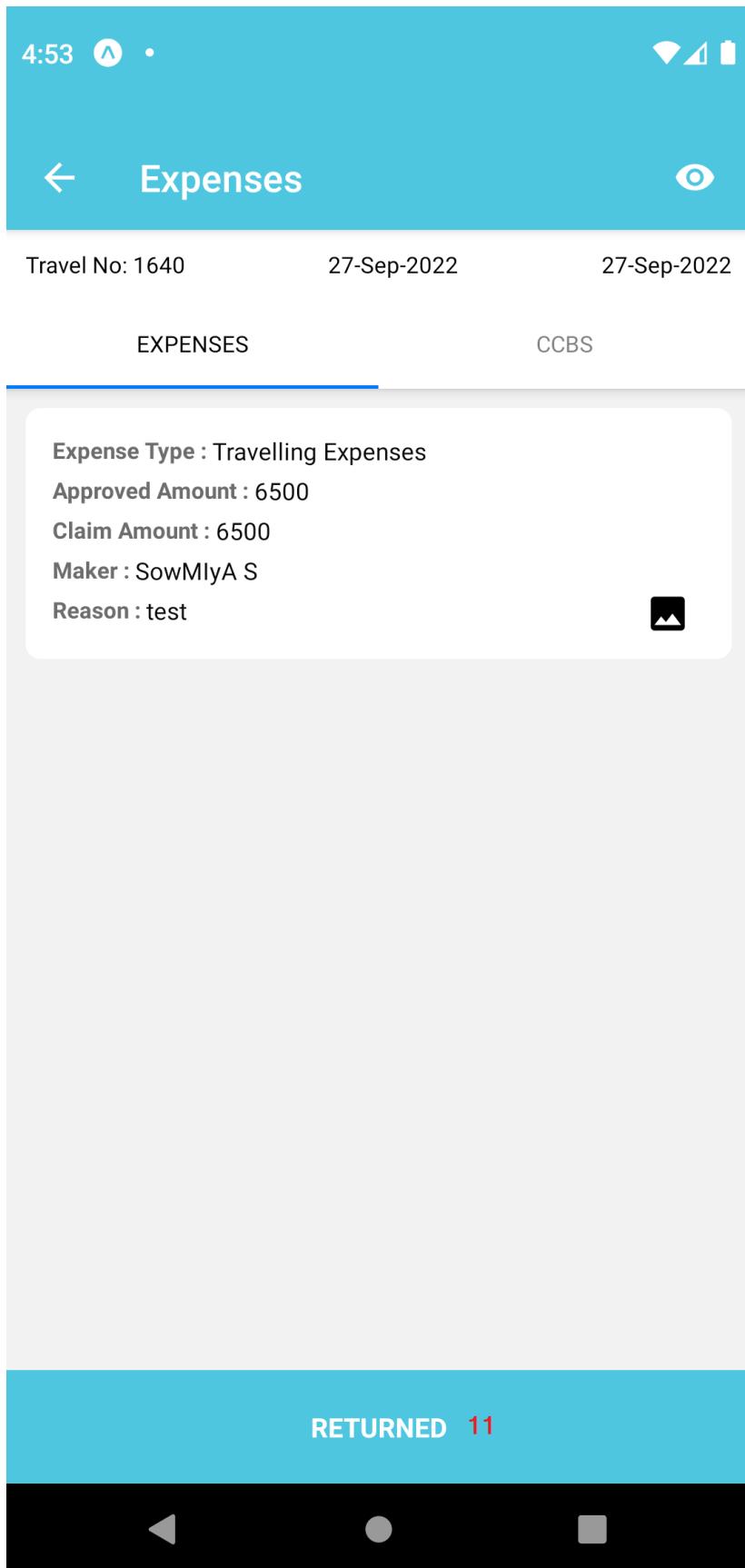
### X.L.9-Return

\*click on the button to return the travel

### X.L.10-Approve

\*click on the button to approve the travel

## X.L –Expenses Tab Screen



### X.L.11-Travel Status bar

\*It is not visible when the travel is pending