**Question 1) Why is this suddenly so important when everything has been going on fine?**

Answer: Everything has not been going on fine, our travelers are frequently stressed out due to having to wait for so long for final approval. On top of that our agents are getting angry due to having to make delayed payments. They may not offer the best deals to use anymore due to this. However, if our agents are paid quickly they will more likely offer us the best deals in the future. Also, a quick approval eases the tension for the travelers so that they can focus on more important tasks.

**Question 2) Is a travel manager really capable of giving such approvals?**

Answer: The travel manager will be a capable man hired with the input from audit and accounts. Also, he/she will be given detailed policies and guidelines developed with the aid of audit and accounts to help him/her give approvals and his/her each action will be judged based on those policies. The traveler’s supervisors will act as added checks in this area. Also, every approval by the travel manager will be recorded digitally for scrutiny

**Question 3) What will happen if there is a big mismanagement here?**

Answer: This is very unlikely to occur as there will be post process audit here, so the travel manager will be worried that he will be caught. Any big fraud here will easily become noticeable to travel or his supervisor as each of this party has a fare idea of how much a ticket should cost

**Question 4) Isn’t it costly to hire another person?**

Answer: Currently delayed payment is causing us to lose reputation and we may be missing out on better more cost effective deals from our agents because of this. Also, currently each traveler has to spend a lot of time managing his own travel which is costly as most of them are highly paid employees. Also, this gives less time for the traveler to prepare for whatever purpose he or she is travelling for, and this indirectly costs us more. Hence, having a travel manager will save time for travelers and reduce their stress, and also allow us to increase our reputation by making faster payments to agents.

**Question 5) What will be the background of the travel manager?**

Answer: He will be anyone preferably with a background in admin

**Question 6) What will be the department of the travel manager?**

Answer : Admin

**Question 7) What if the travel manager makes a collusion with the agents?**

Answer: Agents will be selected by top management not by the travel manager. Also, members from accounts and audit or anybody else related to this process can also have collusion with an agent right? It is the job of audit to uncover these things without hampering process flow. We are not stopping audit from working

**Question 8) Who will prepare the approval guidelines for the travel manager?**

Answer: It will be made with the help of top management and relevant staff from accounts and audit

**Question 9) What if fraudulent activity from the travel manager leads to a loss of more than 1 lakh taka?**

Answer: This is unlikely to happen as the travel manager will be warned beforehand and audit will check the approvals of the travel manager. If leakage does occur, payment will be required to be made by the travel manager if it is proven that he is guilty.

**Question 10) Has Sajid sir given his approval regarding this matter?**

Answer: Md Sir has given his approval and after accounts and audit approves, Sajid Sir’s approval will be taken

**Question 11) Is not making the budget time consuming and add to extra work hour cost?**

Answer: Budget can be time consuming but they will allow for more control and less free travel approvals in the future which will overall lead to lower costs.