FOR CORPERATES

- **INTRODUCTION**

  - **Overview**

I am writing to notify you of my upcoming leave of absence between {start date} and {end date}. As I have to travel to attend the wedding of my close relative, I will be able to resume work from the afternoon of {enter date}. I have ensured that all my responsibilities are passed on to {enter name}, who reports to me.Here is a sample of a letter requesting permission to travel. Dear Sir/Madam, I am writing to request permission to be absent from work for two weeks from (date to date) to attend an event. I will be away for 14 days and promise to return to work on (specify the date).This document is of tremendous importance because it affects the time and cost of the company, mainly. time and cost of the company, mainly. Therefore, it is necessary to have a suitable policy is necessary if we want to have a better control of the company's travel expenses. travel-related expenses in the company.Related words. A mobile travel app is a software application that has been developed specifically for use on smaller devices, such as smartphones and tablets, and can be used by business travellers to book and manage their travel whilst on the move.

Purpose

Learn how to write a business trip proposal that will get approved quickly so you can organize and confirm company-related travel.

There are many reasons to take business trips. You can attend conferences, visit other company locations, or just go on a team-building retreat. Of course, you won't be going anywhere without your company's approval. That's where a business trip proposal comes in.

If a business is going to pay for an employee's trip, there needs to be a good reason. That's why it's important to include all the trip details (plus, a little persuasion), so the company can determine if it's worth the investment.Be sure to include at least the following information in your business trip proposal.Reasons for attending,Destination and dates,Names of company attendees,Detailed itineraryExpenses, including hotel, airfare, rental cars, meals, and more.If you make a strong enough case, management will sign off on the business trip proposal so that you can finalize travel plans for yourself and your colleagues.

Problem Definition & Design Thinking

Empathy Map
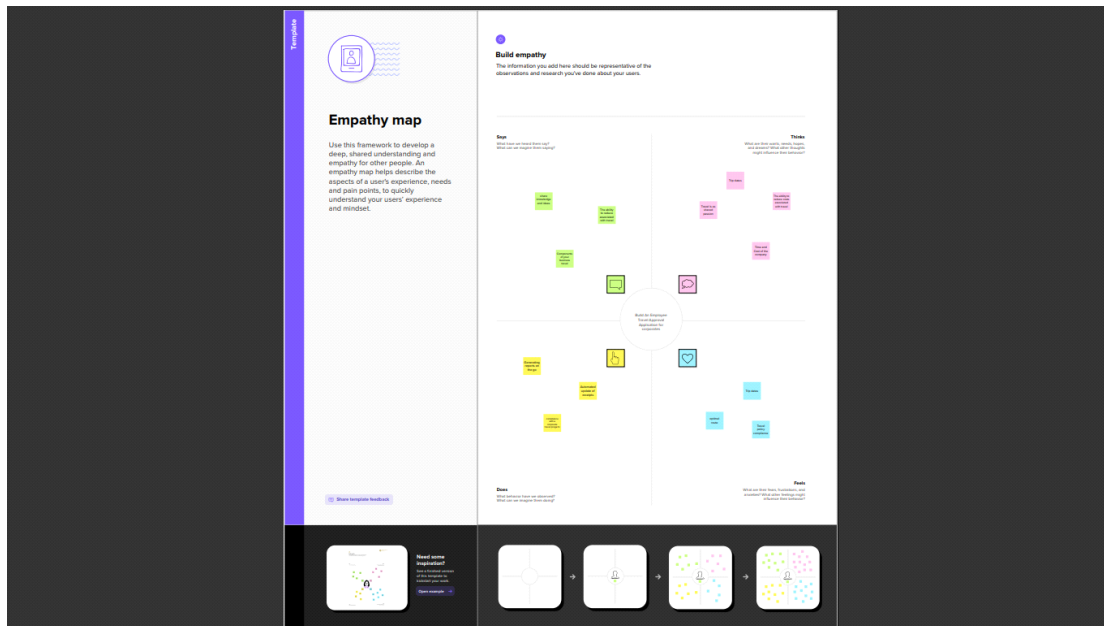
Ideation & Brainstorming Map
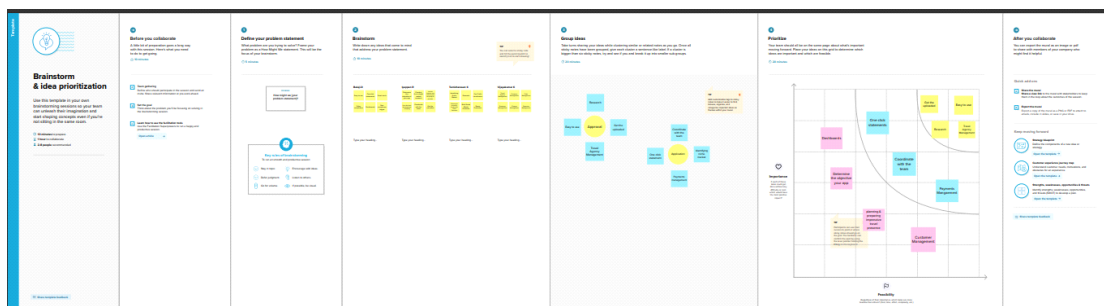
RESULT

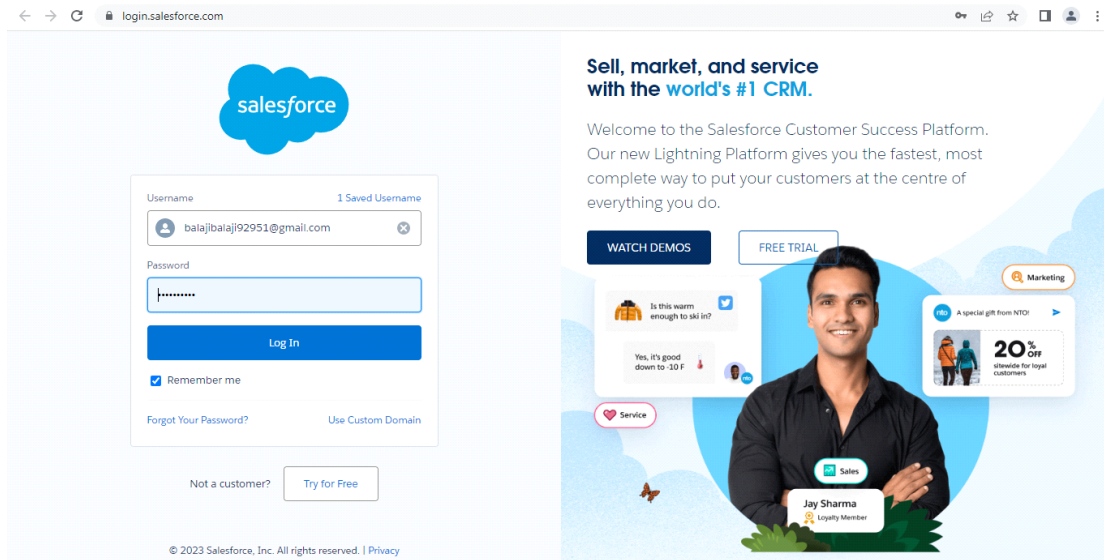Build & regulate your travel request approval workflow

Travel management systems to automate business trip approval process

One-stop platform for managing travels & expense claims

Supports compliance & reduces the booking process to minutes

Reduced Booking times & improved employee productivity

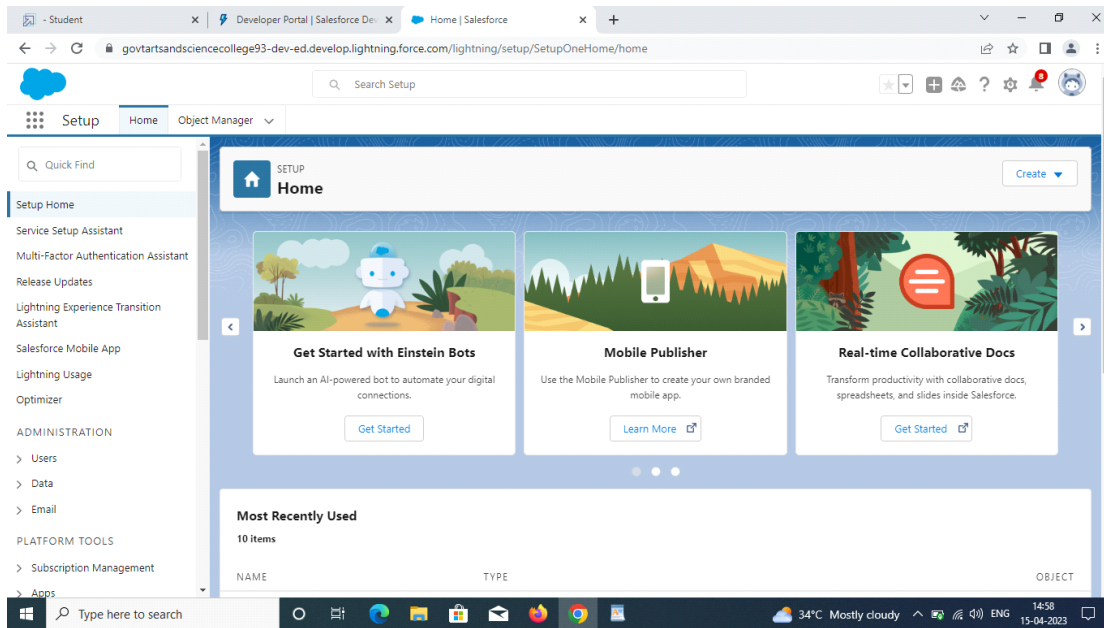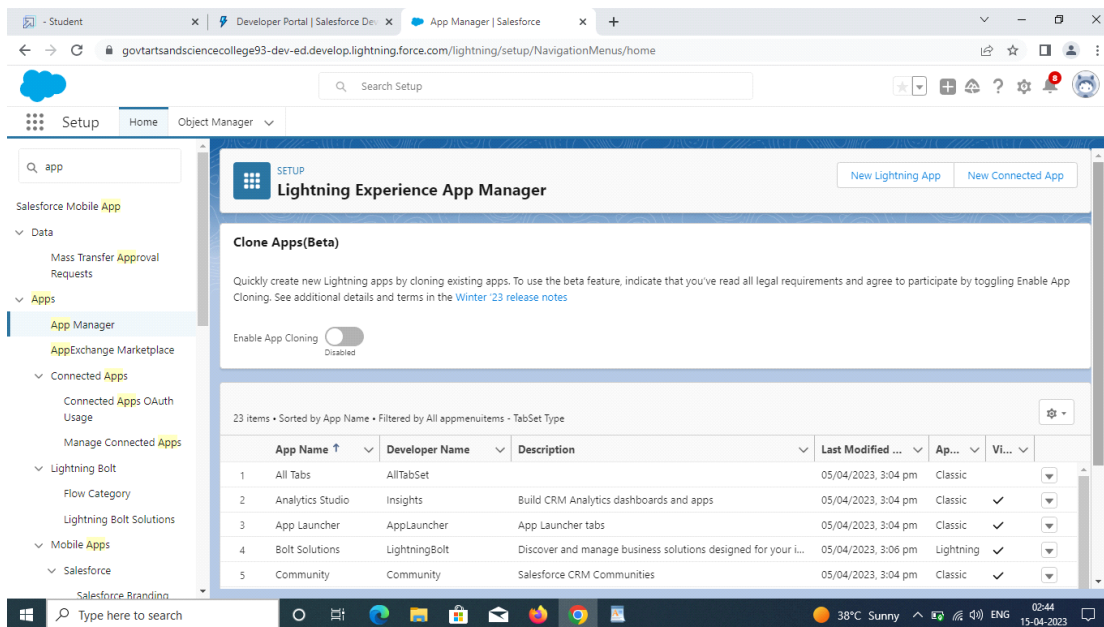Achieve full control on travel expenditures

Data Madel

Object name	Fields in the Object	
Department	**Field lable**	**Data type**
	Amount	Currency
Travel approvel	**Field lable**	**Data type**
	Travel approvel	Master-detail relationship
Expense item		
	Field lable	**Data type**
	Expense item	Roll_up summary

Activity & Screenshot

Milestone 1

Milestone 2 Creating The Application

Milestone 3 Object

Milestone 4 Tab

Milestone 4 Create Field & Relationships
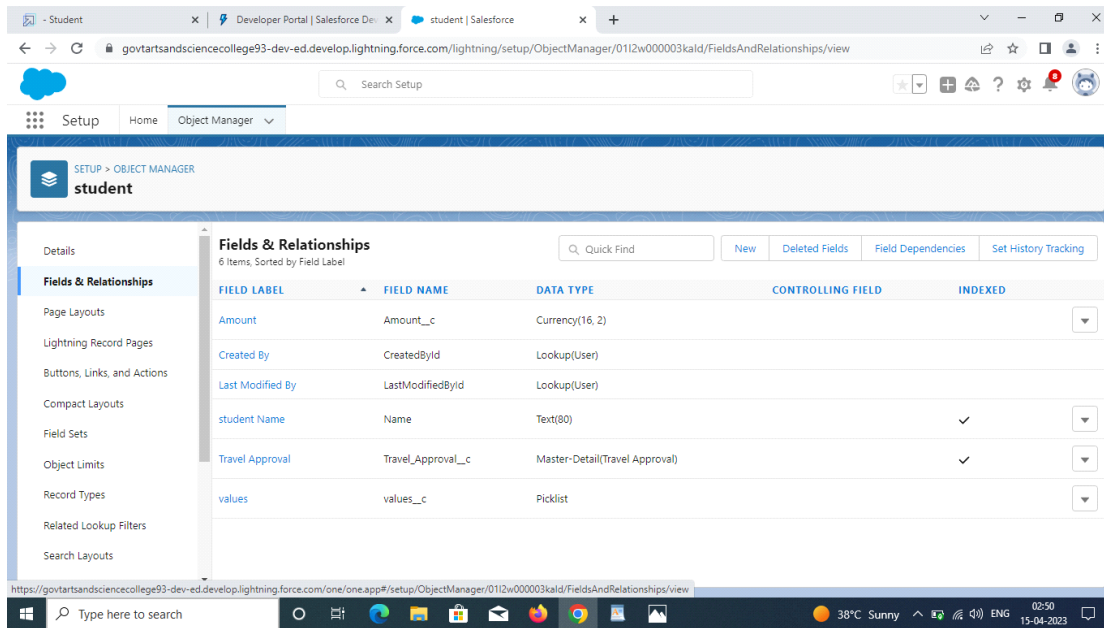
Milestone 5 Import Department

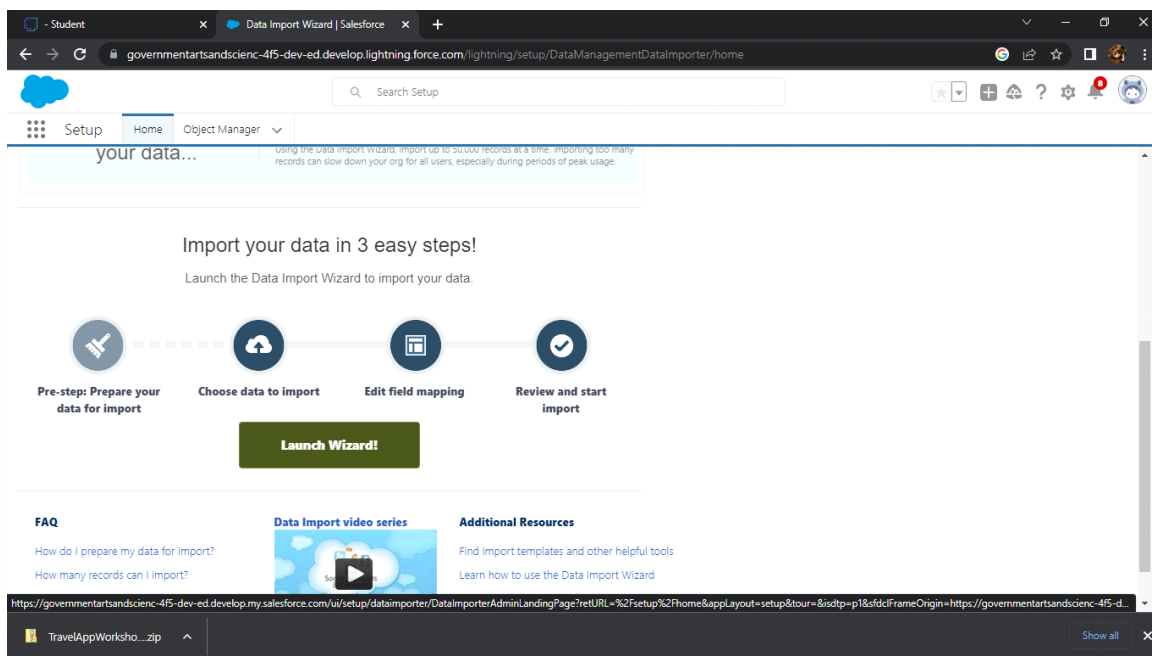**Milestone 6 Customize User Interface**

Milestone 7 Use ustomization

Milestone 8 Add Buiness Logic to Travel App
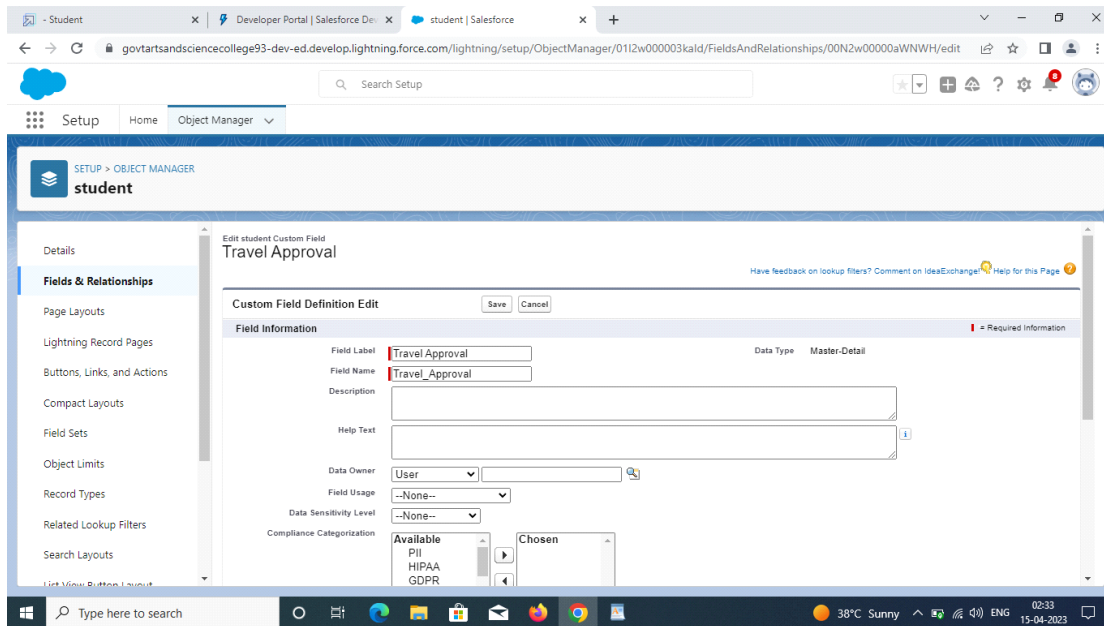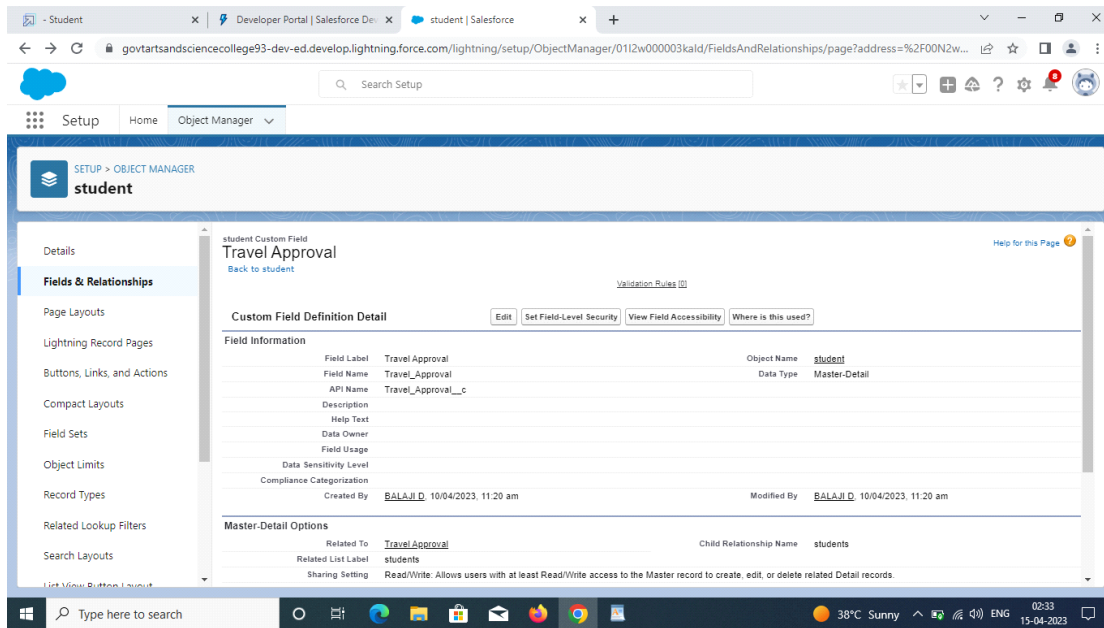
Milestone 10 Report

Screenshot 1 — Select Report dialog
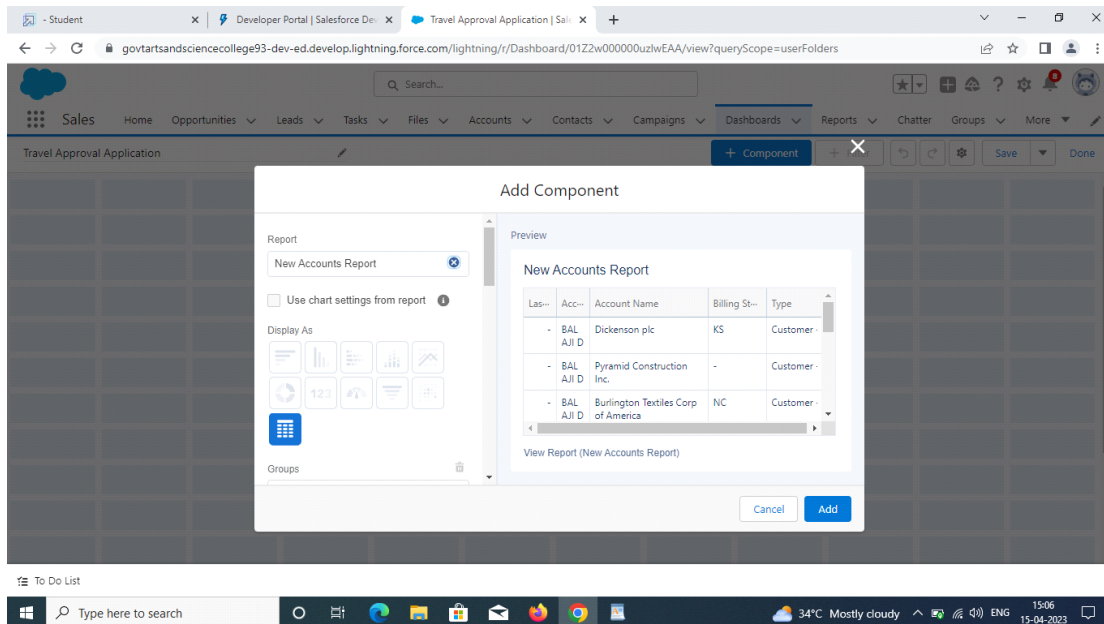
Browser tabs: - Student | Developer Portal | Salesforce De... | Travel Approval Application | Sal... | +

URL: govtartsandsciencecollege93-dev-ed.develop.lightning.force.com/lightning/r/Dashboard/01Z2w000000uzlwEAA/view?queryScope=userFolders

Sales | Home | Opportunities ▾ | Leads ▾ | Tasks ▾ | Files ▾ | Accounts ▾ | Contacts ▾ | Campaigns ▾ | Dashboards ▾ | Reports ▾ | Chatter | Groups ▾ | More ▾

Travel Approval Application

+ Component | + Filter | Save | Done

Select Report

Reports
- Recent
- Created by Me
- Private Reports
- Public Reports
- All Reports

Folders

Select Report

[Search Reports and Folders...]   Reports and Folders ▾

New Accounts Report
BALAJI D · 10-Apr-2023, 2:07 pm · Private Reports

New Accounts Report
BALAJI D · 10-Apr-2023, 2:08 pm · Private Reports

Sample Flow Report: Screen Flows
Automated Process · 05-Apr-2023, 3:04 pm · Public Reports

Cancel | Select

To Do List

34°C Mostly cloudy   ENG   15:05 15-04-2023

Screenshot 2 — Report Builder

Browser tabs: - Student | Developer Portal | Salesforce De... | Report Builder | Salesforce | +

URL: govtartsandsciencecollege93-dev-ed.develop.lightning.force.com/lightning/r/Report/00O2w00000EKGAnEAP/edit?queryScope=userFolders

Sales | Home | Opportunities ▾ | Leads ▾ | Tasks ▾ | Files ▾ | Accounts ▾ | Contacts ▾ | Campaigns ▾ | Dashboards ▾ | Reports ▾ | Chatter | Groups ▾ | More ▾

REPORT ▾
New Accounts Report | Accounts

Add Chart | Save & Run | Save | Close | Run

Outline | Filters 2

Groups
GROUP ROWS
[Add group...]

Columns
[Add column...]
- Last Activity
- Account Owner
- Account Name
- Billing State/Province
- Type
- Rating
- Last Modified Date

Previewing a limited number of records. Run the report to see everything.   Update Preview Automatically

	Last Activity	Account Owner	Account Name	Billing State/Province	Type	Rating	Last Modified Date
1	-	BALAJI D	GenePoint	CA	Customer - Channel	Cold	05/04/2023
2	-	BALAJI D	United Oil & Gas, UK	UK	Customer - Direct	-	05/04/2023
3	-	BALAJI D	United Oil & Gas, Singapore	Singapore	Customer - Direct	-	05/04/2023
4	-	BALAJI D	United Oil & Gas Corp.	NY	Customer - Direct	Hot	05/04/2023
5	-	BALAJI D	sForce	CA	-	-	05/04/2023
6	-	BALAJI D	Grand Hotels & Resorts Ltd	IL	Customer - Direct	Warm	05/04/2023
7	-	BALAJI D	Express Logistics and Transport	OR	Customer - Channel	Cold	05/04/2023
8	-	BALAJI D	University of Arizona	AZ	Customer - Direct	Warm	05/04/2023
9	-	BALAJI D	Edge Communications	TX	Customer - Direct	Hot	05/04/2023
10	-	BALAJI D	Burlington Textiles Corp of America	NC	Customer - Direct	Warm	05/04/2023
11	-	BALAJI D	Pyramid Construction Inc.	-	Customer - Channel	-	05/04/2023
12	-	BALAJI D	Dickenson plc	KS	Customer - Channel	-	05/04/2023

To Do List

34°C Mostly cloudy   ENG   15:04 15-04-2023

Molestone 11 Dashbords

Trailhead Profile Public URL

BALAJI D- https://trailblazer.me/id/balad29

IYAPPAN R 1 -https://trailblazer.me/id/iyapr

TAMIZHARASAN K 2 -https://trailblazer.me/id/tamizharasana

VIJAYAKUMAR K 3 -https://trailblazer.me/id/vkumar3427

ADVANTAGES & DISADVANTAGE

Expense approval workflows give the finance team the ability to manage and control where the company funds are going. Be it a business trip that an employee is going on or an advance for one.

Advance fund requests on the Volopay platform can be made in the form of recurring funds. So for example, if John has to travel to client locations every month for sales purposes, he would have an idea of how much these visits cost on average. By estimating the amount, John can request a higher overall amount for the entire month's travel expenditure instead of requesting a smaller amount each time he has to visit a client.

This does two things:

- John doesn't have to wait for approvals every time. He can simply have a conversation with the financial controller once and receive the funds on a recurring basis every month to flexibly make

decisions on his own.

- The finance department also would not have to deal with constant requests for employees all the time and they'll still know that only a certain amount can be spent by them every month.

APPLICATIONS

The Travel Support System (this is the name that you can see on the screen when executing the application) is a small sample application for NaturalONE. As a sample application, its focus is to show NaturalONE functionality rather than being a full-fledged travel support application.

The Travel Support System (TSS) allows you to request and approve business trips. Flights, hotels and even more external information such as cell phone expenses or car rentals can be entered with the trip request. For the destination, weather information can be queried. A manager can do both, request own trips as well as approve trips that have been requested by employees. After the manager has approved single or multiple requests, the manager can print an itinerary or receive the itinerary as a PDF file

Conclusion

The corporate travel policy is an essential part of any business. It helps ensure that employees are safe while traveling and that they stay within budget limits. With the right policy in place, companies can make sure their travelers have a great experience and come back ready to work productively.

Traveling for work should be both exciting and safe. A well-crafted policy not only allows you to take advantage of rewards programs but also ensures your safety during unexpected emergencies. Taking the time to research and create a comprehensive policy will go a long way towards making sure your travels are smooth sailing.

So whether you're crossing the country or just crossing town, having a clear understanding of what is expected from corporate travel is key to creating lasting success on the road. Keep these tips in mind when writing up your company's own unique policy – with it, you'll be able to soar above any bumps along the journey.

- **Future scope**
- Apex developing tools.
- Using self-developed classes and triggers
- Using Flows and Screens
- Using visual force pages to develop proper HTML websites and custom HTML pages.
- Data analytics could even be implemented for smoother and prompt reports