

***BUILD A EMPLOYEE TRAVEL
APPROVAL FOR CORPORATES***

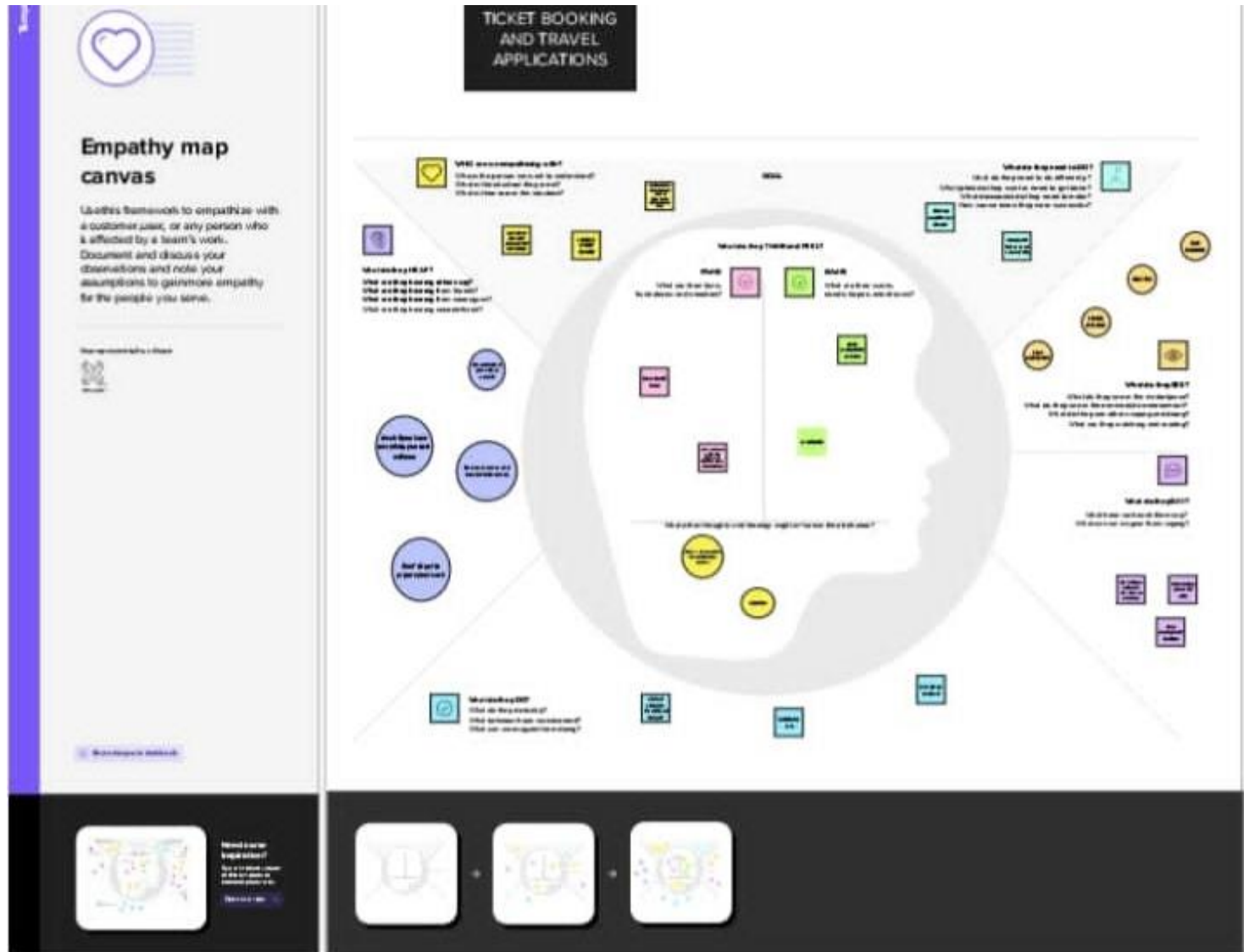
Overview : -

- ***Many companies require employees at every level to travel for work-related reasons.***
- ***This project helps in sending your travel approval requests to your manager in place of emails.***
- ***An employee travel management app is used by HR departments for managing employee travel requests.***
- ***With this readymade Employee Travel Management App, employees can request personal time off for vacation, or seek authorization for company-related business travel.***
- ***An employee fills out a travel request form to seek approval for an airline ticket for business travel.***

Purpose :-

- *A travel management system helps travel managers book, track, and analyze business travel.*
- *Travel Approval Request App will help users quickly send a "Travel Request" through mobile using Power Apps*

Empathy map :-



deation & Brainstorming :-

Template



Brainstorm & idea prioritization

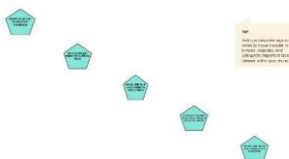

Use this template in your own brainstorming sessions so your team can unleash their imagination and start shaping concepts even if you're not sitting in the same room.

🕒 10 minutes to prepare
🕒 1 hour to collaborate
👥 2-8 people recommended

Group ideas

Take time sharing your ideas while clustering similar or related notes as you go. Once all sticky notes have been grouped, give each cluster a sentence like label. If a cluster is larger than six sticky notes, try and see if you can break it up into smaller subgroups.

🕒 10 minutes

Before you collaborate

A little bit of preparation goes a long way with this session. Here's what you need to do to get going.

🕒 10 minutes

A Team gathering
Define who should participate in the session and send an invite. Share relevant information or pre-work ahead.

B Set the goal
Think about the problem you'll be focusing on solving in the brainstorming session.

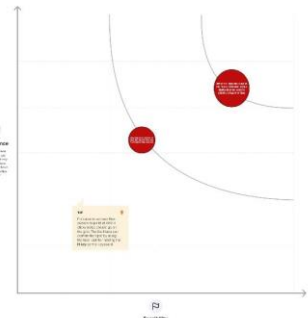

C Learn how to use the facilitation tools
Use the Facilitation Superpowers to run a happy and productive session.

[Open article](#)

1 Prioritize

Now that you've clustered your ideas, it's time to prioritize them. Use the Prioritize tool to rank your ideas based on their impact and effort. The tool will help you identify the most important ideas to focus on.

🕒 10 minutes

1 Define your problem statement

What problem are you trying to solve? Frame your problem as a How Might We statement. This will be the focus of your brainstorm.

🕒 5 minutes

MISS UNDERSTANDINGS DUE TO A LANGUAGE BARRIER AND running out of money

Key rules of brainstorming
To run a smooth and productive session

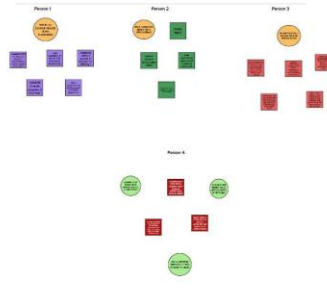

- Stay in topic
- Defer judgment
- Go for volume
- Knowledge will do
- Listen to others
- If possible, be visual

[Training: Leadership](#)

2 Brainstorm

Write down any ideas that come to mind that address your problem statement.

🕒 10 minutes

3 After you collaborate

You can export the mural as an image or pdf to share with members of your company who might find it helpful.

Quick add-ons

- Share the mural**
Share a view link to the mural with stakeholders to keep them in the loop about the outcomes of the session.
- Export the mural**
Export a copy of the mural as a PDF or PNG to attach to emails, include in slides, or save in your drive.

Keep moving forward

- Strategy blueprint**
Define the components of a new idea or strategy.
- Customer experience journey map**
Understand customer needs, motivations, and obstacles for an experience.
- Strengths, weaknesses, opportunities & threats**
Identify strengths, weaknesses, opportunities, and threats (SWOT) to develop a plan.

[Share template feedback](#)

Data model : -

Objectname	FieldsintheObject	
Student	Fieldlabel	Datatype
	Amount	Currency
	Expence type	Picklist
Contact	Fieldlabel	Datatype
	Department	Text (80)
	Level	Picklist

Trailhead public URL :-

Team Lead -<https://trailblazer.me/id/bhava541>

Team Member 1 -<https://trailblazer.me/id/dlakshmi126>

Team Member 2 -<https://trailblazer.me/id/aartn5>

Team member 3 -<https://trailblazer.me/id/abinaya22>

Advantages & Disadvantage :-

Advantage :

- **Authorized:** All the travel expenses must be authorized by the management for proper use of resources and funds in a company. The management should be aware of all the expenses being incurred on travel and accordingly plan budgets and funds. Also, it helps prevent any situation of employees making out-of-budget bookings.
- **Feasible:** Sometimes, resources in a company can be limited. Travel request forms give a clear idea to the finance managers on the overall travel expenses and create a budget for the same. It helps in maintaining the finances of the company.

Disadvantage :

- You often don't pay any more for using an agent because most travel agents get referral fees or commissions for booking your trip
- **Expensive** - Roundtrip tickets, hotel accommodation, meals and reservations; they are the popular expenditures of executives out on a small business trip. Though these expenses usually do not come inexpensive, business travel also lasts to get a couple of days.

Conclusion :-

Here the user can upload the bills to the cloud anytime which is more efficient and more productive. Travel approval application allows us to arrange and the difference in closing and winning of any deal this app provides you that perfect solution as a manager to timely approve the request and monitor travel plans and expense for our organization making them more efficient to use.

Future scope : -

the result at end were significance it because the project exactly got made as we wanted by taking enormous suggestion patience and coding to form our idea as product or vision to a software after all of this was possible thanks to my team features.

THANK YOU !

BY -

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M.ABINAYA

N.AARTHI

D.BAKKIYA LAKSHMI