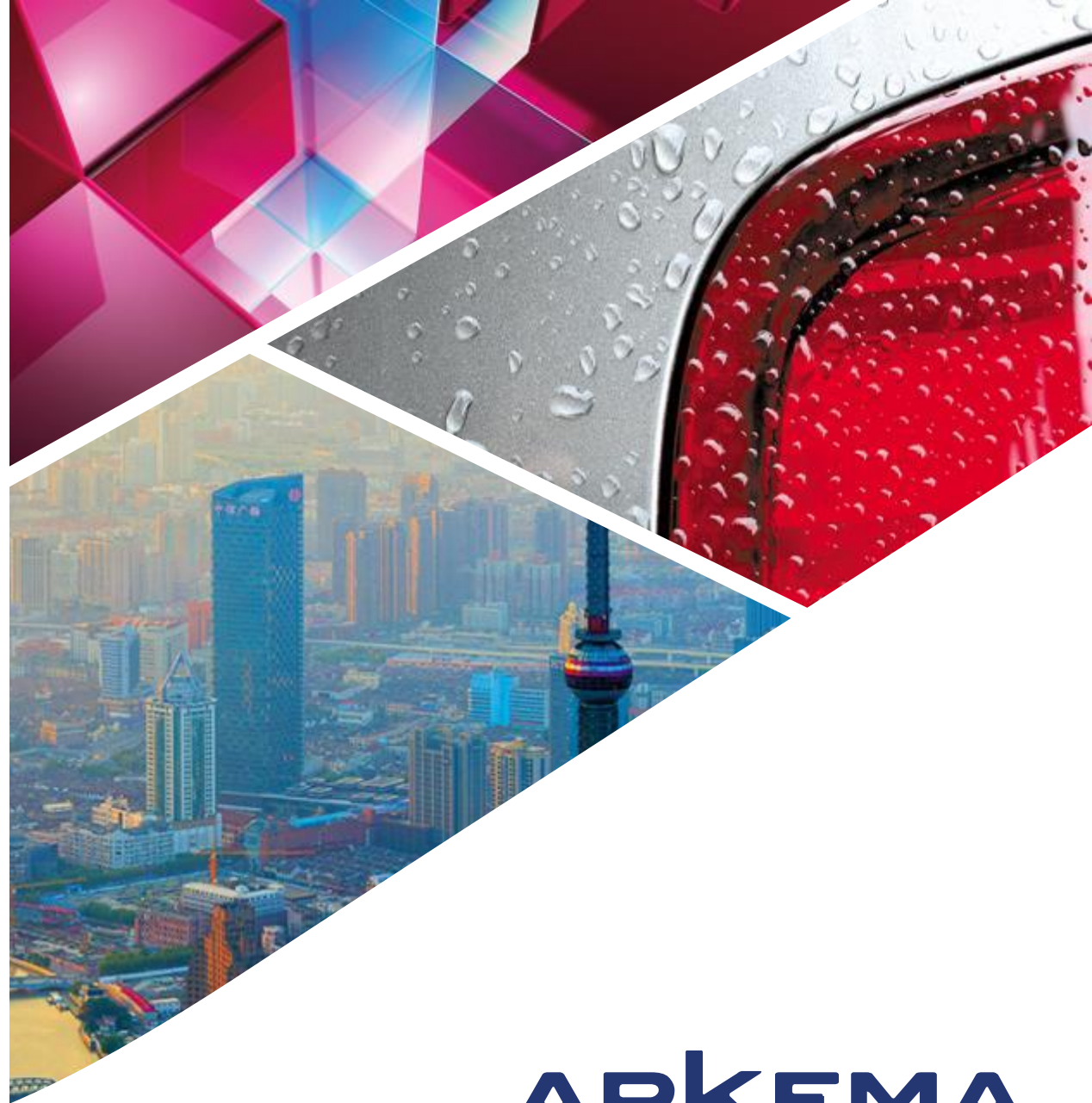


TRAVEL

Travel Management Application

USER GUIDELINES
V1.0

COLLABORATION AND
COMMUNICATION - ITEAM



ARKEMA
INNOVATIVE CHEMISTRY



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The eTravel system is a Travel Management Application. It's designed to allow the employees to apply their Travel Request electronically online via web browser or mobile phone. Those etravel request will be approved by respective approving Managers through automatic workflow processes in the system.

New eTravel Features

● Employees

- Employees can apply Leave using the IE browser in their NEO 2 PC
- Auto Lookup for the City of From and Destination.
- Visibility of the incoming trips.
- Employees have the visibility of their own Travel Transactions.
- Inclusions Budget with Link to Corporate Hotel Db.
- Immediate visibility of the total Trips
- Can be charge Back to Cost Center or WBS

● Approvers

- Approvers can delegate the Approval Rights to anybody.
- Approvers can see all the travel transactions of their respective staff.
- Possibility to approve the request on their iPhone.

● Etravel Office Manager

- Reporting Module
- Options to select 2 available workflows
- Full Control of the setup and configuration
- Announcements

TO ACCESS THE ETRAVEL APPLICATION

1 **Open** your Internet Explorer browser.

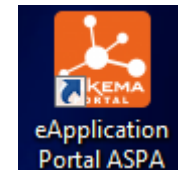
2 **Type** <http://aspa-ettravel.ic.corp.local/etravel/dashboard> in your internet browser's address bar.

3 **OR** Go to your Windows Desktop and click the ePORTAL Application Icon and click e-leave icon. You can also go to your IE Browser Favorites to access the eApplication Portal.

NOTE:

You will see the message like below if you are not registered in the system. In case like this, you need to contact your HR Department to register your profile.

 **Unknown User(A6178879)**
Unregistered User, Please Contact Administrator/Local HR to register!



❖ There are 2 workflows available in the system.

- **All Travel International Travel Request will be approved by n+1 and Managing Director**
 - 1st approver = N+1/HOD
 - 2nd approver = Managing Director or General Manager
- **All Travel Request of which destination is outside Asia Pacific will be approved by MD or GM as 2nd approver.**
 - Destination is with ASIA = N+1 or HOD
 - Destination is outside ASIA =
 - N+1 as first approver
 - N+2 as 2nd approver

NOTE:

Majority of the Countries are following the 1st workflow setup except few countries. Pls. check with your Office Administrator which workflow are setup in your country.

❖ Management Policy for Business Travel

- **All Travel International Travel Request will be approved by n+1 and Managing Director**
 - All travel must be pre-approved.
 - The traveler must raised a request through eTravel Application and obtain approval before proceeding with the standard Travel Procedure
- **Travel Approva Matrix**

Travel RegionAuthorized Approving Persons

- a.China + Asia Pacific - Direct Reporting Manager / Group Manager
- b.Outside Asia Pacific - Managing Director
- c. Cash Advance - Finance Director

eTravel Dashboard is the users dynamic Home page of the eTravel Application. It consists of several panels for the Users, Approvers and Administrators to access most of it features.

1 Menus for USERS/ Admin

2 Create New eTravel Section

3 To view the incoming Trips

4 Total Transactions

5 Enable/Disable incoming trips notification

6 Bell Alert for Managers, Pending for their approval

7 Managers Section to view their staff Travel and pending for approval

8 Local announcement & Policy

8 Submitted Request. Only last 10 transactions are visible . Click more or use avator to see the details.

9 Approved Request. Only last 10 transactions are visible . Click more or use avator to see the details.

You can click the icon to expand/minimize or see the full details of Widgets

Dashboard Components:

- Navigation Bar:** Dashboard, Delegation, Reports, Configuration
- TRIP SEARCH:** International Trip, Domestic Trip, New
- MY INCOMING TRIPS (03):**

Date	To	AirLine Code	ETA	ETD
08/25/2018	Chongqing, China (CKG)	SQ	6:00 AM	2:00 AM
08/24/2018	Wuxi	GA	12:55 AM	6:05 AM
08/24/2018	Beijing, China (PEK)	TG	3:00 AM	1:00 AM
- MY TASKS:**
 - OPEN REQUESTS (10):**

Date	To	AirLine Code	ETA	ETD
China	08/25/2018	08/26/2018		
China	08/25/2018	08/26/2018		
China	08/25/2018	08/26/2018		
China	08/25/2018	08/26/2018		
 - APPROVED REQUEST (10):**

Date	To	AirLine Code	ETA	ETD
China	08/24/2018	08/25/2018	✓	
Domestic	08/24/2018	08/25/2018	✓	
China	08/23/2018	08/25/2018	✓	
China	08/23/2018	08/24/2018	✓	
China	08/20/2018	08/21/2018	✓	
China	08/20/2018	08/21/2018	✓	
Domestic	08/18/2018	08/21/2018	✓	
Domestic	08/16/2018	08/18/2018	✓	
China	08/15/2018	08/16/2018	✓	
Canada	08/15/2018	08/16/2018	✓	
- MANAGER SECTION (40):**
 - Staff Trips
 - Pending For My Approval:

Staff	Date	ETA
Chunguang	06/26/2018	06/28/2018

- Announcement:** eTravel Singapore will be rolled out next week.




REQUESTOR

- **How to submit Travel Request**
- **Notifications when your Travel Request is validated**
- **How to view your eTavel Transactions**

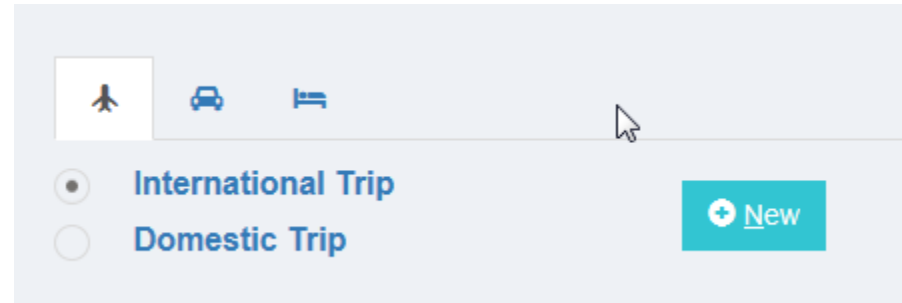
INTERNATIONAL TRAVEL REQUEST FORM

Travel Request Categories:

- International Travel
- Domestic Travel

1

Click either "International Trip" or "Domestic Trip"



2

Click New button.

Travel Request Form will appear Depending on the travel category you tick.

INTERNATIONAL FORM

BUSINESS TRAVEL REQUEST

Name Of Traveller: Victor Iano-A0009298 Site: SING

Destination: France Department: DISIT / C&C

Period of Travel From: 09/31/2018 To: 09/07/2018 Cost Center: 24HT6233

Project Code: SINGAPEX01 Overseas Approver: Foong Chen Shiong, Denny

Department Approver: Wang Nancy Add'l Notification: POISSON Christophe

Approver Comments:

PURPOSE OF TRAVEL: purpose

Select File

FLIGHT ITINERARY ESTIMATED EXPENSES HOTEL ACCOMMODATION TRAVEL INSURANCE

Notification To Be Sent General Affairs?: ☐ YES ☐ NO

CC: Select a State

Add Line Item Edit Delete

Date	From	To	Airline/Train	ETD	ETA	Class Flight	Visa?
09/06/2018	Singapore, Singapore - Changi (SIN)	Paris, France - Charles De Gaulle (CDG)	Airline AF	12:00 AM	6:00 AM	Economy Plus	YES

EXTRA COMMENTS

Submit Cancel

3 Choose Destination Country, can be multiple destination

4 Select the Project Code or WBS if you want to back charge this trip to a particular project.

5 Click the "Select File" button to attach a file which is optional.

6 Click "Add Line item" button to add the flight itinerary.

2nd approver will appear if one of the destination is outside ASIA

8 Select the Airlines Name or type the name of the airlines in your keyboard to search.

7 Type the purpose of your Trip eg. Itinerary.

Select Carrier

Select Carrier from the list

- Indian Airline
- Air France
- Eva Airways
- Nippon Airway
- Japan Airline
- United Airlines

Cancel OK

9 Click OK button.

INTERNATIONAL FORM

10

Select the Departure Date

11

Type the destination Airport

12

Select the Estimated Time of Departure

13

Select the Flight Class Category

19

Click Submit button

Add New Flight

Date

08/31/2018

To

Singapore, Singapore - Changi (SIN)

ETD

12:00 AM

Class Flight

Business Class

From

Paris, France - All airports (PAR)

Airline/Train

AF

Airline

ETA

12:00 AM

VISA

YES

Close

Save

14

Select the Departure Airport. There is a auto search for list of airport while you type the characters.

15

Select the Estimated Time of Arrival.

16

Choose YES or NO if you need visa or not.

17

Click OK button.

18

Go back to # 6 to add more itinerary.

From

paris

Paris, France - All airports (PAR)

Paris, France - Charles Degaulle (CDG)

Paris, France - Orly (ORY)

Paris, France - Beauvais-Tille (BVA)

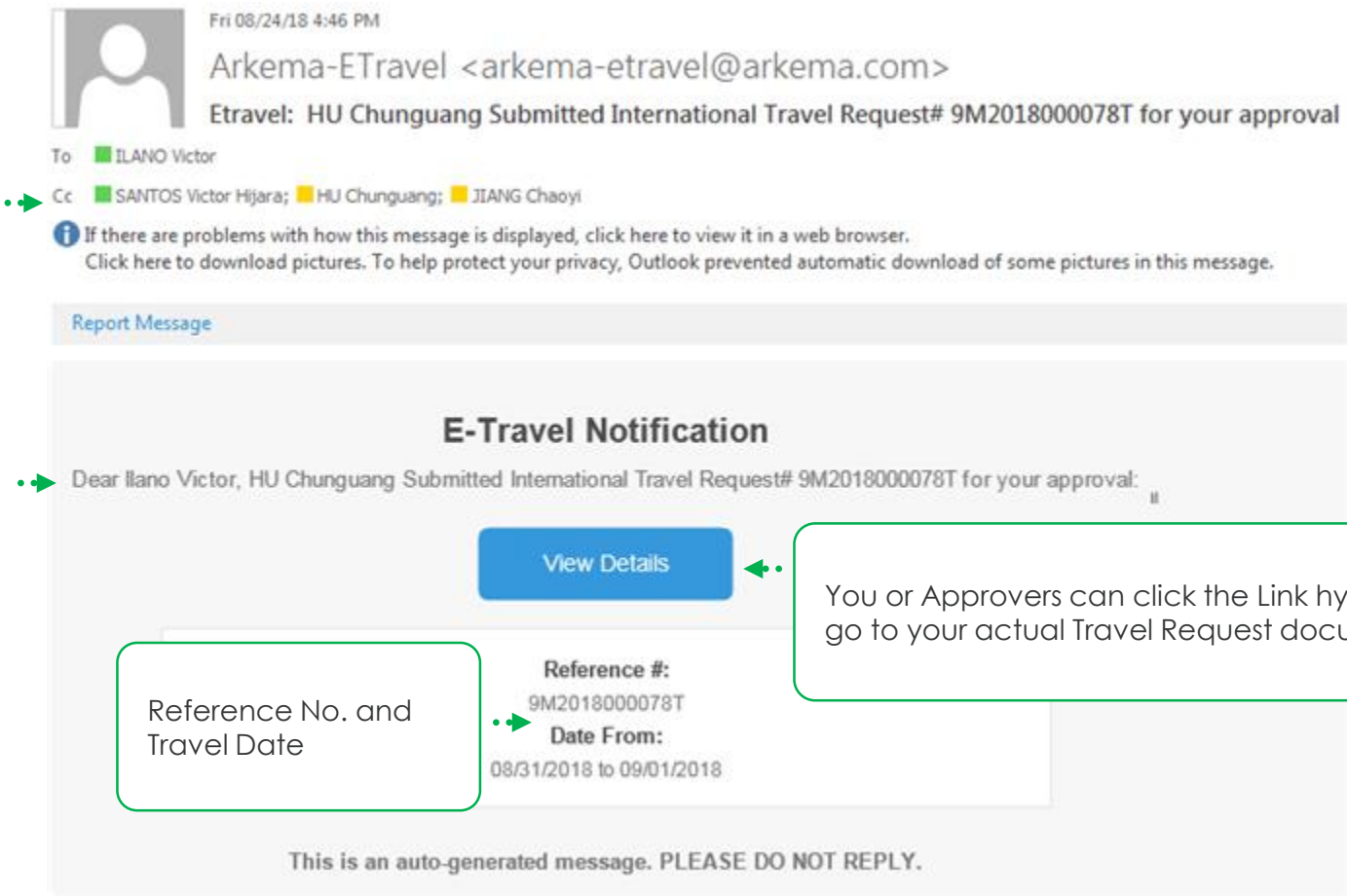
EMAIL NOTIFICATIONS TO APPROVER



When you Click “Submit” button, it will send a notification to your Approver and you will be in CC.

Example of an email notification:

You as requestor will be in cc in the notification sent to approver.



Approver's name

E-Travel Notification

Dear Ilano Victor, HU Chunguang Submitted International Travel Request# 9M2018000078T for your approval:

[View Details](#)

You or Approvers can click the Link hyperlink to go to your actual Travel Request document.

Reference No. and
Travel Date

Reference #:

9M2018000078T

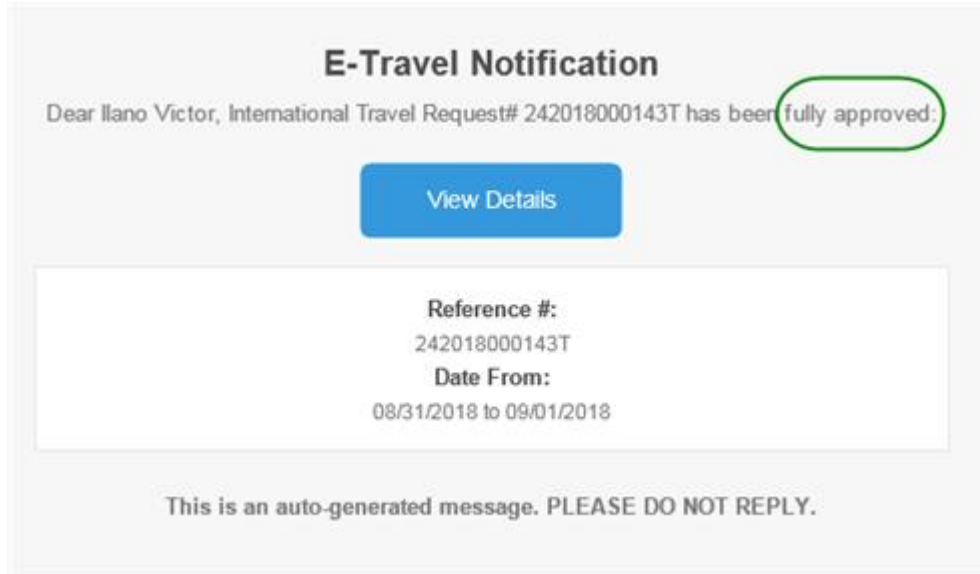
Date From:

08/31/2018 to 09/01/2018

This is an auto-generated message. PLEASE DO NOT REPLY.

NOTIFICATIONS WHEN ETRAVEL IS APPROVED

You will receive a notifications when your Manager or the Travel Request is fully approved.



← Approved Status

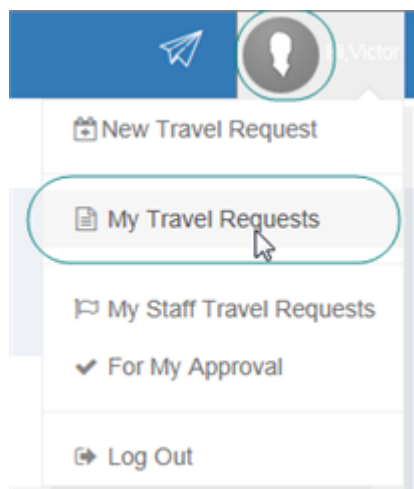
TO VIEW YOUR TRAVEL TRANSACTION RECORDS

1

Go to Dashboard. Under "My Task", you can see 2 panels. Refer to Open Request Panel for Pending Request and Approved Request for validated travel request.



You can also click your avatar icon



MY TASKS

10

OPEN REQUESTS

China	08/29/2018	08/30/2018	→
China,France	08/29/2018	08/31/2018	→
China	08/28/2018	08/29/2018	→
China	08/28/2018	08/30/2018	→
China	08/28/2018	08/30/2018	→
China	08/27/2018	08/29/2018	→
China	08/27/2018	08/28/2018	→
China	08/25/2018	08/26/2018	→
China	08/25/2018	08/26/2018	→
China	08/25/2018	08/26/2018	→

See More

10

APPROVED REQUEST

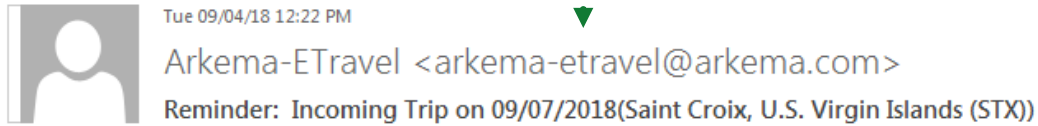
China	09/26/2018	08/29/2018	✓
China	09/02/2018	09/03/2018	✓
Brazil	09/01/2018	09/04/2018	✓
China	08/31/2018	09/01/2018	✓
China	08/31/2018	09/01/2018	✓
China	08/30/2018	08/31/2018	✓
China	08/30/2018	08/31/2018	✓
Belgium,China	08/30/2018	08/31/2018	✓
China	08/29/2018	08/30/2018	✓
China	08/25/2018	08/26/2018	✓

See More

Only 1st 10 transactions will be displayed. If you want to know the complete transactions, pls. click more.

NOTIFICATIONS FOR YOUR INCOMING TRIP

2 days before your incoming trips, you will receive a notification from the system like below.



To  ILANO Victor

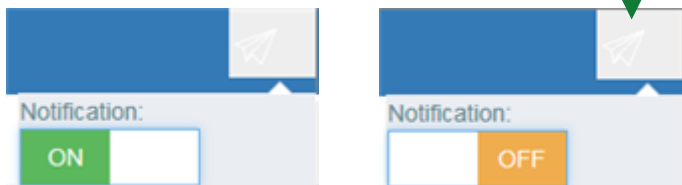
TO

[Report Message](#)

Dear Victor,

You have a **incoming trip** on 09/07/2018 at 1:00 AM to Saint Croix, U.S. Virgin Islands (STX).

You can turn on and off the incoming trip notifications by click the airplane icon. By default notification is enabled.



MY INCOMING TRIPS (02)

Date	To	AirLine Code	ETA	ETD
09/22/2018	Singapore, Singapore - Changi (SIN)	AF	2:30 AM	11:00 AM
09/17/2018	Paris, France - Charles Degaulle (CDG)	AF	1:00 AM	11:00 AM



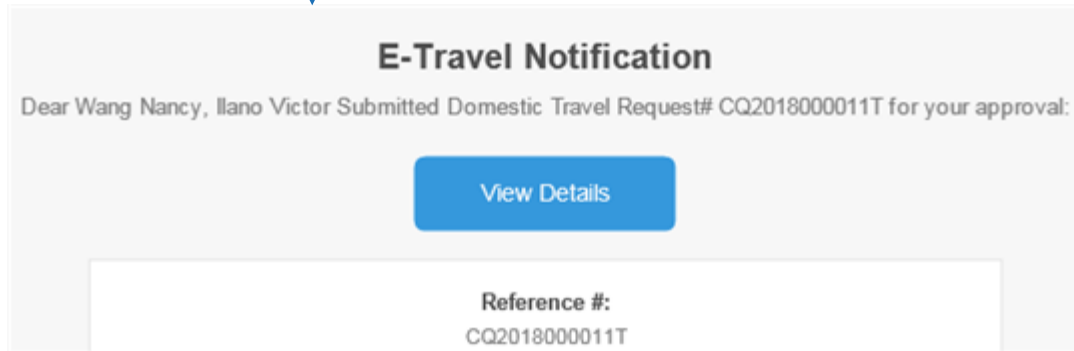
APPROVERS

- Validating Travel request
- To view your staff Travel records
- Delegation
- Validation through your iPhone

VALIDATING TRAVEL REQUEST

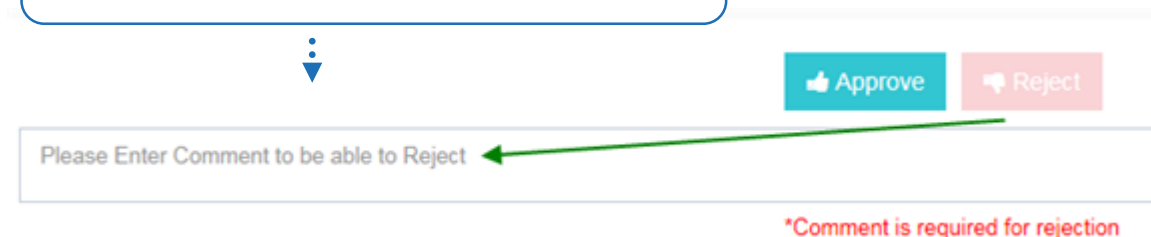
1

Open the email notification you received and click "View Details" button.



2

Click "Approve" Button to approve. Type first the reason for rejection then click "Reject" button if you wish to Reject the request.



You can also access the Request subject for your validation directly from the Application

Through clicking the Bell Alert which display the number of Request pending for your approval.



Through accessing the request in the "Pending for my Request Panel."

The screenshot shows a panel titled "Pending For My Approval". It contains a table with three rows of data.

Chunguang	09/03/2018	09/05/2018
Chunguang	09/02/2018	09/03/2018
Chunguang	09/02/2018	09/03/2018

VALIDATING TRAVEL DOMESTIC REQUEST

Validating Domestic Travel Request is almost similar to validating the International Travel Request. The only difference is you can partially approve the Domestic Travel request because users can input several domestic itineraries eg. 1 week or 1 month list of their customer visit.

1

By Default, All entries are selected by default. When All entries are selected with Yes, "Approved Button is enabled.

Approve

2

When you deselect 1 or few of the entries "Partially Approve" button will be enabled

Partially Approve

Partly Approve Approve Reject

Please Enter Comment to be able to Reject

*Comment is required for rejection

PENDING

Applicant: Victor Hjjara SANTOS-A6102626

Request For: Victor Hjjara SANTOS-A6102626

Site: SING

Department: DISIT / C&C

Period of Travel From: 09/02/2018 to 09/29/2018

Cost Center: 24HT6233

Project Code:

LTINERARY

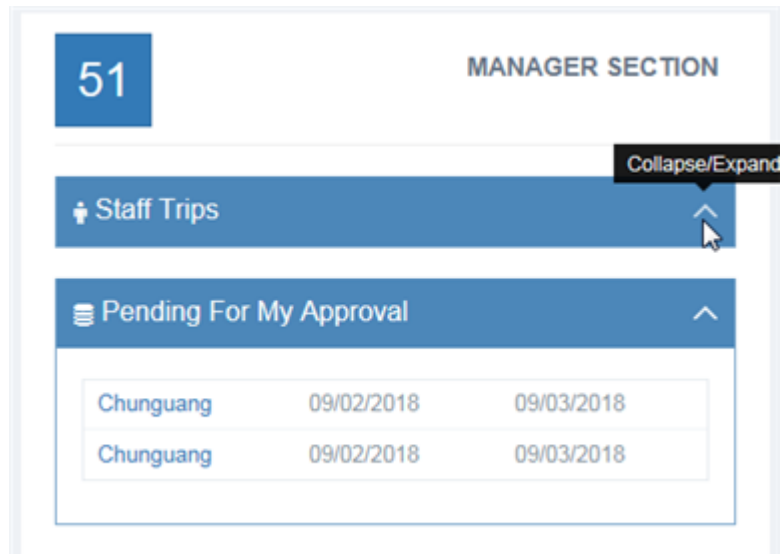
Date	Time	Location	Customer Name	Contact Name	Purpose of Visit Category	Purpose of Visit Description	Estimated Travel Cost	Estimated Entertainment Cost	Estimated Details	Approved?
09/10/2018	12:00 AM	Tokyo	Nissan Auto	Yakamura TAMAGOCHI	Exhibition Product	Followup	1110.00	2000.00	test	<input type="checkbox"/> YES
09/24/2018	1:30 AM	Kyoto	Suzuki	Kenje ANDO	Exhibition Product	Meeting	999999.99	999999.99	test	<input type="checkbox"/> YES
09/25/2018	11:30 AM	Yokohama	Toyota	Abe TAKASHI	Exhibition Product	meeting	1000.00	2322.00	test	<input checked="" type="checkbox"/> YES

TO VIEW TRAVEL TRANSACTIONS OF YOUR STAFF

There are several ways to view all the transactions of your staff.

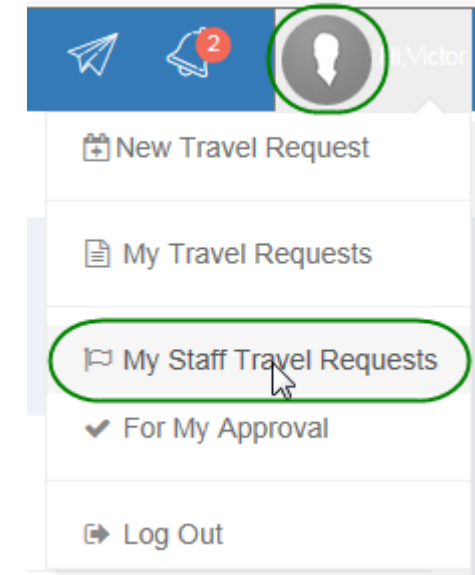
1

Through Manager's section in Dashboard.



2

Through the Avator icon ->

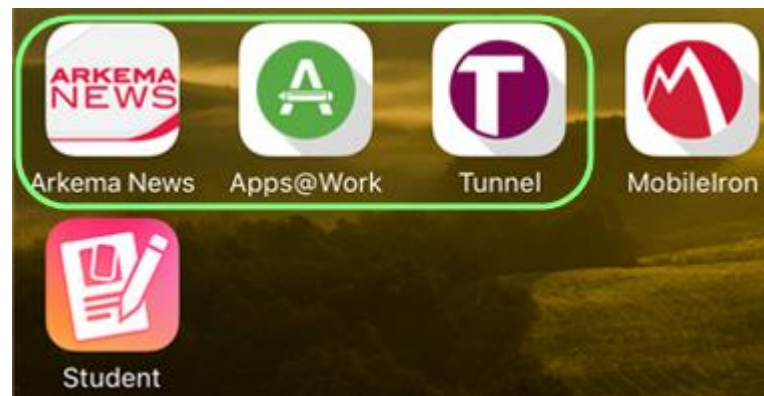


VALIDATING USING YOUR IPHONE DEVICE

1

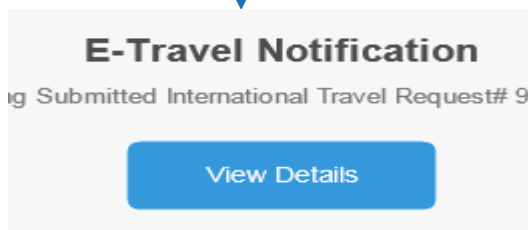
Make sure VPN on Demand is setup and configured in your iPhone Device. Check with your local IT if you don't have the following icon apps on your iPhone screen.

Pls. refer to Configuration/Activation Procedure in slide 24.



2

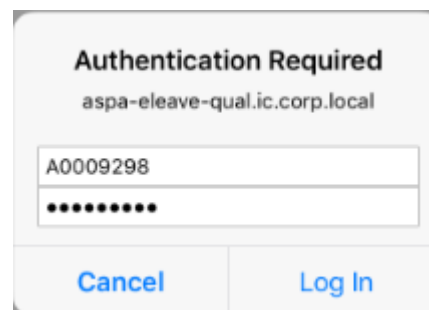
Open the Travel Notification your received in your iPhone email and click the "Click to View Details" hyperlink button.



Reference #:
9M2018000061T
Date From:
09/03/2018 to 09/05/2018

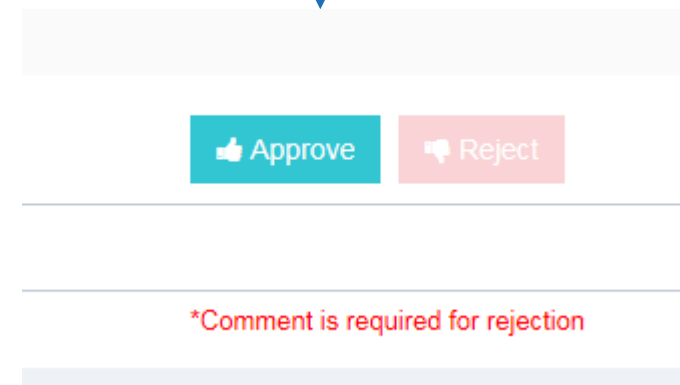
3

Enter your "NEO2 Account" and NEO2 password. Click Log in



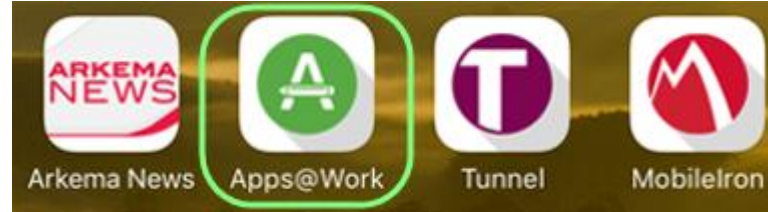
4

Validate the Request by clicking "Approve" or "Reject" button.

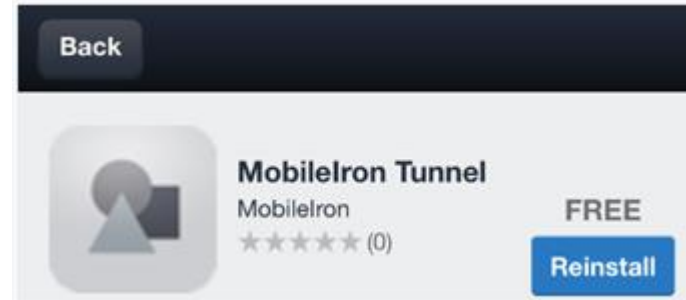


PROCEDURE TO ACTIVATE VPN ON DEMAND

1 Tap Apps@Work icon in your iPhone Screen. If you don't see the icon, pls. contact your local IT.



2 Click Intall button. You will be asked to enter your Apple ID if you didn't set your password in Settings -> iTunes & App Stores



3 Once the download of Mobile Iron Tunnel is completed, Go back to your iPhone screen and Tap Tunnel icon



4 Click "Activate" button. If you want to check if your "VPN on Demand" is working, Tap "Arkema News" icon. If you manage to read the Arkema Online Portal News, you're all set.



Tap "Activate" below -- this is a one-time action that will enable Tunnel on this mobile device.

