

## Project Objective

The objective of the "**Business Trip**" project is to develop a digital solution that enables easy and efficient management of business trips and associated expenses within a company. The system should centralize all processes related to business travel, from submitting travel requests and calculating expenses to approval workflows, document storage, and generating travel reports. Automating key processes will reduce administrative burdens, accelerate decision-making, and enhance transparency regarding travel activities and financial matters.

Ultimately, the goal is to provide a **seamlessly integrated solution** that allows for precise travel management, clear visibility of costs, and easy reporting for management and accounting teams. The application will be particularly useful for medium and large organizations with frequent business travel, especially those with complex internal processes related to travel and expenses.

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## Problem Statement

Current problems in business trip management encompass several key issues:

1. **Complexity in Request Processing:** Traditional methods of handling travel requests often involve multi-step processes from request submission to the final approval and reimbursement of expenses. Each step presents opportunities for delays, mistakes in expense calculations, discrepancies between planned and actual costs, and inconsistencies in travel approvals or rejections.
2. **Lack of Transparency:** Many organizations face issues with tracking the status of travel requests and approval processes. Without clear visibility into the approval status, employees and managers often find themselves uncertain about the current stage of requests, leading to misunderstandings and delays.
3. **Insufficient Integration with External Services:** Without automatic updates for currency exchange rates, transportation costs, or route planning, the systems used for travel management may fail to provide accurate calculations. Integrating with external services for real-time data (such as currency exchange rates and mapping services) is essential for ensuring precision in travel planning and cost calculation.
4. **Fragmentation of Data and Insufficient Digitalization:** Relying on paper records, spreadsheets, and manual entries makes it difficult for companies to maintain accurate, accessible, and up-to-date travel and expense records. This often results in inefficiencies, errors, and the inability to generate reliable reports or analyze travel data effectively.

The "**Business Trip**" application aims to solve these challenges by providing a comprehensive digital solution that streamlines and automates all stages of the business travel process, making it faster, more efficient, and less prone to errors.

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## Benefits of the project

The "**Business Trip**" application provides several key benefits to organizations:

### 1. **Increased Efficiency**

By automating and centralizing the travel and expense management process, the system significantly reduces the time spent on administrative tasks, such as manually submitting travel requests, verifying expenses, and generating reports. This results in faster decision-making and fewer delays in the approval process.

### 2. **Improved Cost Control**

With automated expense calculations and detailed reports, managers will have better control over travel budgets and can more easily identify cost-saving opportunities. Real-time integration with external services ensures that expenses are accurate and compliant with organizational policies.

### 3. **Error Reduction**

Automating processes reduces the likelihood of human error in calculations, approvals, and reimbursements. By centralizing all travel-related data, the system makes it easier to verify and cross-check expenses, ensuring higher accuracy.

### 4. **Better Data Visibility**

Statistical overviews and reporting capabilities provide greater transparency for managers, allowing them to track travel metrics, identify trends, and optimize travel policies and budgeting.

### 5. **Enhanced Transparency**

With clear approval workflows, notifications, and role-based access controls, the system ensures that all users have visibility into the status of travel requests and expenses, promoting greater transparency within the organization.

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## Existing Similar Solutions and Differences

Several solutions exist for managing travel and expenses, such as:

### **SAP Concur:**

A popular enterprise-level solution that offers comprehensive travel and expense management. However, it can be expensive for small to medium-sized businesses and may not offer the same level of flexibility in adapting to local needs, such as currency exchange rates or regional travel policies.

SAP Concur

RequestsTravelExpenseInvoiceApprovalsReportingApp Center

AdministrationHelp

Profile

SAP Concur

Hello, Global

New

00Required Approvals

01Purchase Requests

06Invoices

00Available Expenses

06Open Reports

TRIP SEARCH

Booking for myself | Book for a guest

✈️🚗🏠🚆

Mixed Flight/Train Search

Round TripOne WayMulti City

From  
Departure city, airport or train station  
Find an airport | Select multiple airports

To  
Arrival city, airport or train station  
Find an airport | Select multiple airports

Search

Show More

MY TRIPS (0)

You currently have no upcoming trips.

ALERTS

You haven't signed up to receive e-receipts. Sign up here

MY TASKS

00Required Approvals  
Great! You currently have no approvals.

00Available Expenses  
You currently have no available expenses.

06Open Reports  
04/17 Business Meal \$179.40  
09/15 Mileage Report \$23.01  
09/15 15.9.17 Report \$66.55  
07/10 Sales Conference \$2,561.99  
10/20 Sales Meeting

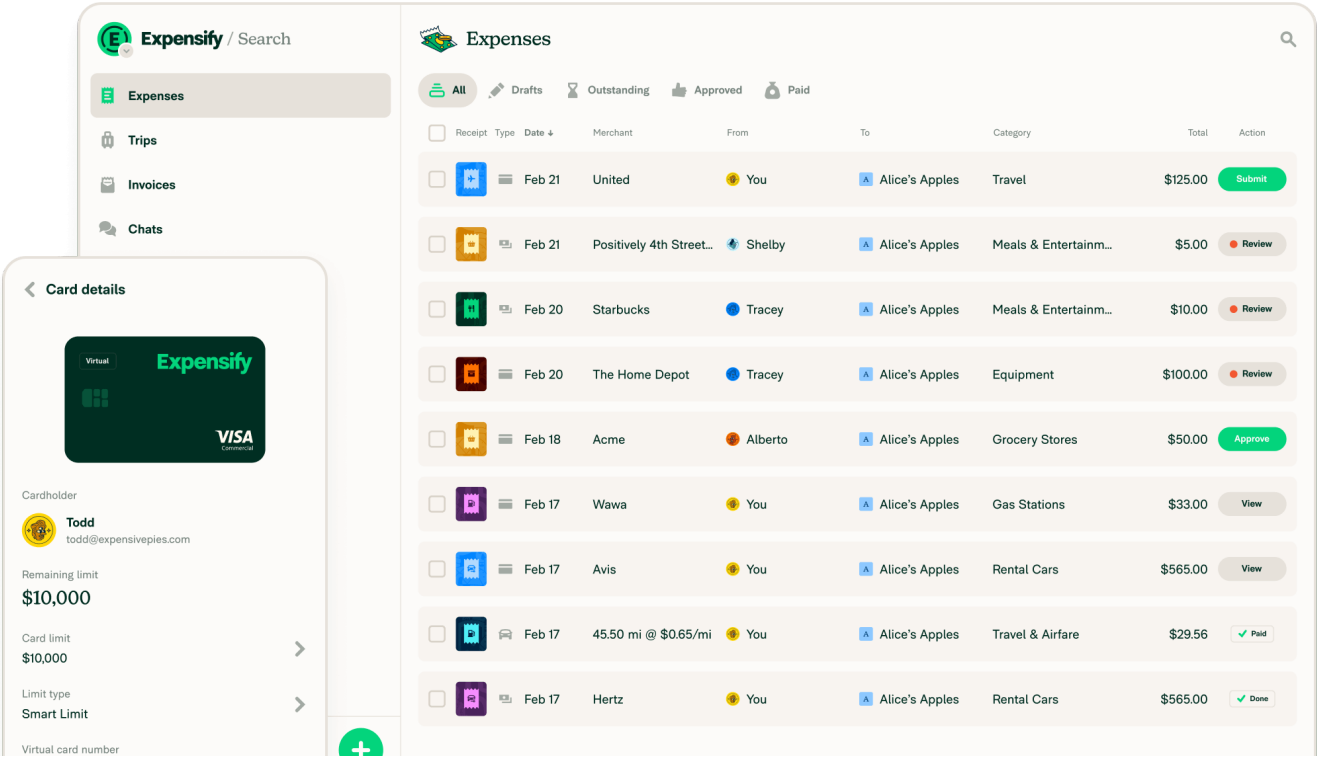
SAP

Processor Privacy Statement  
Travel Policy

SAP Concur

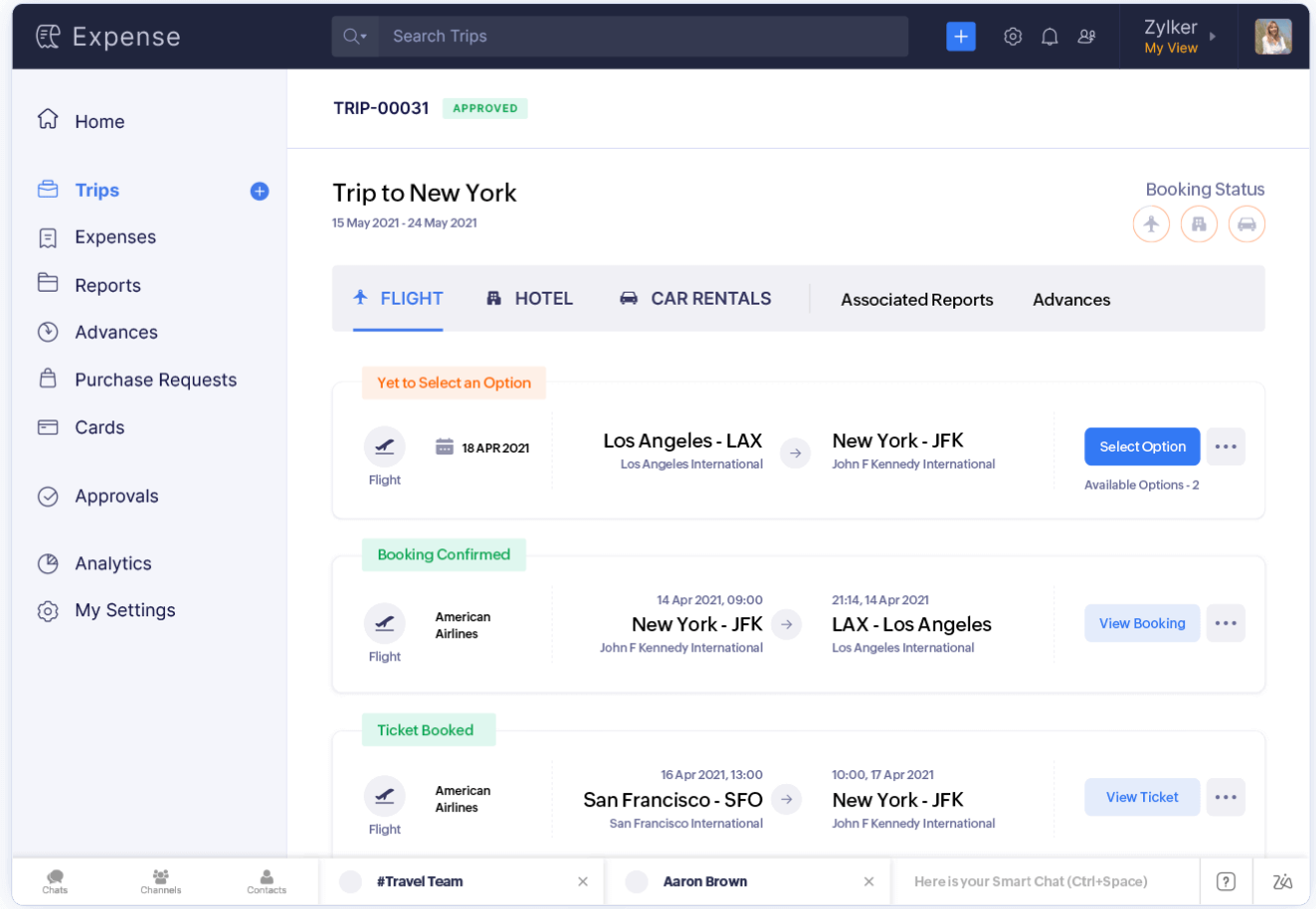
Expensify:

Focuses primarily on expense reporting and approval workflows. While effective for managing expenses, it lacks comprehensive trip request management and integration with external services like route planning and currency exchange rates.



Zoho Expense:

A tool mainly designed for expense tracking. It offers some features for trip management but is limited in customization and integration with external services compared to the "Business Trip" application.



## Key Differences:

The "**Business Trip**" application is tailored specifically for organizations in Croatia and other countries with specific regulatory requirements. It integrates with local currency exchange services and mapping solutions, providing a more customized experience for users. Additionally, the "Business Trip" application offers a more flexible and comprehensive approach by combining both trip request management and expense tracking into a single platform, something that many existing solutions do not fully address.

## User Base

The **user base** for the "Business Trip" application includes:

- **Employees** who submit travel requests, track expenses, and upload receipts.
- **Department Heads** who approve or reject travel requests, manage team travel, and ensure compliance with company policies.
- **Accounting Staff** who review, verify, and process travel expenses, ensuring accuracy and compliance with financial standards.
- **Administrators** who maintain the system, manage user roles, and ensure smooth operation and security.

## Interested Groups

The interested audience for the "**Business Trip**" application includes a wide range of industries where business travel is frequent:

1. **Consulting Firms:** Frequent client visits and project-based travel.
2. **Pharmaceutical Companies:** Regular visits to healthcare providers and conferences.
3. **Financial Services and Banking Institutions:** Travel for client meetings, audits, and regulatory events.
4. **Telecommunications Companies:** Nationwide and international travel for network setup and maintenance.
5. **Insurance Companies:** Claims investigation and client engagement.
6. **Technology and IT Services Firms:** Travel for on-site support, installations, and client training.
7. **Sales and Marketing Agencies:** Routine travel for client outreach and trade shows.
8. **Manufacturing Companies:** Site visits to suppliers, clients, and remote facilities.
9. **Energy and Utility Companies:** Travel for inspections, installations, and remote operations.
10. **Educational and Research Institutions:** Conference attendance, research trips, and collaboration projects.

## Solution Adaptability

The "**Business Trip**" application is designed to be flexible and adaptable, with key features like:

- **Adding New User Roles:** The platform can be extended to include new roles as required, providing customization to meet the needs of different organizations.
- **Integration with Additional Services:** The platform supports integration with external services for specialized needs (e.g., custom currency exchange rates or mapping services).

## Project Scope

The scope of the project includes all stages from travel request submission to the closure of the travel record. Key processes will be addressed, including:

- Trip request submission
- Trip approval workflows
- Expense calculations and receipt uploads
- Review and auditing of trips and expenses
- PDF report generation and statistical analysis
- Integration with external services for currency exchange rates and map routing

## Possible System Upgrades

Potential future upgrades for the "**Business Trip**" application include:

1. **Automated Cost Tracking and AI Integration:** Predicting travel expenses using AI to improve budgeting and cost management.
2. **Advanced Reporting:** More customizable reporting features to analyze travel expenses and trends in greater detail.
3. **ERP Integration:** Connecting the application with other enterprise systems to centralize data and streamline organizational workflows.