

# BUILD A EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

## 1 INTRODUCTION

### 1.1 OVERVIEW

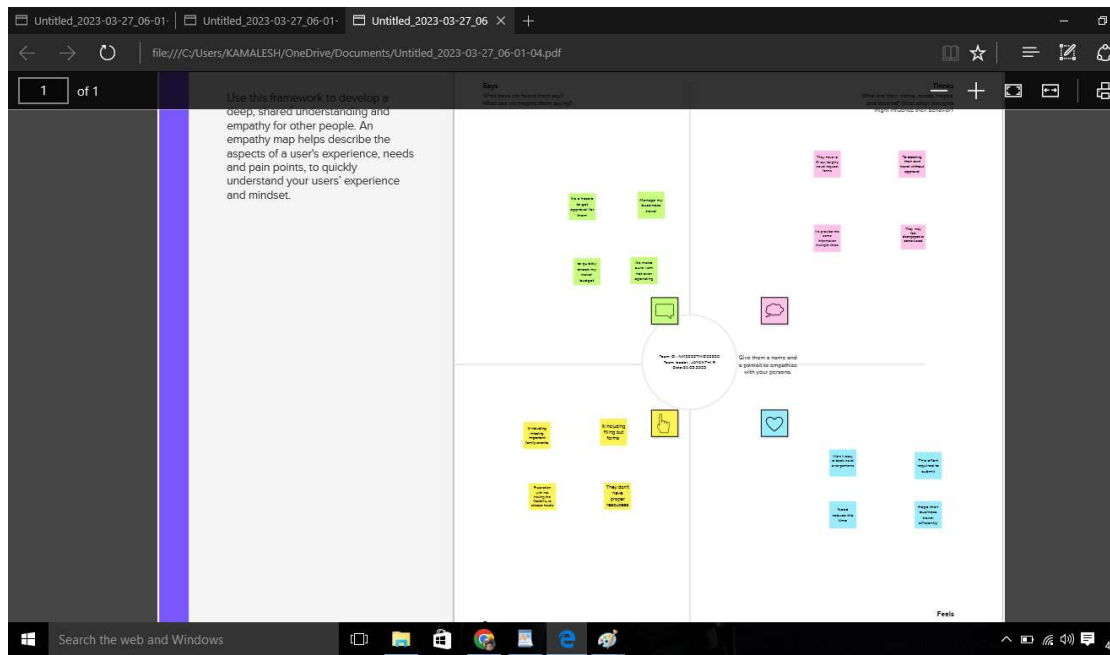
In this article, we discuss what a corporate travel policy is, explain the elements and uses of travel policies, review how to write one and provide a sample corporate travel policy to help you prepare your own.

### 1.2 PURPOSE

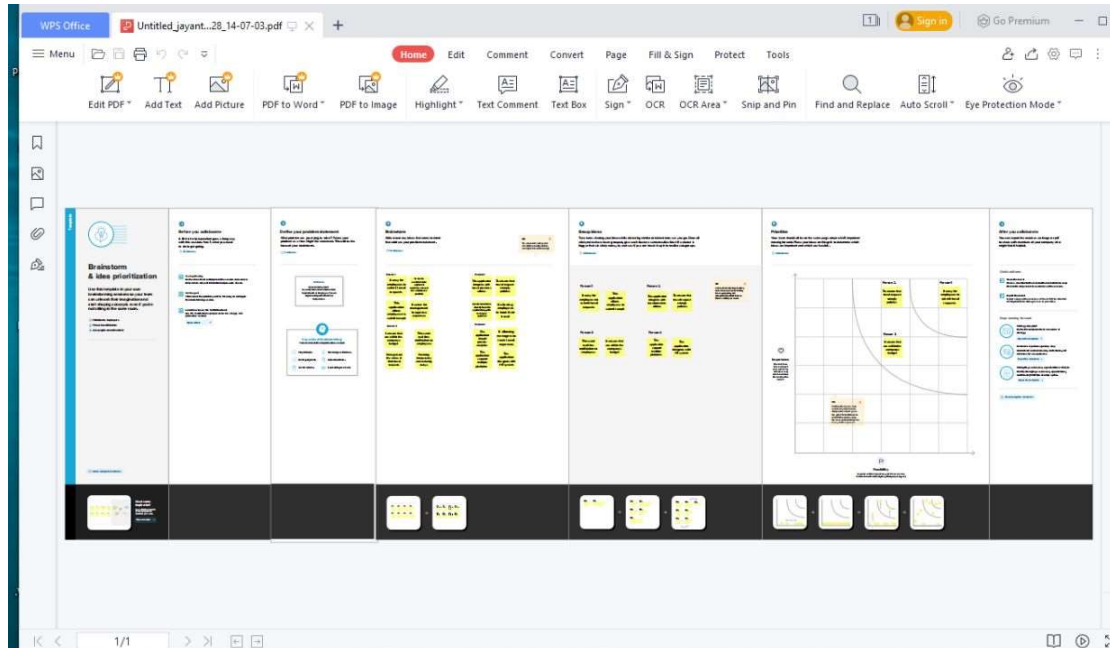
The purpose of this policy is to describe the approval process for journeys, discuss the payment processes for travel expenses and explain our regulations for travel arrangements.

## 2 Problem Definition & Design Thinking

### 2.1 EMPATHY MAP



## 2.2 Ideation & Brainstorming Map



### 3.Result

#### 3.1 Data Model :

Object name	Fields in the Object	
Department	Field label	Data type
	Department	Text
Travel approval	Field label	Data type
	Travel approval	Lookup(Account)
Expense Item	Field lable	Data type
	Expense Item	Text

#### 3.2 Activity & screenshots

MILESTONE:1

The screenshot shows the Salesforce Developer Portal interface. The browser tabs include 'Developer Portal | Salesforce', 'Unsupported Item | Salesforce', 'Solution: GC1020 Portable Generator Switch Malfunctioning', 'Akash Stat - Build a employe', and 'GitHub'. The URL is 'governmentartscollegechidamb-dev-ed.develop.my.salesforce.com/5015i000000otz7AAA'. The page title is 'Solution GC1020 Portable Generator Switch Malfunctioning'. The left sidebar shows 'Recent Items' with links to 'GC1020 Portable Generator Switch Malfunctioning', 'Selecting the Right Generator for Your Needs', 'Maintenance guidelines for generator unclear', 'Generator assembly instructions unclear', 'AKASH P', and 'akash q'. The main content area shows the 'Solution Detail' for 'GC1020 Portable Generator Switch Malfunctioning'. The solution number is 00000001, it is public, reviewed, and visible in the public knowledge base. It was created by AKASH P on 06/04/2023 at 12:41 pm and last modified by AKASH P on the same date and time. The solution details state: 'If the generator switch is not working, remove the switch and re-assemble it. Often the switch gets displaced by a fraction of an inch preventing it from engaging with the internal generator mechanism.' There are no attachments or cases displayed.

## MILESTONE:2

The screenshot shows the Salesforce Developer Portal interface. The browser tabs include 'Developer Portal | Salesforce', 'Unsupported Item | Salesforce', 'Solution: Selecting the Right Generator for Your Needs', 'Akash Stat - Build a employe', and 'GitHub'. The URL is 'governmentartscollegechidamb-dev-ed.develop.my.salesforce.com/5015i000000otzAAAQ'. The page title is 'Solution Selecting the Right Generator for Your Needs'. The left sidebar shows 'Recent Items' with links to 'Selecting the Right Generator for Your Needs', 'Maintenance guidelines for generator unclear', 'Generator assembly instructions unclear', 'GC1020 Portable Generator Switch Malfunctioning', 'AKASH P', and 'akash q'. The main content area shows the 'Solution Detail' for 'Selecting the Right Generator for Your Needs'. The solution number is 00000004, it is public, reviewed, and visible in the public knowledge base. It was created by AKASH P on 06/04/2023 at 12:41 pm and last modified by AKASH P on the same date and time. The solution details state: 'GenWatt offers a wide range of electric generators for every need -- from high-powered industrial-strength generators, to medium-capacity standby generators, to emergency-use portable generators. We offer diesel, propane, and gasoline generators ranging in power from 10kW at the low end to 2000kW at the high end.' There are no attachments or cases displayed.

## MILESTONE:3

The screenshot shows the Salesforce Developer Portal interface. The browser tabs include 'Developer Portal | Salesforce', 'Unsupported Item | Salesforce', 'Solution: GC3000 Series Propane Generator Ignition', 'Akash Stat - Build a employe', and 'GitHub'. The URL is 'governmentartscollegechidamb-dev-ed.develop.my.salesforce.com/5015i000000otzBAAQ'. The page title is 'GC3000 Series Propane Generator Ignition'. The left sidebar shows 'Recent Items' with links to 'GC3000 Series Propane Generator Ignition', 'Selecting the Right Generator for Your Needs', 'Maintenance guidelines for generator unclear', 'Generator assembly instructions unclear', 'GC1020 Portable Generator Switch Malfunctioning', 'AKASH P', and 'akash q'. The main content area shows the 'Solution Detail' for 'GC3000 Series Propane Generator Ignition'. The solution number is '00000005', it is 'Public', 'Reviewed', and 'Visible in Public Knowledge Base'. It was created by 'AKASH P' on '06/04/2023, 12:41 pm' and last modified by 'AKASH P' on '06/04/2023, 12:41 pm'. The solution details describe the startup process for the GC3000 series propane generators. The 'Attachments' section shows 'No records to display'. The 'Cases' section also shows 'No records to display'.

## MILESTONE:4

The screenshot shows the Salesforce Developer Portal interface. The browser tabs include 'Developer Portal | Salesforce', 'Unsupported Item | Salesforce', 'Solution: Starting generator after electrical failure', 'Akash Stat - Build a employe', and 'GitHub'. The URL is 'governmentartscollegechidamb-dev-ed.develop.my.salesforce.com/5015i000000otzCAAQ'. The page title is 'Starting generator after electrical failure'. The left sidebar shows 'Recent Items' with links to 'Starting generator after electrical failure', 'GC3000 Series Propane Generator Ignition', 'Selecting the Right Generator for Your Needs', 'Maintenance guidelines for generator unclear', 'Generator assembly instructions unclear', 'GC1020 Portable Generator Switch Malfunctioning', 'AKASH P', and 'akash q'. The main content area shows the 'Solution Detail' for 'Starting generator after electrical failure'. The solution number is '00000006', it is 'Draft', and 'Visible in Public Knowledge Base'. It was created by 'AKASH P' on '06/04/2023, 12:41 pm' and last modified by 'AKASH P' on '06/04/2023, 12:41 pm'. The solution details describe the manual startup process for the generator after an electrical failure. The 'Attachments' section shows 'No records to display'. The 'Cases' section also shows 'No records to display'.

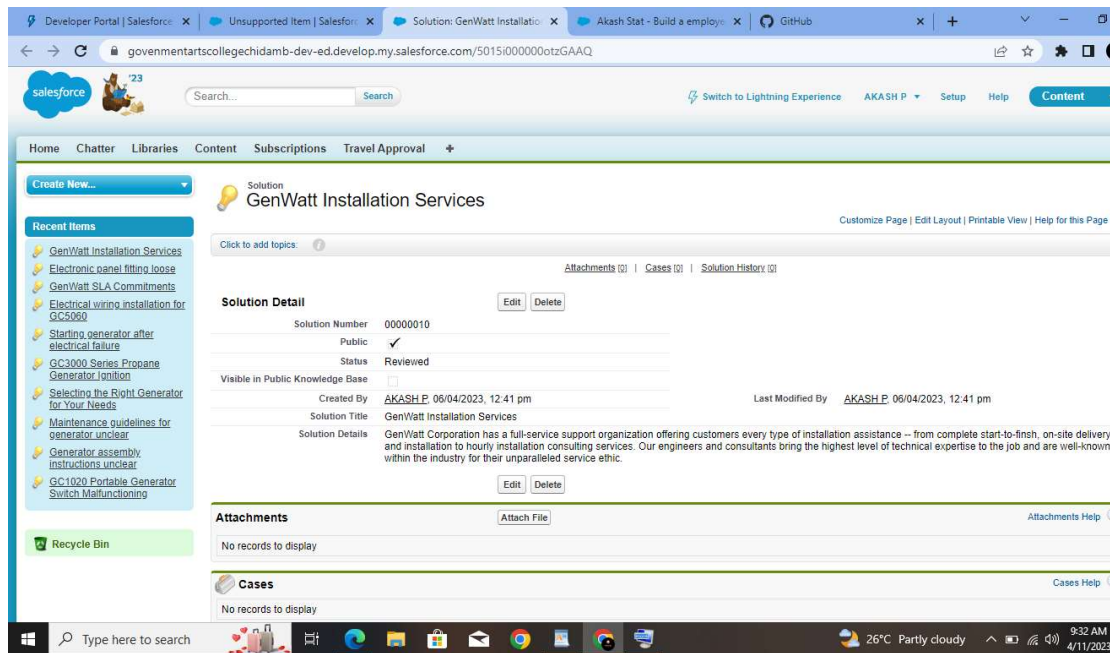
## MILESTONE:5

The screenshot shows the Salesforce Developer Portal interface. The browser tabs include 'Developer Portal | Salesforce', 'Unsupported Item | Salesforce', 'Solution: Electrical wiring ins...', 'Akash Stat - Build a employe...', and 'GitHub'. The address bar shows the URL: `governmentartscollegechidamb-dev-ed.develop.my.salesforce.com/5015i000000otzDAAQ`. The Salesforce logo and a search bar are at the top. The navigation bar includes 'Home', 'Chatter', 'Libraries', 'Content', 'Subscriptions', and 'Travel Approval'. The left sidebar shows 'Create New...' and 'Recent Items' with a list of links including 'Electrical wiring installation for GC5060', 'Starting generator after electrical failure', 'GC3000 Series Propane Generator Ignition', 'Selecting the Right Generator for Your Needs', 'Maintenance guidelines for generator unclear', 'Generator assembly instructions unclear', 'GC1020 Portable Generator Switch Malfunctioning', and user avatars for 'AKASH P' and 'akash p'. The main content area displays the solution 'Electrical wiring installation for GC5060'. It includes a 'Click to add topics:' section, 'Attachments', 'Cases', and 'Solution History' tabs. The 'Solution Detail' section shows: Solution Number 00000007, Public checkbox, Status Draft, Visible in Public Knowledge Base checkbox, Created By AKASH P 06/04/2023, 12:41 pm, Last Modified By AKASH P 06/04/2023, 12:41 pm, and Solution Title Electrical wiring installation for GC5060. The solution details text states: 'The red wiring from the top electronic panel of the GC5060 and the yellow wiring on the main generator assembly have to be connected together. The two connector may appear to be incompatible but they do fit into one another. To successfully make the connection, first press the button on the yellow connector before engaging the two pieces.' Below this are 'Attachments' and 'Cases' sections, both showing 'No records to display'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying '26°C Partly cloudy' and '9:29 AM 4/11/2023'.

## MILESTONE:6

The screenshot shows the Salesforce Developer Portal interface for the solution 'GenWatt SLA Commitments'. The browser tabs include 'Developer Portal | Salesforce', 'Unsupported Item | Salesforce', 'Solution: GenWatt SLA Com...', 'Akash Stat - Build a employe...', and 'GitHub'. The address bar shows the URL: `governmentartscollegechidamb-dev-ed.develop.my.salesforce.com/5015i000000otzEAAQ`. The Salesforce logo and a search bar are at the top. The navigation bar includes 'Home', 'Chatter', 'Libraries', 'Content', 'Subscriptions', and 'Travel Approval'. The left sidebar shows 'Create New...' and 'Recent Items' with a list of links including 'GenWatt SLA Commitments', 'Electrical wiring installation for GC5060', 'Starting generator after electrical failure', 'GC3000 Series Propane Generator Ignition', 'Selecting the Right Generator for Your Needs', 'Maintenance guidelines for generator unclear', 'Generator assembly instructions unclear', 'GC1020 Portable Generator Switch Malfunctioning', and user avatars for 'AKASH P' and 'akash p'. The main content area displays the solution 'GenWatt SLA Commitments'. It includes a 'Click to add topics:' section, 'Attachments', 'Cases', and 'Solution History' tabs. The 'Solution Detail' section shows: Solution Number 00000008, Public checkbox checked, Status Reviewed, Visible in Public Knowledge Base checkbox, Created By AKASH P 06/04/2023, 12:41 pm, Last Modified By AKASH P 06/04/2023, 12:41 pm, and Solution Title GenWatt SLA Commitments. The solution details text states: 'GenWatt offers four different SLAs with different service commitments as follows:'. Below this is a list of SLAs: 1) PLATINUM (High priority cases: 2 hours, Medium and low priority cases: 6 hours), 2) GOLD (High priority cases: 4 hours, Medium and low priority cases: 8 hours), 3) SILVER (All cases: 12 hours), and 4) BRONZE (All cases: 24 hours). The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying '26°C Partly cloudy' and '9:31 AM 4/11/2023'.

## MILESTONE:7



## 4 Trailhead Profile Public URL

Team Lead-<https://trailblazer.me/id/jasri32>

Team Member 1-<https://trailblazer.me/id/mwari21>

Team Member 2-<https://trailblazer.me/id/savel51>

Team Member 3-<https://trailblazer.me/id/lmanaraj>

## 5 ADVANTAGES & DISADVANTAGE

### Advantages:

**Improved cost control:** By requiring employees to obtain approval before booking travel, corporations can more effectively control their travel expenses

Travel approval can ensure that employees have received appropriate training and guidance on travel safety and that their travel plans are consistent with corporate policies and procedures.

Increased productivity: By ensuring that employees are properly authorized to travel, corporations can avoid delays and other issues that can impact productivity.

Data analysis: An employee travel approval system can provide valuable data for analysis. The system can track travel expenses, trends, and patterns, which can help corporations identify areas for cost savings and process improvements

## Disadvantages:

Delay in the booking process: Requiring employees to seek approval before booking travel can add an additional step to the process, which can cause delays in booking travel.

Administrative burden: Managing an employee travel approval system can be an administrative burden, requiring managers to review and approve travel requests.

Lack of flexibility: An employee travel approval system can be inflexible, particularly if there is a strict hierarchy of approval levels.

Difficulty in enforcing compliance: Even with an employee travel approval system in place, it can be challenging to ensure compliance with corporate travel policies.

This Can negatively impact employee morale and may lead to higher turnover rates

## 6 APPLICATIONS

An application, also referred to as an application program or application software, is a computer software package that performs a specific function directly for an end user or, in some cases, for another application. An application can be self-contained or a group of programs. The program is a set of operations that runs the application for the user.

## 7 CONCLUSION

Just as your introduction acts as a bridge that transports your readers



from their own lives into the “place” of your analysis, your conclusion can provide a bridge to help your readers make the transition back to their daily lives. Such a conclusion will help them see why all your analysis and information should matter to them after they put the paper down.

## 8 FUTURE SCOPE

The adoption of Artificial Intelligence in India is promising. However, currently, it is at a nascent stage. While there are a few industries such as IT, manufacturing, automobile, etc, that are leveraging the prowess of AI, there are still many areas in which its potential is unexplored.