

PROJECT REPORT

BUILD AN EMPLOYEE TRAVEL APPROVAL APPLICATION FOR CORPORATES

1.INTRODUCTION

1.1.OVERVIEW

Install the sample application by clicking **Travel approval application** on the welcome page. A new project named “Travel” will be shown in the navigator view. Approval of official travel in advance by an appropriately delegated officer, utilising the appropriate form or system.

1.2.PURPOSE

The main objective of pre-trip approval is to control undesirable travel buying behaviours of employees and cost. The approver verifies the travel request according to the travel policy of the corporate and decides to approve or decline.

Travel approval forms must be designed by the Dean in order to be reimbursed for any trip. Travel approval and denial will also be provided in accordance with what is documented in an IEP and is consistent with these guidelines. Travel approval and reimbursement procedures must be consistent with the State-Wide travel regulations. When an employee requests the use of rental car, the reason for using a rental car, along with justification for the size of the rental if larger than intermediate must be submitted on the request for Travel approval form prior to the travel.

Approval means an approval, authorisation, consent, qualification and registration or any waiver of any of the foregoing required to be obtained from, or any notice, statement or other communication required to be filled with or delivered to, any Governmental entity or any other person.

Employees travel on business trips to attend conferences, perform research, scout potential locations, meet suppliers, visit clients and for numerous other essential reasons. Whatever the reason, such trips enable them to seek lucrative opportunities, build relationships, solve problems, enhance productivity and drive growth.

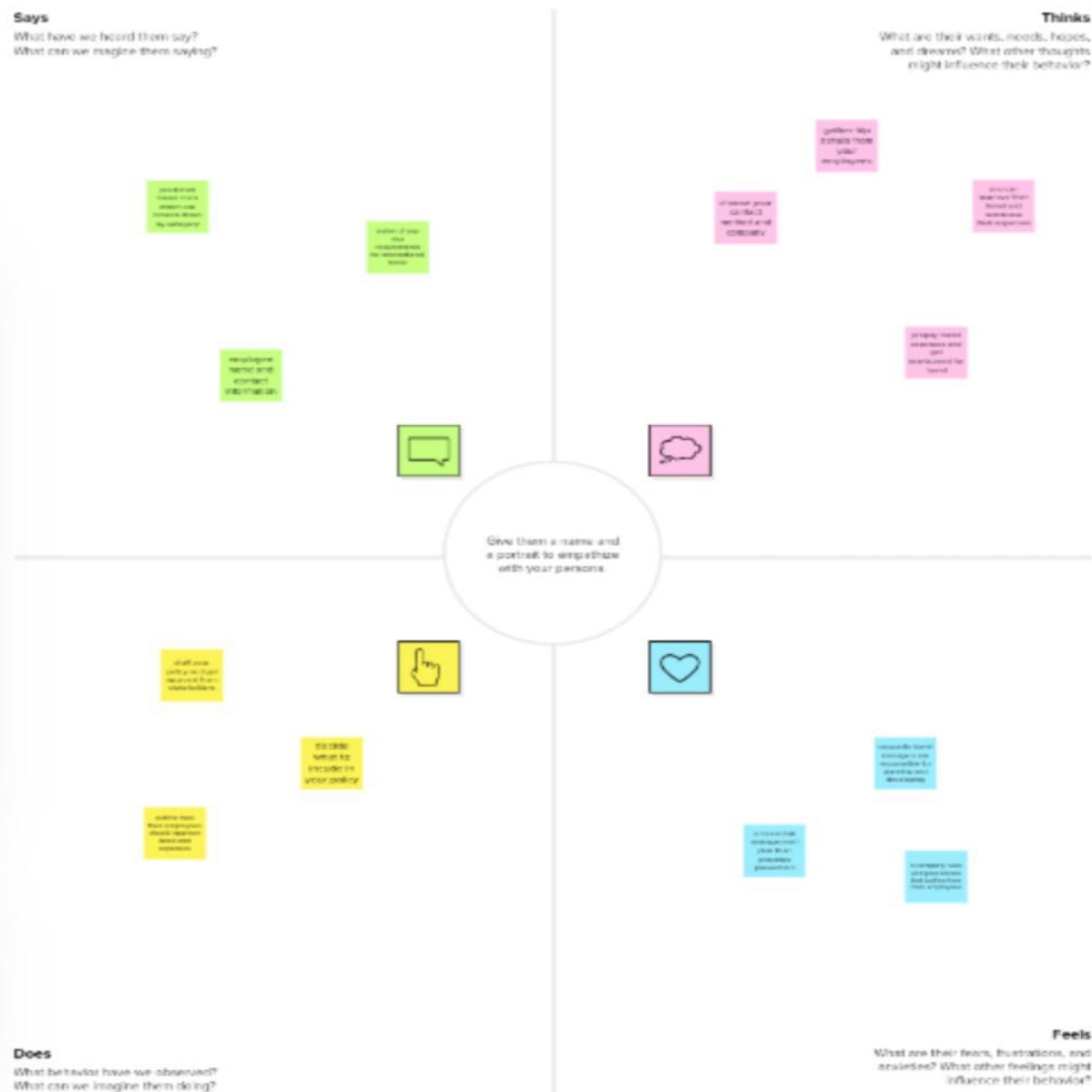
• PROBLEM DEFINITION AND DESIGN THINKING

2.1. EMPATHY MAP



Build empathy

The information you add here should be representative of the observations and research you've done about your users.



2.2.IDEATION AND BRAINSTORMING MAP

2

Brainstorm

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

🕒 10 minutes

TIP

You can select a sticky note and hit the pencil (switch to sketch) icon to start drawing!

Person 1

It's important to have a clear vision of the future and to communicate it effectively.	Employees should be encouraged to share their ideas and feedback.	Leadership should be visible and approachable.
Employees should be encouraged to share their ideas and feedback.	Employees should be encouraged to share their ideas and feedback.	Employees should be encouraged to share their ideas and feedback.
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Person 2

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Person 3

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Person 4

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Person 5

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Person 6

Person 7

Person 8

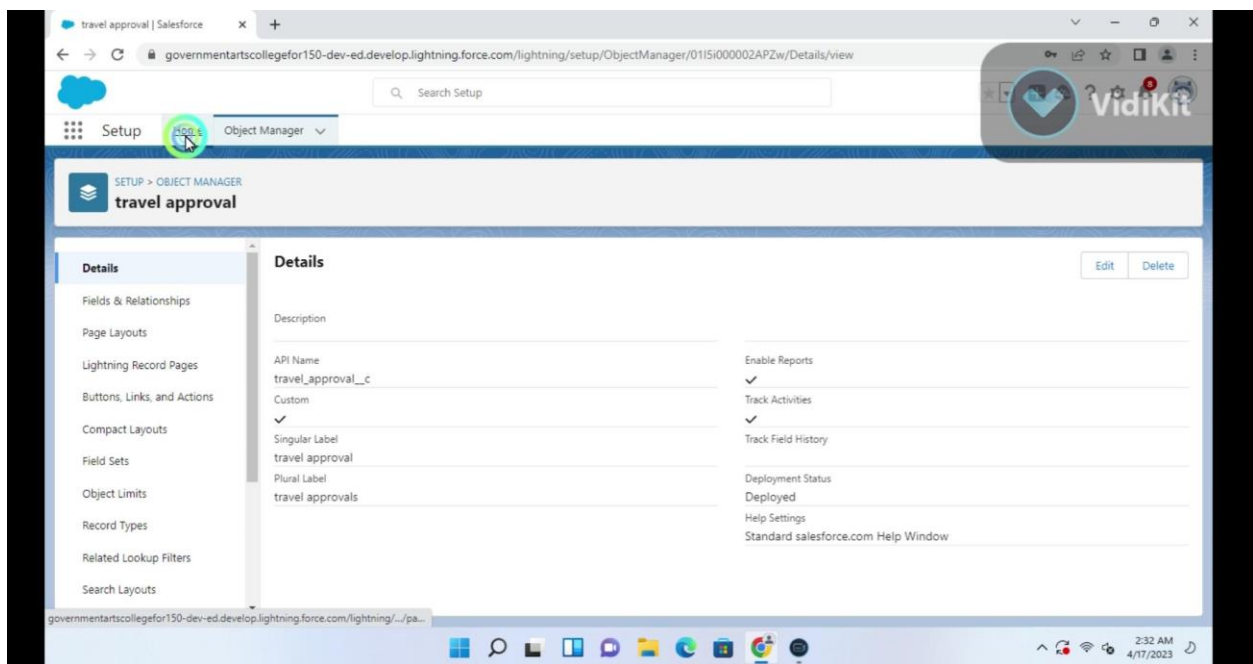
RESULT

3.1. Data Model

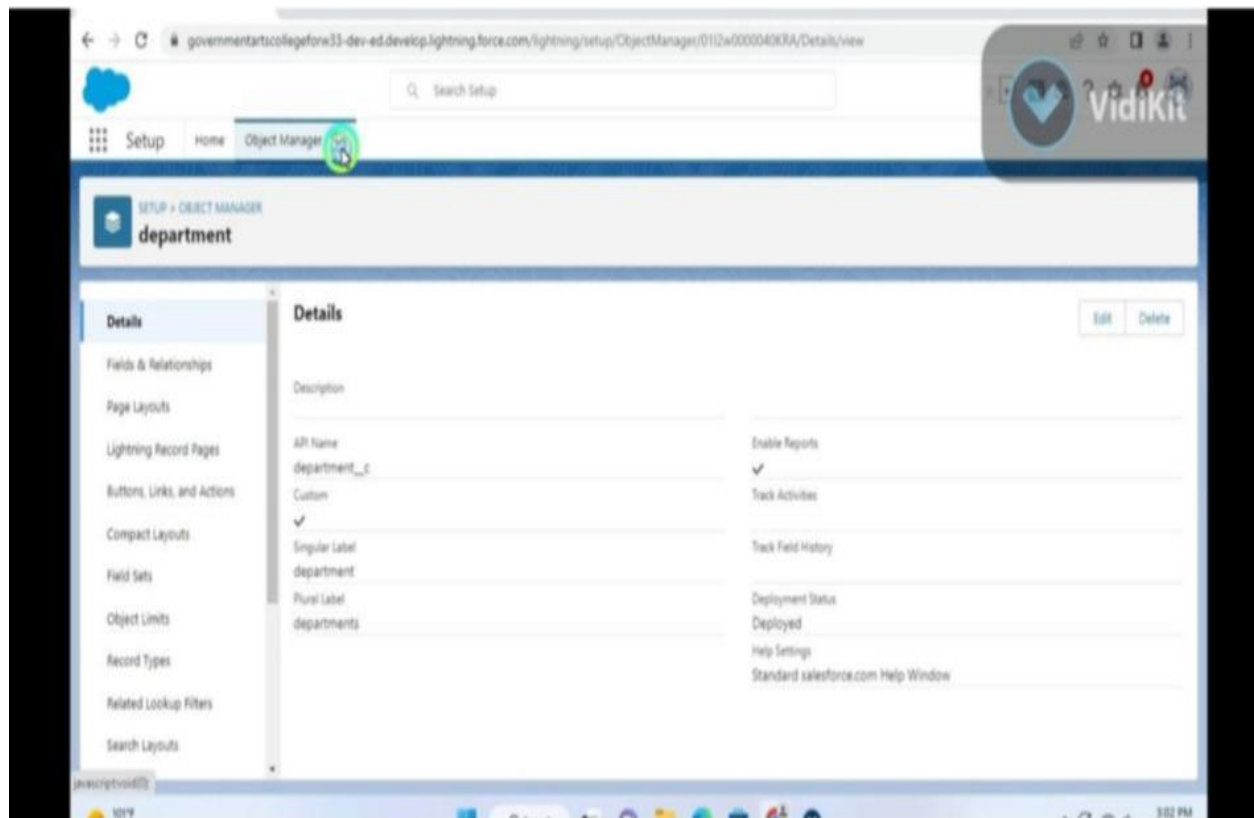
OBJECT NAME. FIELDS IN THE OBJECT

TRAVEL APPROVAL	FIELD LABEL	DATA TYPE
	Travel Approval	Text
	Travel Approvals	Text
DEPARTMENT	FIELD LABEL	DATA TYPE
	Department	Text
	Departments	Text
EXPENSE ITEMS	FIELD LABEL	DATA TYPE
	Expense item	Text
	Expense items	Text

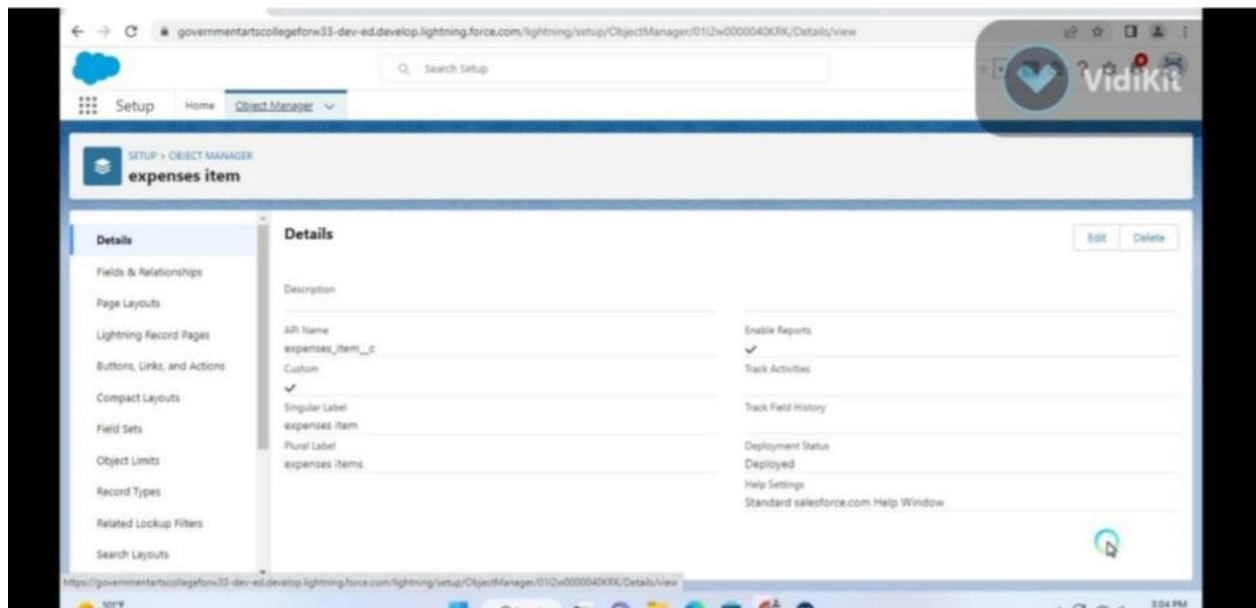
Object: Travel approval



Object:Department



Object: expense items



TRAILHEAD PROFILE PUBLIC URL:

TEAM LEAD: <https://trailblazer.me/id/maraj132>

TEAM MEMBER 1: <https://trailblazer.me/id/kkannathal>

TEAM MEMBER 2: <https://trailblazer.me/id/kartr83>

TEAM MEMBER 3: <https://trailblazer.me/id/mseenivasan3>

TEAM MEMBER 4: <https://trailblazer.me/id/vyuvapriya>

5.ADVANTAGES & DISADVANTAGES

ADVANTAGES:

- improved accuracy of important approval data.
- compliance tasks that are always completed.
- defined processes that outlast employees.
- continual improvement of processes over time.
- increased organizational oversight and control.
- process transparency for employees.
- More networking opportunities
- Face to face meetings

DISADVANTAGES

Spending Too Much Money

Depending on your company's travel expense policy, you could end up spending more on the road than you would at home. Make sure to familiarize yourself with your company's rules so there are no surprises at the end of your travels. Do your best to make reasonable choices so you're not losing money on your trips. For a more detailed resource, check out our [essential guide to travel expenses for business flyers](#).

Not Enough Time

One of the biggest downsides of business travel is the time commitment. When you're traveling for work, you're signing up for meetings, dinners, conferences, and other unforeseen sessions. Not to mention the travel time itself to get to and from your destination. It can be tough to manage your current workload and responsibilities in addition to the purpose of your business trip.

APPLICATION

- Works offline at the destination
- User friendly and addictive
- In app messaging for direct access to customer
- Easy and quick expense management
- Cover the entire journey through the planning stage, flight and the destination

CONCLUSION

In conclusion, you should be ready to create your travel request approval workflow to improve compliance, control costs, increase efficiency & accuracy, streamline communication, and enhance security.

To scale your business and take advantage of new opportunities, you may need to send your employees on business trips. It would be best if you could put a business travel policy in place. A business travel policy will ensure that you have clear guidelines for travel, making business trips productive for you and effortless for your employees. It is also a way to ensure employee safety and at the same time, help you save costs.

If you are unsure how to create a company travel policy, use available pre-existing business travel expense policy templates and customise it to meet your requirements. Keep travel and expense policy best practices in mind before creating your business travel policy.

FUTURE SCOPE

- A comprehensive T&E policy should ideally cover all regular employees of the company. That should include top management and percolate down to interns, depending on who may need to travel. It could also include contractors, seasonal employees, part-time employees and all others who may need to travel.

The scope should include:

- Transportation including airfare, trains and buses
- Private transportation
- Meals
- On-ground or local travel
- Accommodation
- Incidental expenses such as WiFi, parking charges, etc.
- Miscellaneous expenses such as cost of vaccinations and boosters required for Covid
- Insurance
- Helpline numbers
- Exceptions

The repercussions of non-adherence to the company travel policy should be stringent for all.

- Corporate travel remains a crucial aspect of a business. Despite advancements in technology, business travel trends indicate that there's no substitute for face-to-face interactions. Travel can also support business initiatives for networking, skills development, and recruitment. However, the presence of COVID-19 has thrown a wedge at some of those travel plans, which prompts the importance of risk assessments and possible changes in future travels.