



SRI SARADA NIKETEN COLLEGE FOR WOMEN

Amaravathipudur

ZOHO BOOKS

Team 9

TRAVEL TRAX TOUR



TEAM MEMBERS

Team lead : M.Muthukrishnaveni

Team members : N. Malaviga

S. Maria Selina Dania

V. Meenal

◆INTRODUCTION

🍁 overview

🍁 Purpose

◆PROBLEM DEFINITION & DESIGN THINKING

🍁 Empathy map

🍁 Brainstorming map

◆RESULTS

◆ADVANTAGES AND DISADVANTAGES

◆APPLICATIONS

◆CONCLUSIONS

◆FUTURE SCOPE



INTRODUCTION

- Zoho Books is an online accounting application that takes care of the accounting needs to be your business
- You can record, audit and analyze all financial transactions easily
- Watch this video to get a glimpse into the different modules available in **ZOHO BOOKS**

OVERVIEW

There are many benefits to travelling, both physically and mentally. Travel can help improve your health, increase your knowledge, and allow you to meet new people and experience new cultures. Physical benefits of travel include - getting exercise, being exposed to new environments, and improving your sleep.

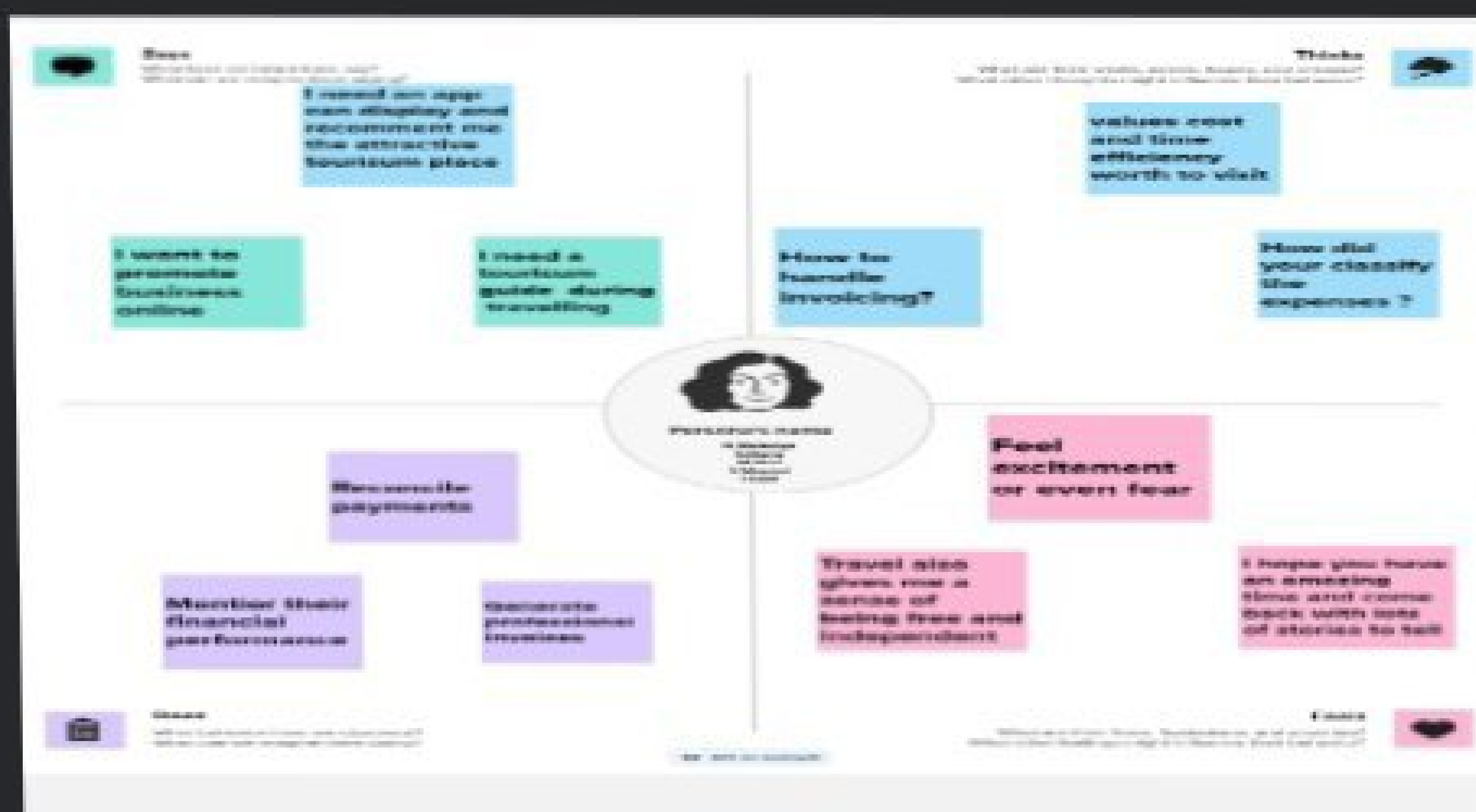


PURPOSE

Travel takes us out of our comfort zones and **inspires us to see, taste and try new things**. It constantly challenges us, not only to adapt to and explore new surroundings, but also to engage with different people, to embrace adventures as they come and to share new and meaningful experiences with friends and loved ones.



EMPATHY MAP



BRAINSTORMING MAP



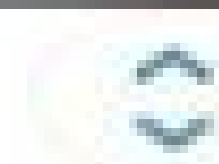
RESULTS

Travel tax tour Profit and Loss Base Annual From 1/1/14/2013 To 12/31/2013

Account	Total
Operating Income	
Sales	11,00,000.00
Total For Operating Income	11,00,000.00
Cost of Goods Sold	
Cost of Goods Sold	7,00,000.00
Total For Cost of Goods Sold	7,00,000.00
	Gross Profit
	4,00,000.00
Operating Expense	
Office Expenses	2,00,000.00
Rent Expense	1,00,000.00
Salaries and Employee Wages	1,00,000.00
Total For Operating Expense	4,00,000.00
	Operating Profit
	0.00
Non Operating Income	
Total For Non Operating Income	0.00
Non Operating Expense	
Total For Non Operating Expense	0.00
	Net Profit/Loss
	0.00

Amount to be displayed in your bank statement

Travel trac tour
Balance Sheet
Month: January
Account: 1010000000



Account	Total
Assets	
Current Assets	
Cash	
Petty Cash	\$ 500.00
Travel for cash	5,000.00
Bank	
American Bank	5,425,000.00
Total for Bank	5,425,000.00
Accounts Receivable	12,148,000.00
Other current assets	
Prepaid Expenses	5,750,000.00
Travel Tax Credits	0.00
Input credit	100,000.00
Input GST	45,000.00
Total for Input Tax Credits	1,450,000.00
Total for Other current assets	6,245,000.00
Total for Current Assets	21,448,000.00
Total for Assets	21,448,000.00
Liabilities & Equities	
Liabilities	
Current Liabilities	
Payable for Payable	\$ 750,000.00
Unearned Revenue	12,000,000.00
GST Payable	0.00
Group GST	99,000.00
Output GST	190,000.00
Total for GST Payable	1,089,000.00
Total for Current Liabilities	13,839,000.00
Total for Liabilities	13,839,000.00

Account	Total
Equities	
Owner's Equity	1,000,000.00
Current Year Earnings	5,609,000.00
Total for Equities	6,609,000.00
Total for Liabilities & Equities	21,448,000.00

Travel trac tour
A/R Aging Summary
As of 1/31/2021

Customer Name	Current	0 - 10 Days	10 - 30 Days	30 - 60 Days	60-90 Days	90+	Total
Greenwood High School	75.00	75.00	75.00	75.00	75,000.00	75,000.00	75,150,000.00
Greenwood High School	75.00	75.00	75.00	75.00	75,000.00	75,000.00	75,150,000.00
Greenwood High School	75.00	75.00	75.00	75.00	75,000.00	75,000.00	75,150,000.00
TOTAL	75.00	75.00	75.00	75.00	75,000.00	75,000.00	75,150,000.00

Travel Expense Report							
Reporting Period: Jan 1 - Dec 31, 2023							
Item	Invoice Number	Type	Category	Sub-Category	Amount	Approved	Notes & Total
Q1 2023							
Airfare (JFK)	ABC123456	Travel	Domestic	Flight from New York to Los Angeles	\$1,200.00	Yes	\$1,200.00
Hotel (LA)	DEF789012	Travel	Domestic	Hotel stay in Los Angeles	\$450.00	Yes	\$450.00
Transportation	GHI345678	Travel	Domestic	Taxi and car rental in LA	\$150.00	Yes	\$150.00
Meals (LA)	JKL901234	Travel	Domestic	Business meals in LA	\$300.00	Yes	\$300.00
Q2 2023							
Airfare (LAX)	MNO567890	Travel	Domestic	Flight from Los Angeles to San Francisco	\$950.00	Yes	\$950.00
Hotel (SF)	PQR123456	Travel	Domestic	Hotel stay in San Francisco	\$380.00	Yes	\$380.00
Transportation	STU789012	Travel	Domestic	Taxi and car rental in SF	\$120.00	Yes	\$120.00
Meals (SF)	VWX345678	Travel	Domestic	Business meals in SF	\$250.00	Yes	\$250.00
Q3 2023							
Airfare (SFO)	YZA901234	Travel	Domestic	Flight from San Francisco to Chicago	\$800.00	Yes	\$800.00
Hotel (CHI)	BCD567890	Travel	Domestic	Hotel stay in Chicago	\$320.00	Yes	\$320.00
Transportation	EFG123456	Travel	Domestic	Taxi and car rental in CHI	\$100.00	Yes	\$100.00
Meals (CHI)	HIJ789012	Travel	Domestic	Business meals in CHI	\$200.00	Yes	\$200.00
Q4 2023							
Airfare (MDW)	KLM345678	Travel	Domestic	Flight from Chicago to New York	\$1,100.00	Yes	\$1,100.00
Hotel (NYC)	NOP901234	Travel	Domestic	Hotel stay in New York	\$400.00	Yes	\$400.00
Transportation	QRS567890	Travel	Domestic	Taxi and car rental in NYC	\$180.00	Yes	\$180.00
Meals (NYC)	TUV123456	Travel	Domestic	Business meals in NYC	\$280.00	Yes	\$280.00
Total						\$7,180.00	\$7,180.00

Travel Expense Report							
Reporting Period: Q3 2023							
Employee: John Doe							
Date	Expense Description	Type	Category	Item Details	Amount	Approved	Balance (USD)
2023-07-01	Flight to London	Travel	Transportation	British Airways, Economy	1200.00	Yes	1200.00
2023-07-02	Hotel Stay	Travel	Accommodation	Marriott London, Double Room	350.00	Yes	850.00
2023-07-03	Restaurant Dinner	Travel	Meals	Leith's, London	80.00	Yes	770.00
2023-07-04	Taxi to Airport	Travel	Transportation	Uber, Heathrow	20.00	Yes	750.00
2023-07-05	Flight Home	Travel	Transportation	British Airways, Economy	1100.00	Yes	650.00
2023-07-06	Car Rental	Travel	Transportation	Hertz, London	150.00	Yes	500.00
2023-07-07	Gasoline	Travel	Transportation	Shell, London	30.00	Yes	470.00
2023-07-08	Breakfast	Travel	Meals	Starbucks, London	5.00	Yes	465.00
2023-07-09	Laundry	Travel	Personal	Laundrette, London	10.00	Yes	455.00
2023-07-10	Train to Home	Travel	Transportation	London Underground	5.00	Yes	450.00
2023-07-11	Flight to New York	Travel	Transportation	Delta, Economy	1500.00	Yes	300.00
2023-07-12	Hotel Stay	Travel	Accommodation	Manhattan Marriott, Double Room	400.00	Yes	100.00
2023-07-13	Restaurant Dinner	Travel	Meals	Top Gun, NYC	120.00	Yes	20.00
2023-07-14	Taxi to Airport	Travel	Transportation	Uber, LGA	25.00	Yes	0.00
2023-07-15	Flight Home	Travel	Transportation	Delta, Economy	1400.00	Yes	0.00
2023-07-16	Car Rental	Travel	Transportation	Hertz, NYC	150.00	Yes	0.00
2023-07-17	Gasoline	Travel	Transportation	Shell, NYC	30.00	Yes	0.00
2023-07-18	Breakfast	Travel	Meals	Starbucks, NYC	5.00	Yes	0.00
2023-07-19	Laundry	Travel	Personal	Laundrette, NYC	10.00	Yes	0.00
2023-07-20	Train to Home	Travel	Transportation	Amtrak, NYC	5.00	Yes	0.00
2023-07-21	Flight to London	Travel	Transportation	British Airways, Economy	1200.00	Yes	0.00
2023-07-22	Hotel Stay	Travel	Accommodation	Marriott London, Double Room	350.00	Yes	0.00
2023-07-23	Restaurant Dinner	Travel	Meals	Leith's, London	80.00	Yes	0.00
2023-07-24	Taxi to Airport	Travel	Transportation	Uber, Heathrow	20.00	Yes	0.00
2023-07-25	Flight Home	Travel	Transportation	British Airways, Economy	1100.00	Yes	0.00
2023-07-26	Car Rental	Travel	Transportation	Hertz, London	150.00	Yes	0.00
2023-07-27	Gasoline	Travel	Transportation	Shell, London	30.00	Yes	0.00
2023-07-28	Breakfast	Travel	Meals	Starbucks, London	5.00	Yes	0.00
2023-07-29	Laundry	Travel	Personal	Laundrette, London	10.00	Yes	0.00
2023-07-30	Train to Home	Travel	Transportation	London Underground	5.00	Yes	0.00
2023-07-31	Flight to New York	Travel	Transportation	Delta, Economy	1500.00	Yes	0.00
2023-07-32	Hotel Stay	Travel	Accommodation	Manhattan Marriott, Double Room	400.00	Yes	0.00
2023-07-33	Restaurant Dinner	Travel	Meals	Top Gun, NYC	120.00	Yes	0.00
2023-07-34	Taxi to Airport	Travel	Transportation	Uber, LGA	25.00	Yes	0.00
2023-07-35	Flight Home	Travel	Transportation	Delta, Economy	1400.00	Yes	0.00
2023-07-36	Car Rental	Travel	Transportation	Hertz, NYC	150.00	Yes	0.00
2023-07-37	Gasoline	Travel	Transportation	Shell, NYC	30.00	Yes	0.00
2023-07-38	Breakfast	Travel	Meals	Starbucks, NYC	5.00	Yes	0.00
2023-07-39	Laundry	Travel	Personal	Laundrette, NYC	10.00	Yes	0.00
2023-07-40	Train to Home	Travel	Transportation	Amtrak, NYC	5.00	Yes	0.00
2023-07-41	Flight to London	Travel	Transportation	British Airways, Economy	1200.00	Yes	0.00
2023-07-42	Hotel Stay	Travel	Accommodation	Marriott London, Double Room	350.00	Yes	0.00
2023-07-43	Restaurant Dinner	Travel	Meals	Leith's, London	80.00	Yes	0.00
2023-07-44	Taxi to Airport	Travel	Transportation	Uber, Heathrow	20.00	Yes	0.00
2023-07-45	Flight Home	Travel	Transportation	British Airways, Economy	1100.00	Yes	0.00
2023-07-46	Car Rental	Travel	Transportation	Hertz, London	150.00	Yes	0.00
2023-07-47	Gasoline	Travel	Transportation	Shell, London	30.00	Yes	0.00
2023-07-48	Breakfast	Travel	Meals	Starbucks, London	5.00	Yes	0.00
2023-07-49	Laundry	Travel	Personal	Laundrette, London	10.00	Yes	0.00
2023-07-50	Train to Home	Travel	Transportation	London Underground	5.00	Yes	0.00

Team/Group Name		
Category	Score	Rank
Team A (Overall Average)	85.5	1st
Team B	78.2	2nd
Team C	92.1	3rd
Team D	88.9	4th
Team E	75.3	5th
Team F	81.7	6th
Team G	89.4	7th
Team H	76.8	8th
Team I	83.5	9th
Team J	87.2	10th
Team K	79.6	11th
Team L	84.1	12th
Team M	80.3	13th
Team N	86.7	14th
Team O	77.9	15th
Team P	82.4	16th
Team Q	85.8	17th
Team R	78.1	18th
Team S	83.9	19th
Team T	87.5	20th
Team U	76.4	21st
Team V	81.2	22nd
Team W	89.8	23rd
Team X	75.7	24th
Team Y	84.6	25th
Team Z	80.5	26th
Team AA	86.3	27th
Team AB	77.2	28th
Team AC	82.7	29th
Team AD	88.1	30th
Team AE	76.5	31st
Team AF	83.3	32nd
Team AG	87.8	33rd
Team AH	78.9	34th
Team AI	84.9	35th
Team AJ	80.7	36th
Team AK	86.5	37th
Team AL	77.4	38th
Team AM	82.2	39th
Team AN	89.2	40th
Team AO	75.6	41st
Team AP	83.7	42nd
Team AQ	87.6	43rd
Team AR	78.3	44th
Team AS	84.3	45th
Team AT	80.1	46th
Team AU	86.1	47th
Team AV	76.9	48th
Team AW	82.5	49th
Team AX	88.4	50th

Team/Group Name		
Category	Score	Rank
Team A (Overall Average)	85.5	1st
Team B	78.2	2nd
Team C	92.1	3rd
Team D	88.9	4th
Team E	75.3	5th
Team F	81.7	6th
Team G	89.4	7th
Team H	76.8	8th
Team I	83.5	9th
Team J	87.2	10th
Team K	79.6	11th
Team L	84.1	12th
Team M	80.3	13th
Team N	86.7	14th
Team O	77.9	15th
Team P	82.4	16th
Team Q	85.8	17th
Team R	78.1	18th
Team S	83.9	19th
Team T	87.5	20th
Team U	76.4	21st
Team V	81.2	22nd
Team W	89.8	23rd
Team X	75.7	24th
Team Y	84.6	25th
Team Z	80.5	26th
Team AA	86.3	27th
Team AB	77.2	28th
Team AC	82.7	29th
Team AD	88.1	30th
Team AE	76.5	31st
Team AF	83.3	32nd
Team AG	87.8	33rd
Team AH	78.9	34th
Team AI	84.9	35th
Team AJ	80.7	36th
Team AK	86.5	37th
Team AL	77.4	38th
Team AM	82.2	39th
Team AN	89.2	40th
Team AO	75.6	41st
Team AP	83.7	42nd
Team AQ	87.6	43rd
Team AR	78.3	44th
Team AS	84.3	45th
Team AT	80.1	46th
Team AU	86.1	47th
Team AV	76.9	48th
Team AW	82.5	49th
Team AX	88.4	50th



ADVANTAGES :

- ◆ Enjoy a perfect balance of touring and free time
- ◆ Make friends for life
- ◆ Exceptional value for money.
- ◆ Curated experiences just for you.



DISADVANTAGES

- ♦ You may not have enough time to explore or experience the places you visit, or you may have to visit places you are not interested in.
- ♦ You also have to share your trip with a group of strangers, which can limit your privacy and independence.
- ♦ Another drawback of a tour package is the cost

Conclusion

Travel is a way of life for most business executives; and with our global economy the amount of international travel has increased considerably.

Administrative assistants must be familiar with the types of service available. Your goal is to make the executive's travels problem free.

The Future of Tourism

Emerging niches

New travel styles

A shift in traveler expectations

