







Travel Management

This feature-rich utility facilitates your busy HR department's tour and training records of staff members in the best possible mode.

Easily maintains multiple tour and training database records in a few easy clicks.

The employees are given the flexibility to submit travel details and view tour and training details as and when required.

The supervisors may approve or reject travel requests submitted by their subordinates within the system immediately, thus reducing the time taken for approval /rejection from days to minutes.

Improve productivity with seamless access & approval process.

Automating the staff travel process will:

- Streamline the travel application and approval workflows
- Increase the efficiency of the HR department
- Eliminate human errors
- Enforce staff travel rules & policy
- Reduce the administrative overhead



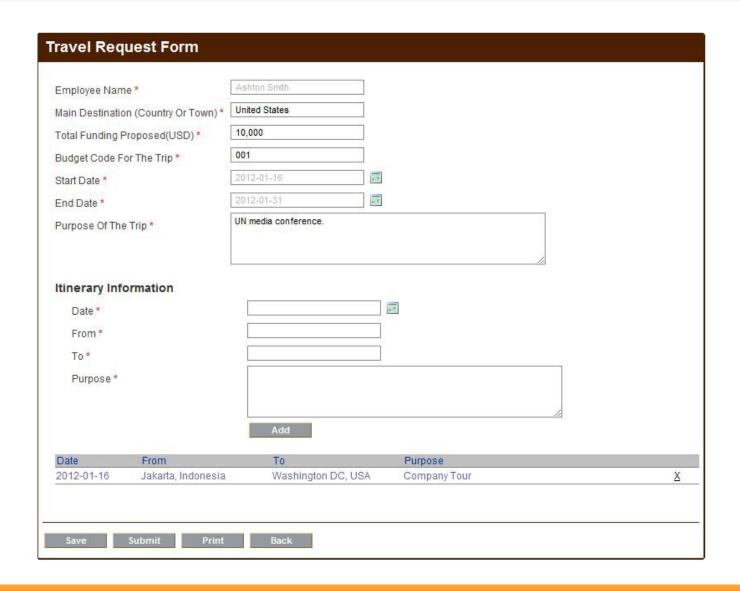




Employees may view their approved, rejected or submitted trips in detail. They may also edit their trips which are in pending approval or rejected statuses.



Employees may submit their travel requests to supervisors for approval.







Supervisors may view the list of travel requests of his/her subordinates as well as the subordinates of them down the hierarchy.



The supervisors may access these leave requests of their subordinates and approve/reject them by a click.

