



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.

Travel Information						
Search By	--Select--					
Traveled Before		Traveled After				
<input type="button" value="Search"/> <input type="button" value="Reset"/>						

Employee Name	Main Destination	Total Funding	Budget Code	Start Date	End Date	Status
Ashton Smith	Australia	1500.00	003	2012-09-03	2012-09-07	Submitted
Ashton Smith	United Kingdom	25000.00	002	2012-05-01	2012-05-31	Approved
Ashton Smith	United States	10000.00	001	2012-01-16	2012-01-31	Rejected

Employees may submit their travel requests to supervisors for approval.

Travel Request Form				
Employee Name *	<input type="text" value="Ashton Smith"/>			
Main Destination (Country Or Town) *	<input type="text" value="United States"/>			
Total Funding Proposed(USD) *	<input type="text" value="10,000"/>			
Budget Code For The Trip *	<input type="text" value="001"/>			
Start Date *	<input type="text" value="2012-01-16"/>			
End Date *	<input type="text" value="2012-01-31"/>			
Purpose Of The Trip *	<input type="text" value="UN media conference."/>			
Itinerary Information				
Date *	<input type="text"/>			
From *	<input type="text"/>			
To *	<input type="text"/>			
Purpose *	<input type="text"/>			
<input type="button" value="Add"/>				
Date	From	To	Purpose	
2012-01-16	Jakarta, Indonesia	Washington DC, USA	Company Tour	X
<input type="button" value="Save"/> <input type="button" value="Submit"/> <input type="button" value="Print"/> <input type="button" value="Back"/>				

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

Travel Information						
Search By	<input type="text" value="--Select--"/>	<input type="text"/>				
Traveled Before	<input type="text"/>	Traveled After	<input type="text"/>			
Employee Name	<input type="text"/>					
Include Terminated	<input type="checkbox"/>					
<input type="button" value="Search"/> <input type="button" value="Reset"/>						

Employee Name	Main Destination	Total Funding	Budget Code	Start Date	End Date	Status
Ashton Smith	United Kingdom	25000.00	002	2012-05-01	2012-05-31	Approved
Ashton Smith	United States	10000.00	001	2012-01-16	2012-01-31	Rejected
Tracy Whitney	United States	10000.00	001	2012-01-16	2012-01-31	Submitted

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

Travel Request Form				
				Status - Submitted
Employee Name *	<input type="text" value="Tracy Whitney"/>			
Main Destination (Country Or Town) *	<input type="text" value="United States"/>			
Total Funding Proposed(USD) *	<input type="text" value="10000.00"/>			
Budget Code For The Trip *	<input type="text" value="001"/>			
Start Date *	<input type="text" value="2012-01-16"/>			
End Date *	<input type="text" value="2012-01-31"/>			
Purpose Of The Trip *	<input type="text" value="UN Media Conference"/>			
Itinerary Information				
Date *	<input type="text"/>			
From *	<input type="text"/>			
To *	<input type="text"/>			
Purpose *	<input type="text"/>			
<input type="button" value="Add"/>				
Date	From	To	Purpose	
2012-01-16	Surabaya, Indonesia	Washington DC, USA	Company Tour	X
Date Submitted : 2012-01-06				
<input type="button" value="Save"/> <input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> <input type="button" value="Back"/>				