

## Travel Request, Per Diem Allowance, and Reconciliation Management

### 1. Employee Initiates Travel Request:

- The employee starts by initiating a travel request in the system. The employee will enter the following details:
  - **Purpose of Travel:** Why the employee needs to travel.
  - **Departure and Return Dates:** The system will automatically calculate the **number of days** based on the departure and return dates entered.
  - **Location (Place to be Visited):** Where the employee is traveling.
  - **Funding Codes:** The employee will provide the charge or funding codes related to the travel expenses.
  - **Means of Travel:** The employee indicates whether they are using their **own vehicle** or a **company vehicle**.

Once all the fields are filled in, the employee submits the travel request.

### 2. Supervisor Approval:

- Once the employee submits the application, it is automatically routed to the **supervisor** for approval.
- The supervisor reviews the application to ensure all details are correct and in line with company policies.
- If the supervisor approves the request, the application moves forward to the **final approver**.

### 3. Final Approver:

- The **final approver** (e.g., a manager, travel coordinator, or higher management) reviews the travel request.
- The final approver confirms or denies the request based on the purpose and logistical needs.
- If approved, the travel request is forwarded to **Finance** for processing the per diem allowance.

### 4. Finance Department Processing:

- Upon receiving the approved travel request, the **Finance department** processes the **per diem allowance** for the employee. The system calculates the per diem based on the travel duration (calculated by the system) and any other applicable company policies.
- Finance clears the allowances and makes arrangements for the payment or advance based on the employee's needs.

### 5. Travel Execution:

- The employee proceeds with their travel, utilizing the per diem allowance provided by Finance.

## **6. Employee Initiates Reconciliation (Upon Return):**

- After returning from the trip, the **employee** initiates a **reconciliation** in the system. The employee will:
  - Submit a **trip report** with any expenses incurred during the trip.
  - Reconcile the allowances (e.g., fuel, tolls, travel-related expenses).
  - Attach any relevant receipts or documents for reimbursement (if applicable).

## **7. Supervisor Approval of Reconciliation:**

- The **supervisor** reviews the trip report and the reconciled allowances to ensure accuracy.
- If the supervisor approves the reconciliation, it moves to the **Finance team** for final review.

## **8. Finance Department Review:**

- The **Finance team** reviews the reconciliation, ensures the trip report and allowances are accurate, and clears any reimbursements.
- If there are discrepancies, Finance will return the reconciliation to the employee for further clarification.

## **9. Filing and Payment (If Applicable):**

- Once the reconciliation is approved, **Finance** processes any necessary reimbursements and files the reconciliation for record-keeping.

## **10. End of Process:**

- The process ends with the **employee** receiving any reimbursement (if applicable), and the records are filed for future reference.

Start → Employee Initiates Travel Request

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└─ Input: Purpose of Travel, Dates (Auto Calculate Days), Location, Funding Codes, Means of Travel (Own or Company)

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└─ Submit Request → Supervisor Approval

|

└─ Approve or Deny (Supervisor)

└─ If Approved → Final Approver

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└─ Final Approval → Finance Processing

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└─ Finance Processes Per Diem Allowance

└─ Finance Clears Allowances and Payment

|

└─ End → Employee Receives Per Diem Allowance

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└─ Travel Execution → Employee Initiates Reconciliation (Upon Return)

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└─ Submit Trip Report and Reconcile Allowances

└─ Attach Receipts and Documents for Reimbursement

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└─ Supervisor Approval of Reconciliation

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└─ Approve or Deny (Supervisor)

└─ If Approved → Finance Review

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└─ Finance Clears Reimbursement and Files

|

└─ End

# Travel Request, Final Approval, Fleet Coordination, and Driver Notification

## 1. Employee Initiates Travel Request:

- The employee starts by initiating a travel request in the system. The employee will enter the following details:
  - **Purpose of Travel:** Why the employee needs to travel.
  - **Departure and Return Dates:** The system will automatically calculate the **number of days** based on the departure and return dates entered.
  - **Location (Place to be Visited):** Where the employee is traveling.
  - **Funding Codes:** The employee will provide the charge or funding codes related to the travel expenses.
  - **Means of Travel:** The employee indicates whether they are using their **own vehicle** or a **company vehicle**.

Once all the fields are filled in, the employee submits the travel request.

## 2. Supervisor Approval:

- Once the employee submits the application, it is automatically routed to the **supervisor** for approval.
- The supervisor reviews the application to ensure all details are correct and in line with company policies.
- If the supervisor approves the request, the application moves forward to the **final approver**.

## 3. Final Approver:

- The **final approver** (e.g., a manager, travel coordinator, or higher management) reviews the travel request.
- If the request is **denied**, the employee receives an **email notification** informing them of the denial, and the process ends.
- If the request is **approved**, the process continues to the next step, where the **Fleet Coordinator** is involved.

## 4. Fleet Coordinator:

- The **Fleet Coordinator** picks a **driver** from the system based on vehicle availability, proximity, and other factors.
- The **driver** selected receives a **notification email** with all the trip details, including:
  - The **dates of travel**
  - The **vehicle** to be used
  - **Funding codes** related to the trip

## 5. Finance Department Processing:

- Upon receiving the approved travel request, the **Finance department** processes the **per diem allowance** for the employee. The system calculates the per diem based on the travel duration (calculated by the system) and any other applicable company policies.

- Finance clears the allowances and makes arrangements for the payment or advance based on the employee's needs.

#### **6. Travel Execution:**

- The employee proceeds with their travel, utilizing the per diem allowance provided by Finance, and the driver prepares for the trip with the allocated vehicle.

#### **7. Employee Initiates Reconciliation (Upon Return):**

- After returning from the trip, the **employee** initiates a **reconciliation** in the system. The employee will:
  - Submit a **trip report** with any expenses incurred during the trip.
  - Reconcile the allowances (e.g., fuel, tolls, travel-related expenses).
  - Attach any relevant receipts or documents for reimbursement (if applicable).

#### **8. Supervisor Approval of Reconciliation:**

- The **supervisor** reviews the trip report and the reconciled allowances to ensure accuracy.
- If the supervisor approves the reconciliation, it moves to the **Finance team** for final review.

#### **9. Finance Department Review:**

- The **Finance team** reviews the reconciliation, ensures the trip report and allowances are accurate, and clears any reimbursements.
- If there are discrepancies, Finance will return the reconciliation to the employee for further clarification.

#### **10. Filing and Payment (If Applicable):**

- Once the reconciliation is approved, **Finance** processes any necessary reimbursements and files the reconciliation for record-keeping.

#### **11. End of Process:**

- The process ends with the **employee** receiving any reimbursement (if applicable), and the records are filed for future reference.

Start → Employee Initiates Travel Request

|

└─ Input: Purpose of Travel, Dates (Auto Calculate Days), Location, Funding Codes, Means of Travel (Own or Company)

|

└─ Submit Request → Supervisor Approval

|

└─ Approve or Deny (Supervisor)

└─ If Denied → Employee Receives Denial Email → End

└─ If Approved → Final Approver

|

└─ Approve or Deny (Final Approver)

└─ If Denied → Employee Receives Denial Email → End

└─ If Approved → Fleet Coordinator Picks Driver

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└─ Fleet Coordinator Chooses Driver

└─ Driver Receives Notification Email with Trip Details

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└─ Finance Processing

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└─ Finance Processes Per Diem Allowance

└─ Finance Clears Allowances and Payment

|

└─ End → Employee Receives Per Diem Allowance

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└─ Travel Execution → Employee Initiates Reconciliation (Upon Return)

|

└─ Submit Trip Report and Reconcile Allowances

└─ Attach Receipts and Documents for Reimbursement

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└─ Supervisor Approval of Reconciliation

|

└─ Approve or Deny (Supervisor)

└─ If Approved → Finance Review

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└─ Finance Clears Reimbursement and Files

└─ End

# International Travel Request, Currency Selection, and Funds Transfer

## 1. Employee Initiates Travel Request:

- The employee starts by initiating a travel request in the system. The employee will enter the following details:
  - **Purpose of Travel:** Why the employee needs to travel.
  - **Departure and Return Dates:** The system will automatically calculate the **number of days** based on the departure and return dates entered.
  - **Location (Country to be Visited):** Where the employee is traveling (e.g., an international destination).
  - **Funding Codes:** The employee will provide the charge or funding codes related to the travel expenses.
  - **Means of Travel:** The employee indicates whether they are using their **own vehicle** or a **company vehicle**.
  - **International Travel Option:** The employee selects **international travel** as the type of travel.
  - **Currency Selection:** Based on the destination country, the employee will choose the **currency** from a list of currencies for the country to be visited.
  - **Attach Pre-approved Documents:** The employee must attach any necessary pre-approved documents for international travel (e.g., visa approvals, flight approvals, etc.).

Once all the fields are filled in, the employee submits the travel request.

## 2. Supervisor Approval:

- Once the employee submits the application, it is automatically routed to the **supervisor** for approval.
- The supervisor reviews the application to ensure all details are correct and in line with company policies.
- If the supervisor approves the request, the application moves forward to the **final approver**.

## 3. Final Approver:

- The **final approver** (e.g., a manager, travel coordinator, or higher management) reviews the international travel request.
- If the request is **denied**, the employee receives an **email notification** informing them of the denial, and the process ends.
- If the request is **approved**, the process continues to the next step, where the **Fleet Coordinator** is involved.

## 4. Fleet Coordinator and Air Ticket Booking:

- The **Fleet Coordinator** picks a **driver** from the system (if necessary), based on vehicle availability, proximity, and other factors.
- **Air Ticket Booking Agency** is notified to begin the **flight booking** process for the employee. The agency books the flight and confirms the ticket with the employee.

- The **driver** (if applicable) and **Fleet Coordinator** are notified with relevant trip details (e.g., dates, location, vehicle assignment).

#### **5. Finance Department Processing:**

- Upon receiving the approved travel request, the **Finance department** processes the **per diem allowance** for the employee in the **selected currency**.
- Finance wires the necessary **funds to the employee's VISA card** for the trip (in the chosen currency).
- The employee is notified once the funds are successfully transferred.

#### **6. Travel Execution:**

- The employee proceeds with their travel, utilizing the per diem allowance loaded onto their VISA card and any necessary travel arrangements (e.g., flights, vehicles).

#### **7. Employee Initiates Reconciliation (Upon Return):**

- After returning from the trip, the **employee** initiates a **reconciliation** in the system. The employee will:
  - Submit a **trip report** with any expenses incurred during the trip.
  - Reconcile the allowances (e.g., fuel, tolls, travel-related expenses).
  - Attach any relevant receipts or documents for reimbursement (if applicable).

#### **8. Supervisor Approval of Reconciliation:**

- The **supervisor** reviews the trip report and the reconciled allowances to ensure accuracy.
- If the supervisor approves the reconciliation, it moves to the **Finance team** for final review.

#### **9. Finance Department Review:**

- The **Finance team** reviews the reconciliation, ensures the trip report and allowances are accurate, and clears any reimbursements.
- If there are discrepancies, Finance will return the reconciliation to the employee for further clarification.

#### **10. Filing and Payment (If Applicable):**

- Once the reconciliation is approved, **Finance** processes any necessary reimbursements and files the reconciliation for record-keeping.

#### **11. End of Process:**

- The process ends with the **employee** receiving any reimbursement (if applicable), and the records are filed for future reference.



Start → Employee Initiates International Travel Request

|

└─ Input: Purpose of Travel, Dates (Auto Calculate Days), Location (Country), Funding Codes, Means of Travel (Own or Company)

└─ Select: International Travel, Currency (From List), Attach Pre-approved Documents

└─ Submit Request → Supervisor Approval

└─ Approve or Deny (Supervisor)

└─ If Denied → Employee Receives Denial Email → End

└─ If Approved → Final Approver

└─ Approve or Deny (Final Approver)

└─ If Denied → Employee Receives Denial Email → End

└─ If Approved → Fleet Coordinator Picks Driver

└─ Fleet Coordinator Chooses Driver (if applicable)

└─ Air Ticket Booking Agency Notified

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└─ Air Ticket Booking Agency Books Flight

└─ Employee and Stakeholders Receive Notification (Trip Details, Vehicle, Funding Codes)

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└─ Finance Processing

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└─ Finance Processes Per Diem Allowance in Currency

└─ Finance Transfers Funds to Employee's VISA Card

└─ Employee Receives Funds Notification

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└─ End → Employee Receives Per Diem Allowance

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└─ Travel Execution → Employee Initiates Reconciliation (Upon Return)

|

└─ Submit Trip Report and Reconcile Allowances

└─ Attach Receipts and Documents for Reimbursement

|

└─ Supervisor Approval of Reconciliation

|

└─ Approve or Deny (Supervisor)

└─ If Approved → Finance Review

└─ Finance Clears Reimbursement and Files

└─ End