**Employee Travel and Travel Expense Management**

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**Employee Travel and Travel Expense Management**

* ***Employee ==> Andrew A Smith***
* ***Officer ==> Herry B Trump***

* **Login With Employee (*Andrew A Smith )* for create Travel Request.**
* **Employee request for travel and Advance Payment.**
* **Employee can Confirm the travel request.**
* **Now Login with officer (*Herry B Trump* ) for approve travel request.**
* **Officer will added other information on travel request form then approve it .**
* **After returning, officer can add expenses on travel request form.**
* **Officer can create Expenses from create expenses button.**
* **Here Show expense sheet you can show from smart button.**