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| The user clicks on new Trip request button | The user clicks on new Trip request button - | System to display Trip type selection option  Trip type selection - Mandatory Drop down - 1. Domestic 2. International System to display Travel Mode selection - Mandatory Travel Mode selection- 1. Air 2. Road - Car/ Bus 3. Rail Billing Entity - Mandatory -Drop down of all Vee and other relevant entitites Booking Required - Mandatory -Yes -No |
| System to ask for From City  From City - Mandatory - Drop down preferably of all Indian cities in case of Domestic selection) - International cities in case of International selection |
| System to Askfor Departure Date and Time - Mandatory -Departure Date - Calendar selection -Departure Time - Hour and minute selection (24 hour clock) -Return date - Calendar selection No. Of days - To be auto calculated based on difference between Return date and departure date |
| If User selects Road - Car as the mode of travel, System display below options for selection- -Own car -To be arranged by Organization User to be given provision to enter accompanying employee IDs  - Add option to be made available for adding multiple Employee IDs |
| System to ask for Expected arrival Time - Mandatory Expected Arrival Time - Hour and minute selection (24 hour clock) |
| System to ask for Purpose of Trip  Purpose of Visit - Mandatory -Drop down as part of configuration - Items of list can be added or removed as per business requirement. 1. Attend Course 2. Attend Training 3. Business trip 4. Conduct Interview 5. Conduct training 6. Customer visit 7. Meeting 8. Relocation |
| Comment box to be provided - Non mandatory - Free text field 250 characters. No restriction |
| System to ask for Accomodation Requirement Accomodation required - Mandatory -Yes -No |
| System to ask for Car Requirement Car Required - Mandatory -Yes -No |
| In case User selects International Travel  - User to be shown applicable advance matrix for both per diem and Cab travel based on cadre and destination country - Total amount Calculation to be done based on no. of days - User to be given a table to fill the split up of the system calculated amount and how much they require in as cash and card and the total of the two to be shown to user. - Mandatory - Validation to be placed to make sure that the total does not exceed the system calculated amount displayed in the dsiplay matrix. - User to be allowed to add items for where they will fill the name of the expense, the amount and its respective split up. Currency to be automatically updated as the per diem and cab expense advance amount. Max possible aount will remain greyed out in this case. - All international requests are triggered to the Finance team for approval post Travel desk approval |
| In case of Domestic Travel - User to be given the option to opt for advance - If user opts for adavnce then the advance request will get triggered to the Finance team after travel desk approval - Once user opts for advance, user to be shown the matrix of what is exact value as advance amount for per diem based on no. of days, management level and destination city (classified as metro or non metro) |
| All advance requests domestic and international will go for finance approval to the users mapped under the chosen billing entity. |
| System to display hyper link of Travel Policy and Disclaimers |