Date   :   **12.04.2023**

Team Id   :   **NM2023TMID21848**

Project Name   :   **Build A Employee Travel Approval**

Team Leader   :   **Santhosh.J**

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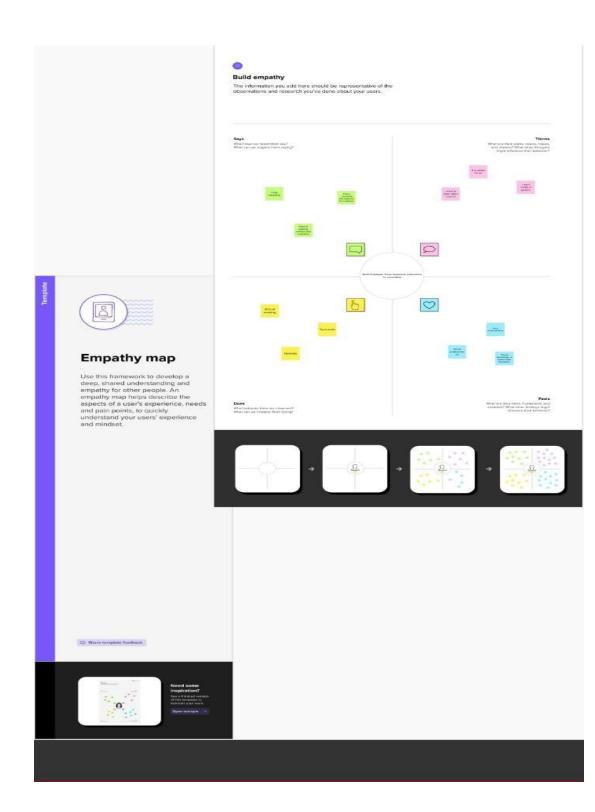- **INTRODUCTION**
  - Overview

    The travel approval process can vary depending on the organization's policies and procedures. In some cases, employees may need to seek approval from multiple levels of management or obtain specific approvals for certain expenses, such as airfare or lodging. In other cases, the process may be more streamlined and require only a single approval.

  .Purpose.

  The purpose of travel approval is to ensure that employees are goals and priorities. It also allows employers to manage travel   expenses and ensure that they are staying within budget.

- **Problem Definition & Design Thinking**
  - Empathy Map

Build empathy

The information you add here should be representative of the observations and research you've done about your users.

Says
What have we heard them say?
What can we imagine them saying?

Thinks
What are their wants, needs, hopes, and dreams? What other thoughts might influence their behavior?

Does
What behaviors have we observed?
What can we imagine them doing?

Feels
What are their fears, frustrations, and anxieties? What other feelings might influence their behavior?

Empathy map

Use this framework to develop a deep, shared understanding and empathy for other people. An empathy map helps describe the aspects of a user's experience, needs and pain points, to quickly understand your users' experience and mindset.

Share template feedback

Need some inspiration?

See a finished version of this template to kickstart your work.

Open example

- Ideation & Brainstorming Map

- **RESULT**
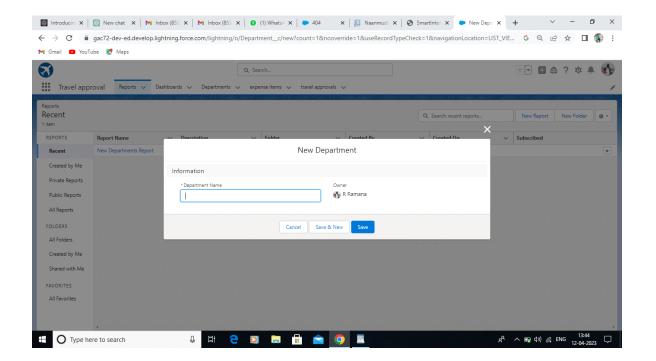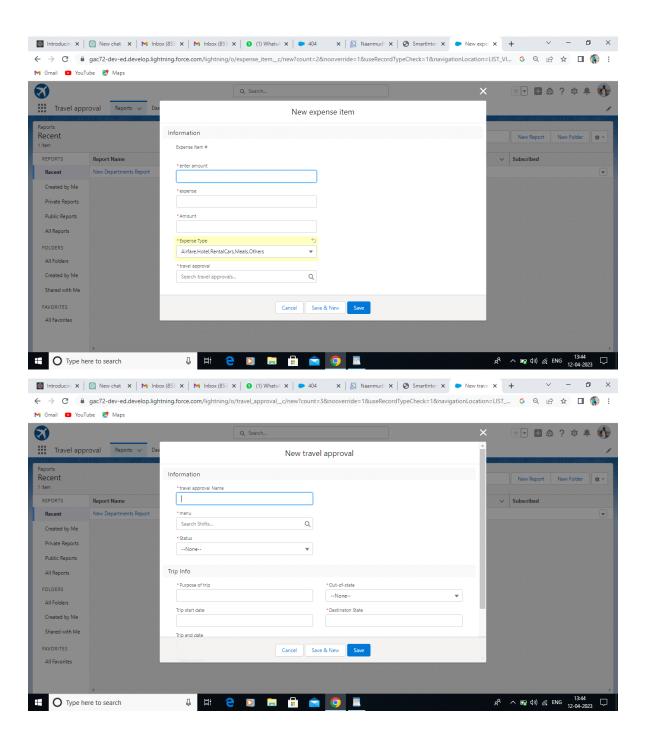
-
- Data Model:
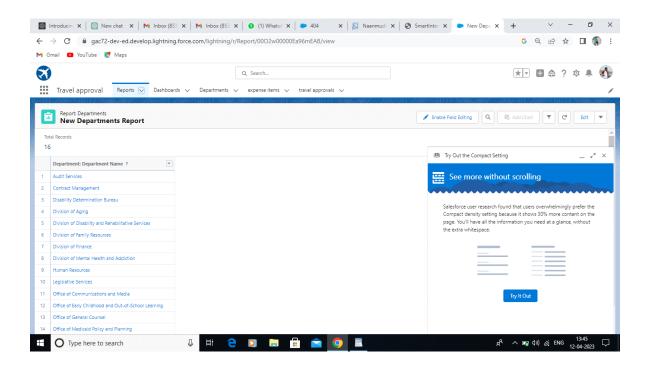
Object name	Fields in the Object		
obj1. Department		Field label	Data type
		Department code	Text
		Department name	Text
obj2.. Travel approval	Field label	Data type	
	purpose of trip	Text area	
	status-c	pickhit	

obj3 Expense item		Field label	Data type
		Amount	currency
		Expense type	pickhit

- **Activity & Screenshot.**

New expense item

Information

Expense Item #

* enter amount

* expense

* Amount

* Expense Type

Airfare,Hotel,RentalCars,Meals,Others

* travel approval

Search travel approvals...

Cancel   Save & New   Save

New travel approval

Information

* travel approval Name

* menu

Search Shifts...

* Status

--None--

Trip Info

* Purpose of trip

* Out-of-state

--None--

Trip start date

* Destinaton State

Trip end date

Cancel   Save & New   Save

- **Trailhead Profile Public URL**

  Team Lead - https:.

  https://trailblazer.me/id/ssanthosh89

  TeamMember 1 -https://trailblazer.me/id/kabir80
  Team Member 2 -
  https://trailblazer.me/id/rr
  amana49.

  Team member 3-.
  https://trailblazer.me/id/sk
  umar9239.
  Team member 4.
  https://trailblazer.me/id/m
  bharathi28.

- **ADVANTAGES.**
- Employee travel expenses are taking over other categories in terms of frequencies and spending amounts..
- If a company is still following archaic methods to report and approve these, it will lag heavily. A better replacement for this is the pre-approved spend..

- Your employees don't have to go through lengthy reporting procedures after spending. Rather, they can get it pre-approved. It simplifies https://trailblazer.me/id/mbharathi28travel and expense management for your finance department and employees.

- **DISADVANTAGES..**

- **Online travel agents can charge commission on every sale. Thttps://trailblazer.me/id/ssanthosh89his can range between 10-25% of the gross cost..**

- **There may be restrictive terms and conditions imposed by OTAs such as guest cancellation and automatic room reselling policies..**

- **You may need to find a way of managing room availability across a range of OTAs, your own website, front desk and telephone sales. This can be time consuming and labour intensive. There are software options to help you manage this.**

- **APPLICATIONS..**

- **The Travel Support System (TSS) allows you to request and approve business trips. Flights, hotels and even more external information such as cell phone expenses or car rentals can be entered with the trip request. For the destination, weather information can be queried. A manager can do both, request own trips as well as approve trips that have been requested by employees. After the manager has approved single or multiple requests, the manager can print an itinerary or receive the itinerary as a PDF file**

- **CONCLUSION**

  The above project was successfully completed.

- **FUTURE SCOPE**

    Integrating the platform with other systems

  Customising the solution

  Testing the application

  Customising the functioning of the salesforce environment