

PROJECT REPORT

1.INTRODUCTION

1.1 Overview

Install the sample application by clicking **Travel Approval application** on the welcome page. A new project named "Travel" will then be shown in the **Navigator** view.**approval of official travel in advance by an appropriately delegated officer, utilising the appropriate form or system.**

1.2 Purpose

The main objective of pre-trip approval is to control undesirable travel buying behaviours of employees and cost. The approver verifies the travel request according to the travel policy of the corporate and decides to approve or decline.

Travel approval forms must be signed by the Dean in order to be reimbursed for any trip. **Travel approval** and denial will also be provided in accordance with what is documented in an IEP and is consistent with these guidelines.**Travel approval** and reimbursement procedures must be consistent with the State-Wide Travel Regulations. When an employee requests the use of a rental car, the reason for using a rental car, along with justification for the size of the rental if larger than intermediate, must be submitted on the Request for **Travel approval** form prior to the travel.

Approval means any approval, authorization, consent, qualification or registration, or any waiver of any of the foregoing, required to be obtained from, or any notice, statement or other communication required to be filed with or delivered to, any Governmental Entity or any other Person.

Employees travel on business trips to attend conferences, perform research, scout potential locations, meet suppliers, visit clients, and for numerous other essential reasons. Whatever the reason, such trips enable them to seek lucrative opportunities, build relationships, solve problems, enhance productivity, and drive growth

On the other hand, an automated travel request approval workflow can significantly reduce the time to process such requests from days to mere minutes. Additionally, since the requests only reach the relevant stakeholders, there will be no misinformation and confusion, ensuring enhanced compliance.

PROBLEM DEFINITION & DESIGN THINKING

2.1 Empathy Map



2.2 IDEATION & BRAINSTORMING MAP

2

Brainstorm

Write down any ideas that come to mind that address your problem statement.

🕒 10 minutes

TIP

You can select a sticky note and hit the pencil [switch to sketch] icon to start drawing!

Person 1

With others from outside, you can customize your travel request form to account for all scenarios.	add your high-value hotel and other or add instructions to ensure the form is filled out correctly.	instead the form is your company or you can add a checkbox to ensure that it is filled out correctly.
It will help you to travel faster for secure decisions.	A good online travel request form collects specific details about the trip and traveler.	Travel authorization and expenses form is an all-in-one form that can be used.

Person 2

This company name is used as your position in the company.	contact information of the employee and show your grade.	A travel request for the expense that will be incurred for the purpose of travel.
As offer to render assistance, if possible.	offer to provide additional information and instructions if needed.	the purpose of traveling, estimated expenses and the requested amount.
If you are going for a long holiday, please provide your ID manager or send us in the mail.	A travel request is an information entry that contains all the data that is needed.	It needs to be used to request advance payment and booking.

Person 3

A travel request for the expense that will be incurred for the purpose of travel.	proper identification is the foundation of international travel.	let your chief name, birth date and passport details.
provide the general guidelines, name, country information.	define the child, destination and dates of travel.	add contact information for the main traveling partner.
A travel request specifies the estimated travel cost.	the travel offer may facilitate departure from the local country and provides information.	When you need a product service information from a person, ask a person of authority.

Person 4

Travel request requested by the requester is not a pre-filled value.	the travel request approval form will be sent to the manager or department.	after the approval the request is sent to the finance team.
when you create an employee, you should be notified by the system to ensure the information is correct.	ensure the information is correct in the system and the system is updated with the new one.	the next step after you step out is to create an expense.
the finance department is a pre-filled value of the request.	that is why employees that receive any important information about expenses.	the next important thing to do is after creating the workflow to keep stakeholders.

Person 5

Person 6

Person 7

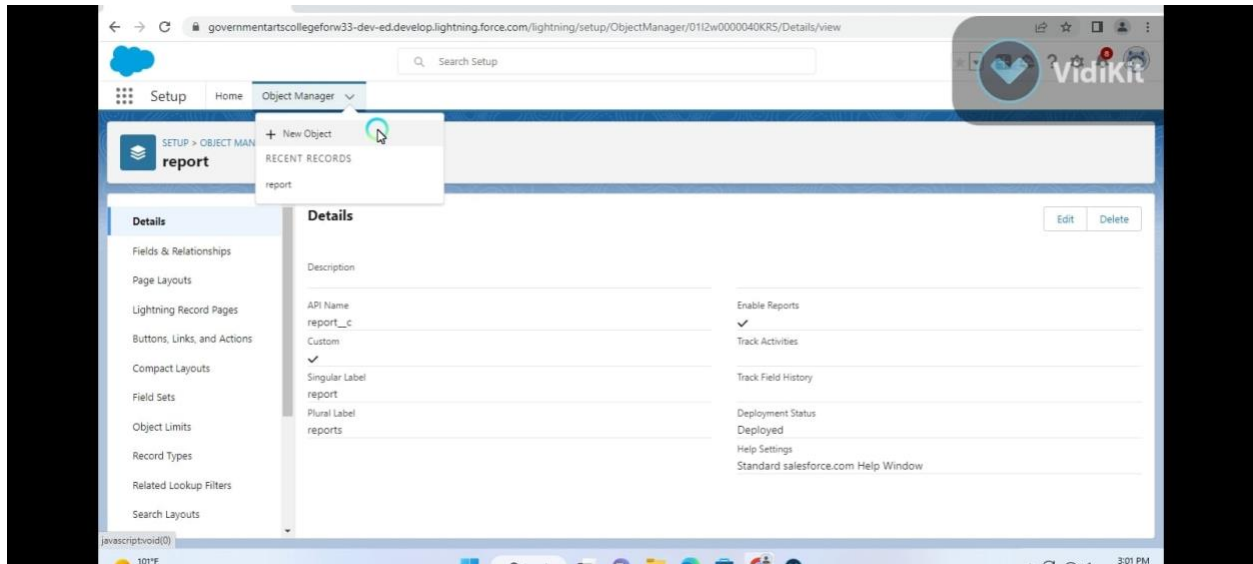
Person 8

RESULT

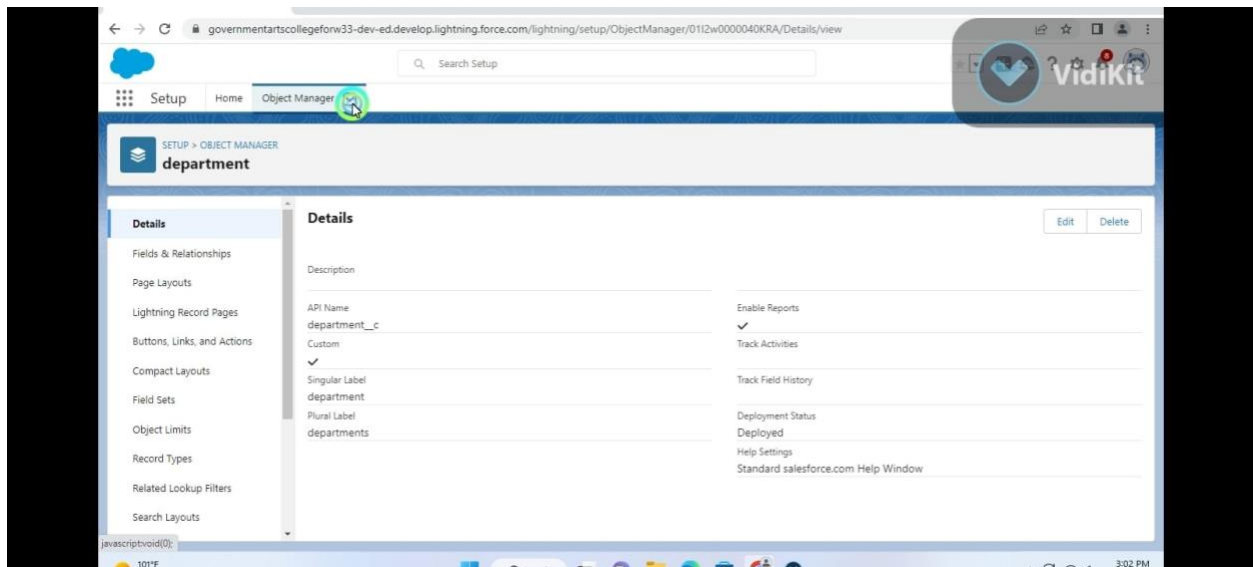
3.1 Data Model

OBJECT NAME	FIELDS IN THE OBJECT		
REPORT	FIELD LABLE	DATA TYPE	
	Report	Text	
	Reports	Text	
DEPARTMENT	FIELD LABLE	DATA TYPE	
	Department	Text	
	Departments	Text	
TRAVEL APPROVAL	FIELD LABLE	DATA TYPE	
	Travel approval	Text	
	Travel approvals	Text	

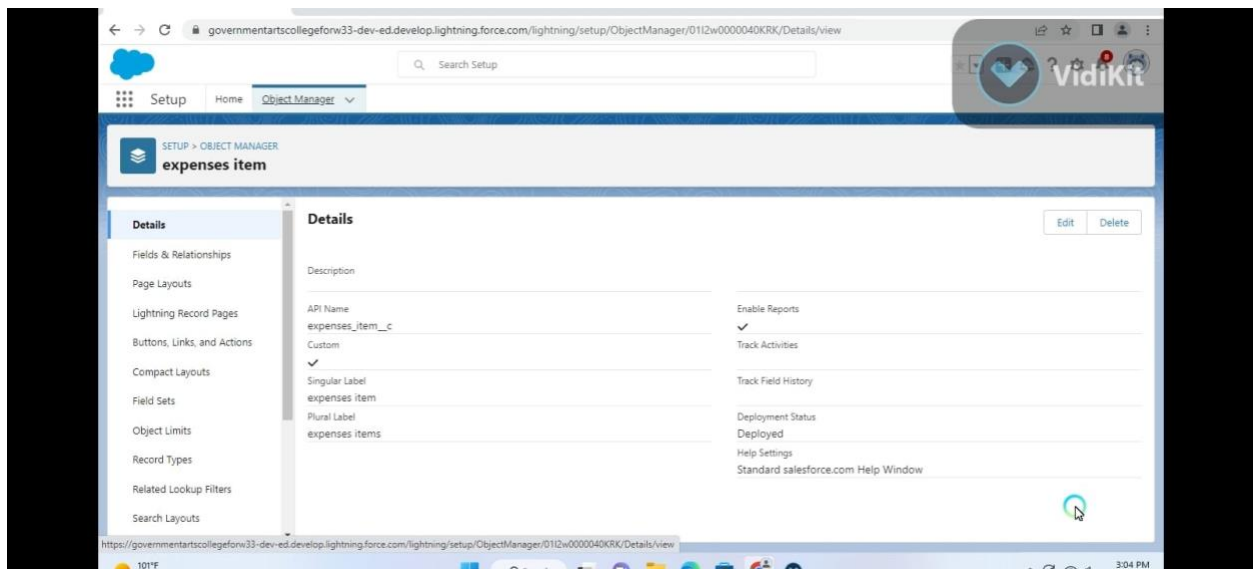
Object:Report



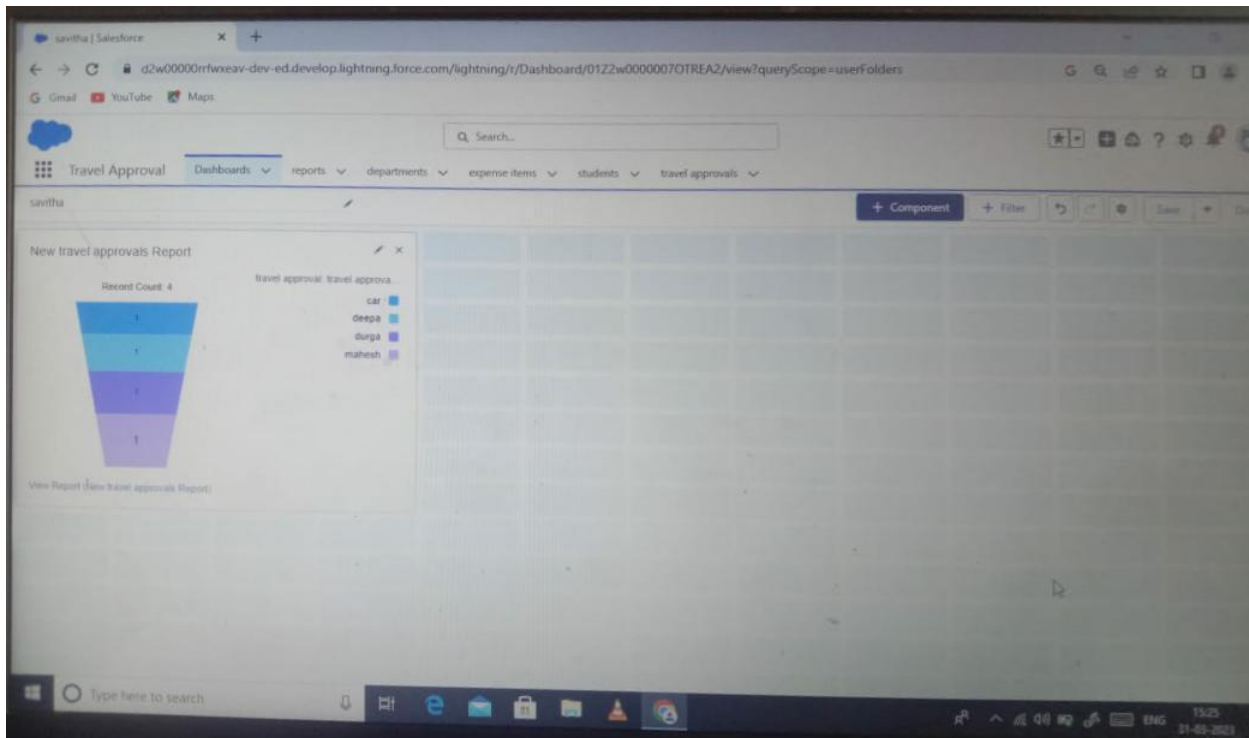
Object:Department



OBJECT:Expenses items



DASHBOARD:



4. TRAILHEAD PROFILE PUBLIC URL

TEAM LEAD: <https://trailblazer.me/id/smalaisamy>

TEAM MEMBER :1 <https://trailblazer.me/id/smayakannan>

TEAM MEMBER: 2 <https://trailblazer.me/id/mmanoj97>

TEAM MEMBER:3 <https://trailblazer.me/id/ssrinivasan149>

5. ADVANTAGES & DISADVANTAGES

Advantages:

- More networking opportunities. ...

- Meeting prospective clients. ...
- Face-to-face meetings. ...
- Experience new cultures & different ways of working. ...
- Tax write-offs. ...
- Exposed to higher-profile projects. ...
- Awarded with points and miles. ...
- Helps avoid employee burnout

Disadvantages:

Expensive - Roundtrip tickets, hotel accommodation, meals and reservations; they are the popular expenditures of executives out on a small business trip. Though these expenses usually do not come inexpensive, business travel also lasts to get a couple of days.

Unproductive time - As opposed to interacting with colleagues, supervising his employees or taking a day off, a businessperson is alternatively either driving some miles to meet a client or on board a plane.

Delayed schedule - To find out each other at a prevalent and agreeable time is one particular explanation why individuals are forced to set off and meet somebody in particular person (wherever they may be). And that costs valuable time. 1 has to reconcile his schedule or go off his way just to be on time inside the meeting.

6.APPLICATION

- Cover the entire journey through the planning stage, flight and at the destination
- A single multi-purpose app to answer all the travelers' needs
- In-app messaging for direct access to customer service
- Works offline at the destination
- Extensive bleisure features
- Easy and quick expense managementf
- User friendly and addictive

7.CONCLUSION

Business travel and tourism has many different impacts, both positive and negative. It has also been noted that the nature of the impact varies between different types of business tourism, different sectors of the industry and different types of destinations. We have suggested that, to date, the business tourism industry does not seem to have been very concerned about its impacts. Finally, we have looked at some ways in which business travel and tourism could be made more sustainable, including the role of new technologies in reducing the demand for business travel and tourism overall.

8.FUTURE SCOPE

Corporate travel remains a crucial aspect of a business. Despite advancements in technology, business travel trends indicate that there's no substitute for face-to-face interactions. Travel can also support business initiatives for networking, skills development, and recruitment. However, the presence of COVID-19 has thrown a wedge at some of those travel plans, which prompts the importance of risk assessments and possible changes in future travels.