Travel Desk Management Application

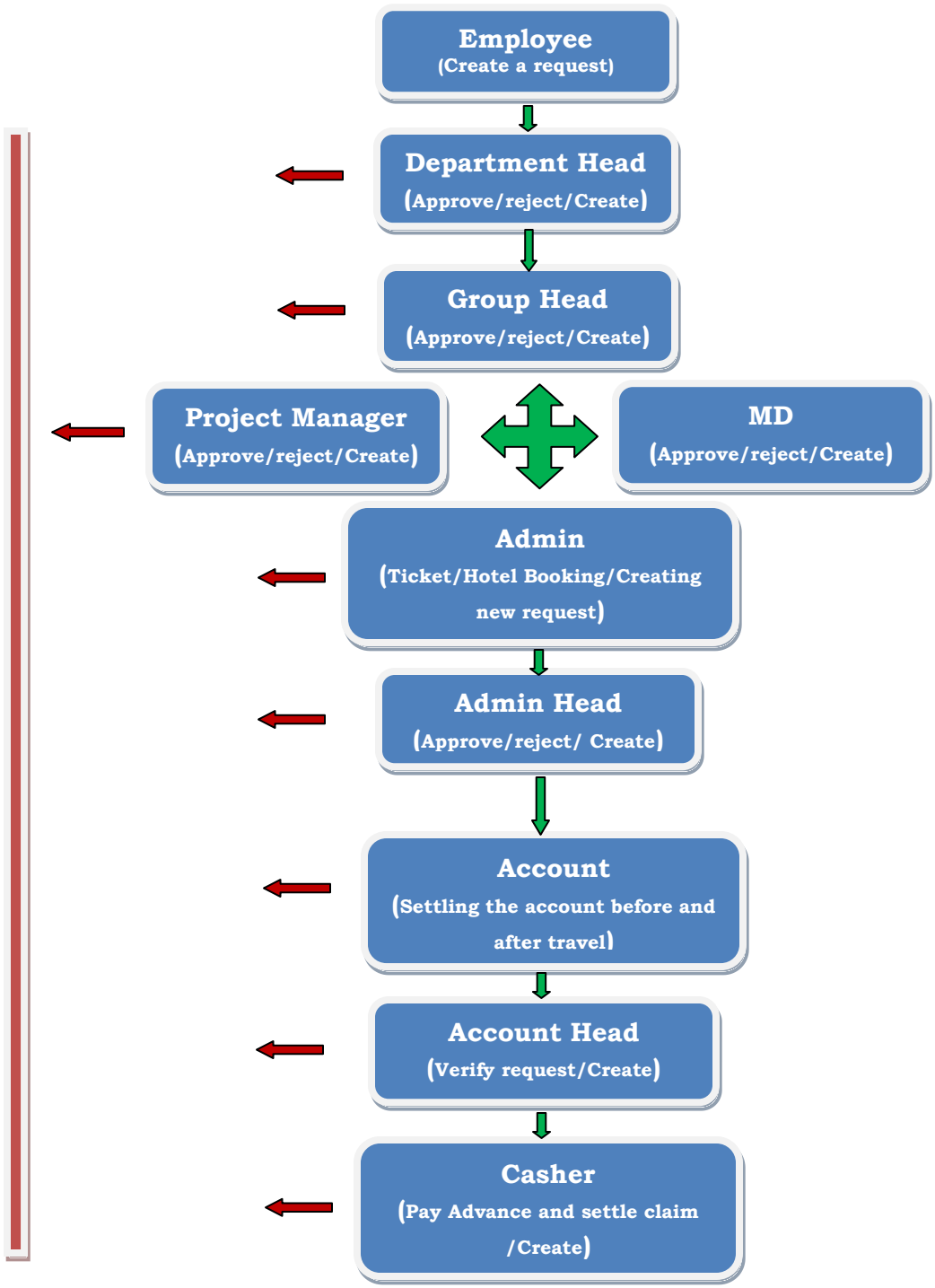
© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Introduction:

Travel Desk Management is a Lotus Notes Client Based application, which takes care of the entire travel management and expense claim settlement of the employees. This application allows the employees to make a travel request with all the travel details / expense details, and get it approved from their respective approving authorities.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Travel management workflow:



© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Creating New Travel Request:

1. To create a new travel request click on ➔ on left hand side navigator.
2. The user can see five different tabs.
   - The first tab contains the employee personal information.
   - Fill in all the travel details in the second tab.

Choose Travel type ➔ General

i. Fill travel location
ii. Choose Destination type ➔ Domestic / International
iii. Select Start Date and End Date of the Travel. (In case of back date journey select Enable Backdate Travel)
iv. Enter visit purpose.
v. Enter estimated expenses.

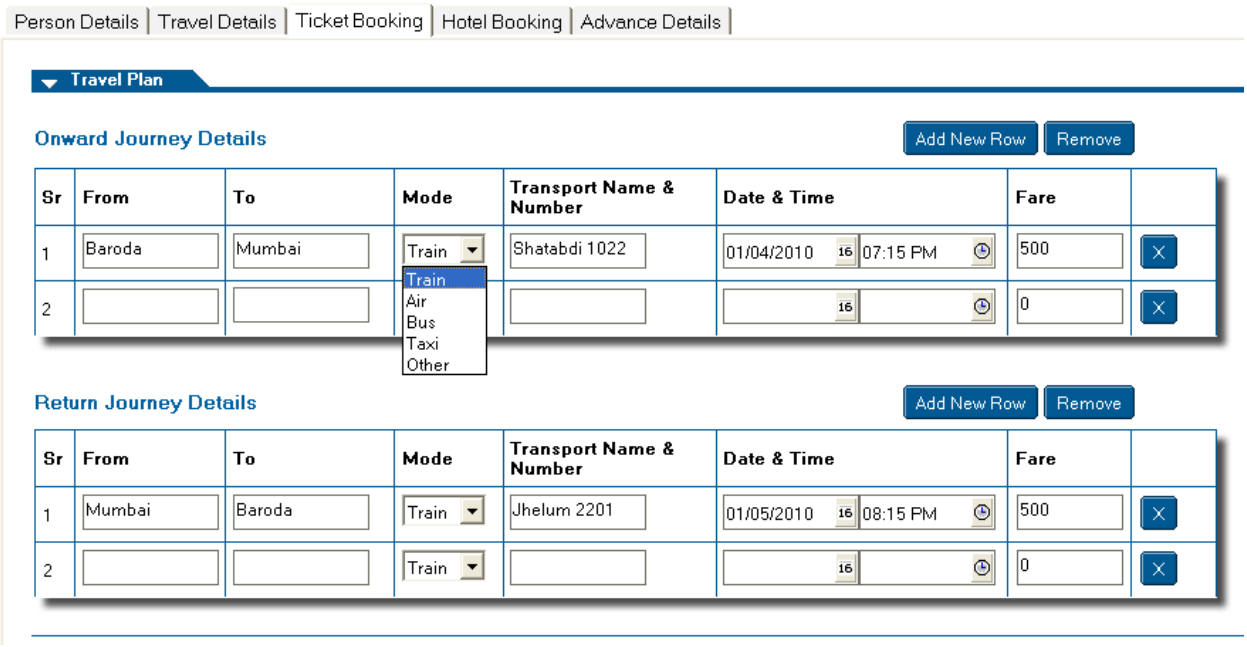
Choose Travel type ➔ Project

i. Select Project Name
ii. Fill travel location
iii. Fill WBS Element
iv. Choose project chargeable to client Yes / No
v. Choose Destination type ➔ Domestic / International
vi. Select Start Date and End Date of the Travel. (In case of back date journey select Enable Backdate Travel)
vii. Enter visit purpose.
viii. Enter estimated expenses.

(If the user is travelling to more than one location then click **Button to add multiple locations)**

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

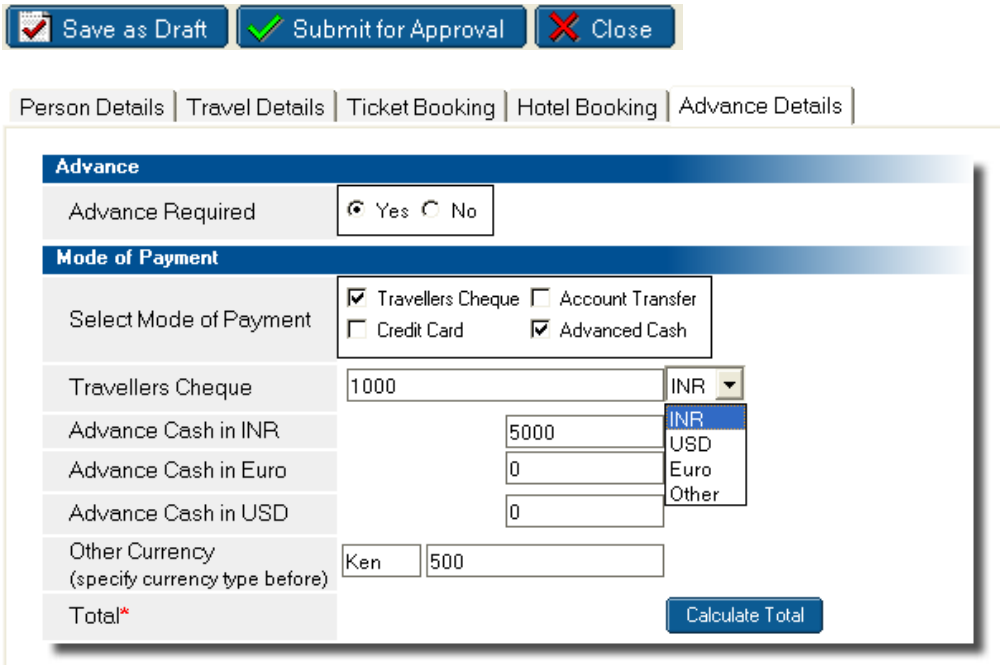
- The user can fill in the ticket booking details in the third tab if booking is done by himself as shown in the image below.
  - Fill in the relevant information in the fields.
  - Click Add New Row button in case of multiple journey.
  - Attach E-ticket copy in case of e-ticket booking.



- Choose ➔ Hotel Booking Required (Yes/No)
  - The user can fill in the Hotel booking details if booking is done by himself. Click Add button to enter multiple Hotel Details.
  - In case of the domestic travel the hotel rent get calculated base on the requestor grade and the city in which hotel is located.
  - The maximum rent gets populated automatically and user/administrator has the right to change the rent. (The rent must be bellow the maximum rent populated).
  - The user can chose the currency from drop down box accordingly.
- Choose Advance Required (Yes/No)
  - Fill in Advance Details as shown in the image and click **Calculate** button.
  - Click **Submit for Approval** button to submit this request for approval to the next approving authority.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

- There is a provision for printing a cover letter in case of any hard copy of documents is to be attached. Whereas there is a comment area given to employee



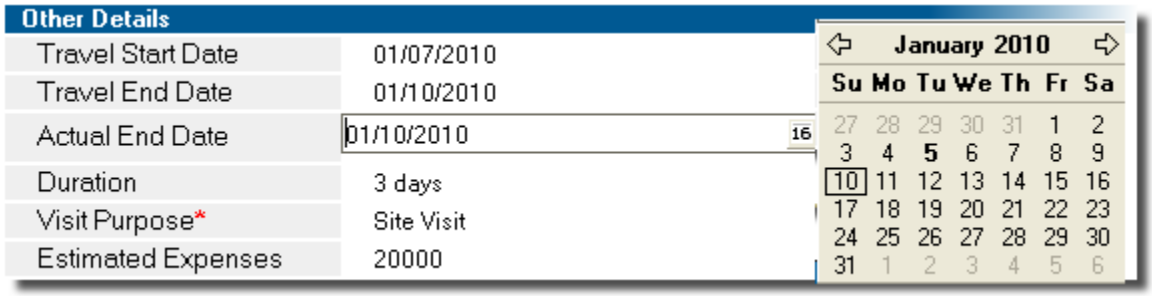
After the user fills in the advance details, the request is sent for approval to the next approving authorities. The user gets email intimation about the status of his request. The request travels from **User ➔ DH ➔ GH ➔ PM (if project related) ➔Admin ➔ Admin Head ➔ Accounts ➔ Accounts Head ➔ Cashier.**

After the employee returns from his travel **Click ➔** **My Travel Requests** button on the left hand navigator of the application.

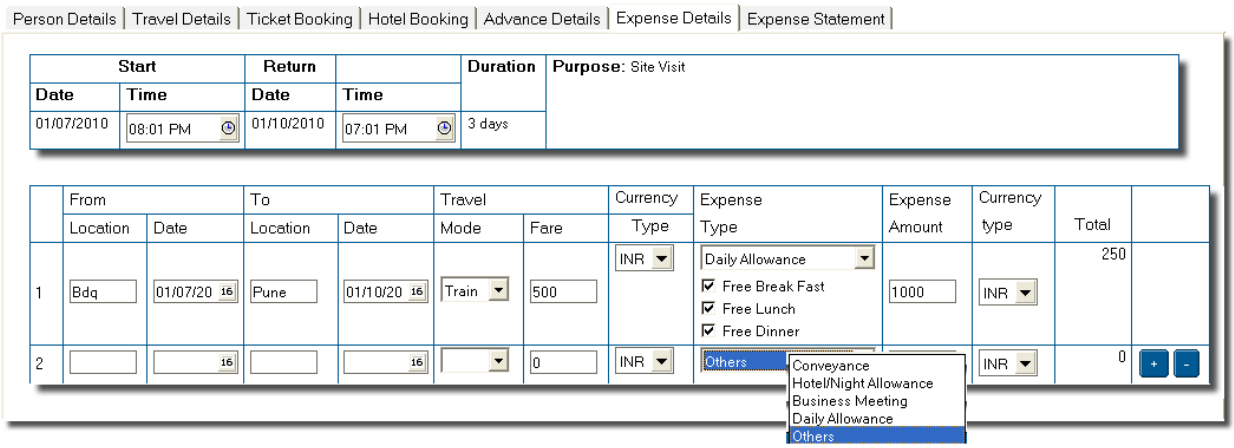
© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Expense Claim Settlement:

- Click My Travel Requests on left hand navigator of the application.
- Click on the request which needs to be sent for claim settlement.
- Go to **Travel Details Tab** and fill in the **Actual End Date** as shown in the image.



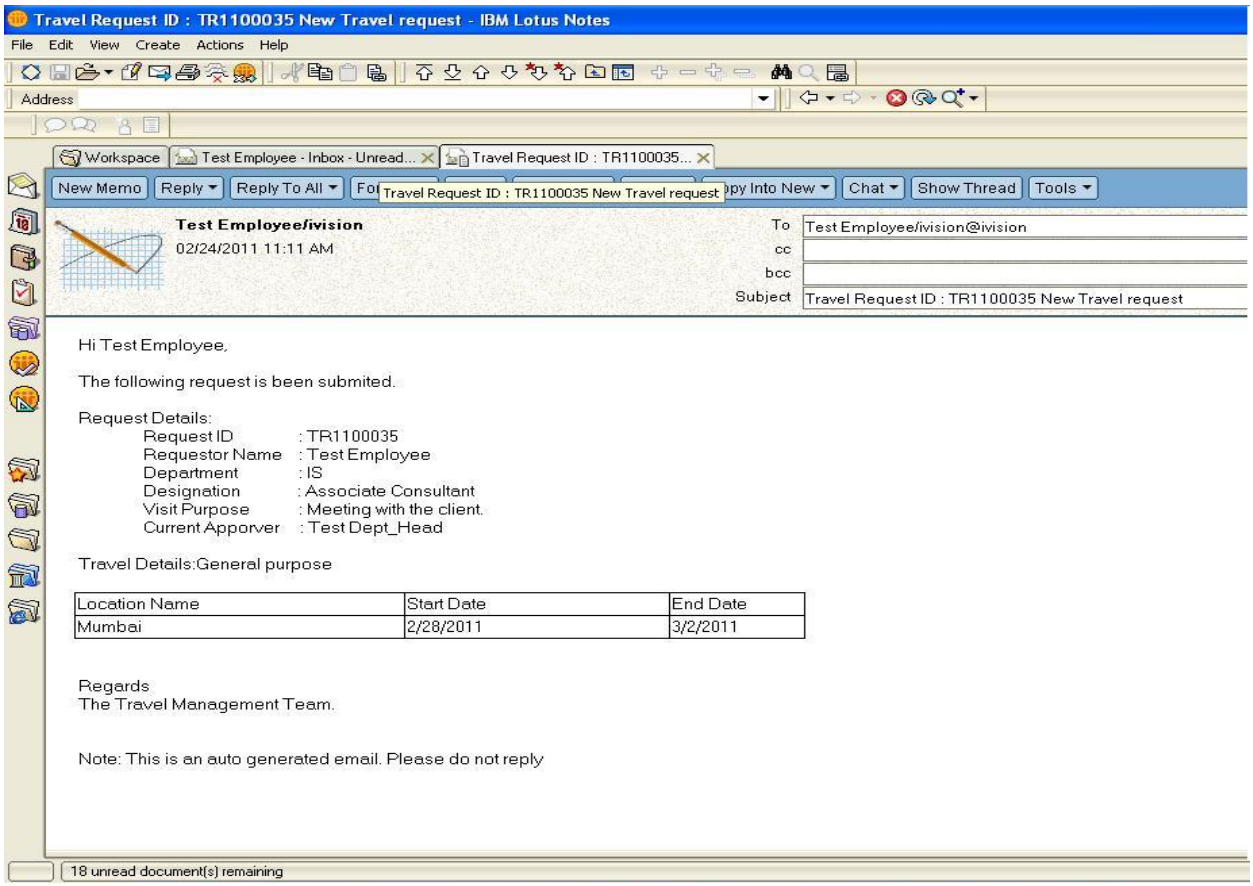
- Go to **Expense Details Tab** and fill in all the journey details.
- Enter **Start Time** and **End Time**
- Enter currency type.
- Fill expense amount and expense type. The Hotel/Daily Allowance amount will be calculated as per company policy and the requestor grade/type of travel.
- Click + button to add new row and - button to remove row.
- Go to **Expense Statement Tab.**



- Click Get Advance Data button to auto populate all the advance details.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

- Click Calculate button to calculate the total expense claim.
- Click Submit Expense Claim to submit the expense claim for approval.
- After submitting expense claim/new travel request an mail goes to the approver and the creator of the request.



After the user fills in all the expense details, the application calculates the total expense and generates the **Due to Company** or **Due by Company** figures. The request is sent to the next approving authorities for approval.

The request travels from **User ➔ DH ➔ Accounts ➔ Accounts Head ➔ Cashier.**

After approval the user can settle his expense claim with the Cashier.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

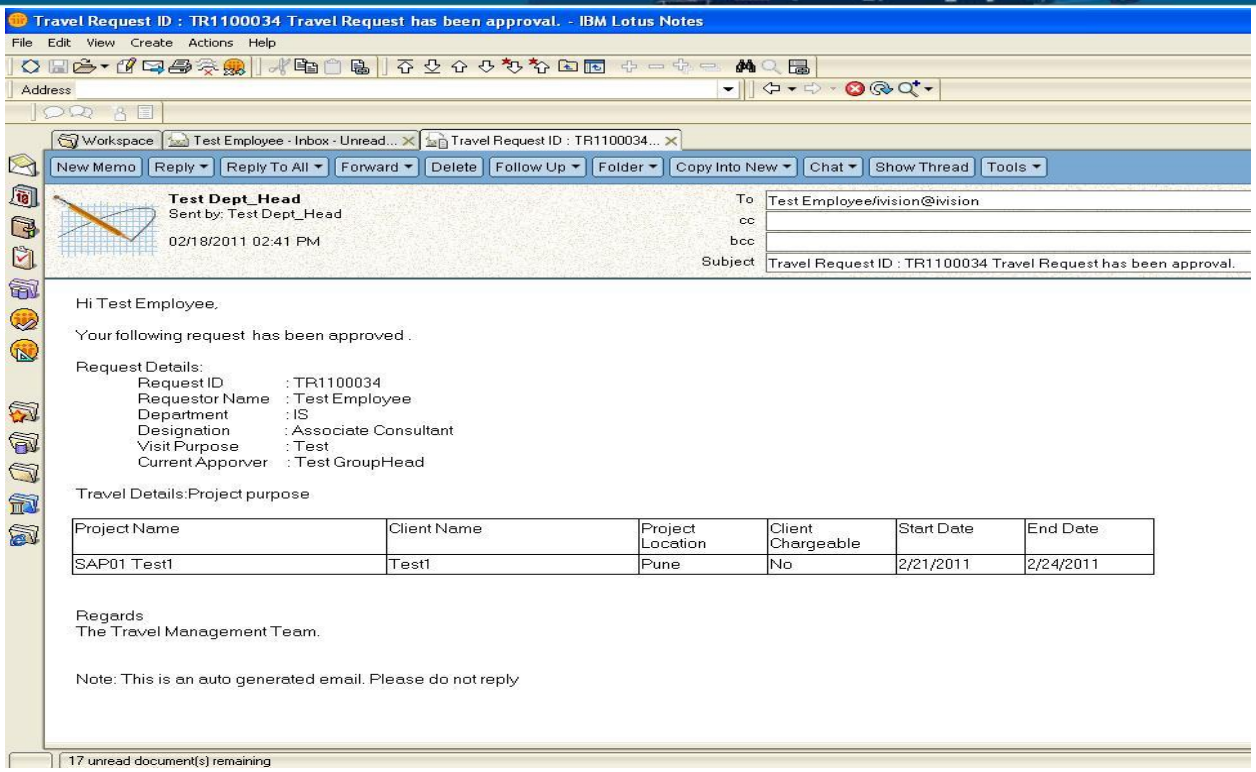
Department head Role:

- After employee submits the request, it comes to the Department head for approval.
- Department head can view the request by clicking on Requests for Approval / by clicking the link in the mail. He has no right to edit the request. He can Approve/Reject the request by clicking Approve Reject Close.
- He can assign a proxy on (i.e who will be the in charge on behalf of him) by clicking Assign Proxy in navigator.
- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking Assign Proxy button.

(Dummy module)

- In case of Approval or rejection of the request the Department head can write the comments in the comment box.
- Once department head take action on the request an mail will got to next approver and employee

© 2009 - iVision Software Pvt. Ltd. All rights Reserved



The expense claim submitted by **employee** comes to **Department head** for approval. And **department head** can take the same action as explained above.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Group head Role:

- After Department head approve the request/submit his own request, it comes to the Group head for approval.
- Group head can view the request by clicking on Requests for Approval / by clicking the link in the mail. He has no right to edit the request. He can Approve/Reject the request by clicking Approve Reject Close.
- He can assign a proxy on (i.e. who will be the in charge on behalf of him) by clicking Assign Proxy in navigator.
- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking Assign Proxy button.

(Dummy module)

- In case of Approval or rejection of the request the Group head can write the comments in the comment box.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Managing director Role:

- After Group head submit his request, it comes to the Managing director for approval.
- Managing director can view the request by clicking on Requests for Approval / by clicking the link in the mail. He has no right to edit the request. He can Approve/Reject the request by clicking Approve Reject Close.
- He can assign a proxy on (i.e. who will be the in charge on behalf of him) by clicking Assign Proxy in navigator.
- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking Assign Proxy button.

(Dummy module)

- In case of Approval or rejection of the request the Managing director can write the comments in the comment box.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Project manager Role:

- If the request is project base request it come to project manager for approval after once the Group head has approved it.
- Project manager can view the request by clicking on Requests for Approval / by clicking the link in the mail. He has no right to edit the request but he can select whether this tour expense should be chargeable to client or not by clicking on radio button

.
- He can Approve/Reject the request by selecting the radio button which appears in his own project box

then by clicking on the

button so approve/reject the request.
- He can assign a proxy on (i.e. who will be the in charge on behalf of him) by clicking Assign Proxy in navigator.
- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking

button.

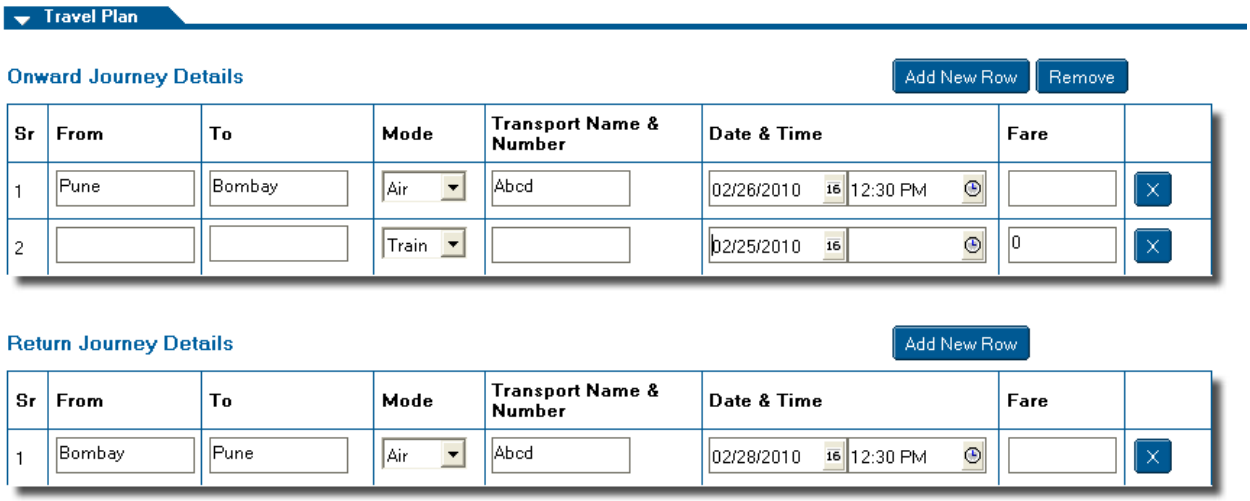
(Dummy module)

- In case of Approval or rejection of the request the project manager can write the comments in the comment box.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Administrator Role:

- Once the request is approved by all the higher authority it comes for booking of tickets to administrator persons.
- The administrator can view the request by clicking on Requests for Approval / by clicking the link in the mail. He has no right to edit the request but he can edit the ticket booking/hotel booking tabs for planning the journey.
- In the travel panel there can be entry fill by the requestor/it can be blank and administrator has to fill in those.



- The administrator can change the date and can break the requestor journey accordingly to the ticket availability.
- By clicking on the Add New Row button a new row gets added and administrator can fill in the detail of the journey.
- Administrator can fill in the detail of hotel booking by going to hotel tab. In case of multiple hotels there is an option of adding new hotel. Administrator can select the location and depending on the grade and location the maximum rent allotted gets

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

- Popup. Administrator can also manually fill the city name if it's not there in list.

- In case of any cancellation or date revision an extra tab gets to see by administrator (i.e. cancellation tab). Administrator has to fill in the cancellation detail in that tab if necessary.
- In case of pending of the ticket booking/hotel booking administrator can click on

/if the ticket is booked the he can click on

.
- If administrator has click on done with pending Booking after ticket booking is complete he can fill in the detail by clicking on

tab in navigator and he get to see the pending booking request.
- He can assign a proxy on (i.e. who will be the in charge on behalf of him) by clicking

in navigator.
- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking

button.

- In case of Approval or rejection of the request the project manager can write the comments in the comment box.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Admin head Role:

- After Administrator has done with booking the request goes to admin head for further verification.
- Admin head can view the request by clicking on Requests for Approval / by clicking the link in the mail. He has no right to edit the request. He can only authorize the request by clicking Approve.
- He can assign a proxy on (i.e. who will be the in charge on behalf of him) by clicking Assign Proxy in navigator.
- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking Assign Proxy button.

(Dummy module)

- In case of any comments on the request the Admin head can make his remarks in the comment box.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Accountant Role:

- After Admin head has done the verification of the request it come to the account person for further verification.
- Account person can view the request by clicking on Requests for Approval / by clicking the link in the mail. He has no right to edit the request but he can edit the advance detail by clicking on Advance Details tab. He can make changes in advance required by requestor and can do the verification on that by clicking on Verified button.
- If any person has not yet submitted the claim then the account person get to see it by clicking Pending Claims for Settlement in navigator. And the list of the persons who haven't submitted the claim gets appear in the right hand panel
- Account person can also be able to see the expense report just by clicking on the expense report in navigator tab.

It provide with the option as by employee/by department……etc.

- He can assign a proxy on (i.e. who will be the in charge on behalf of him) by clicking Assign Proxy in navigator.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking

button.

(Dummy module)

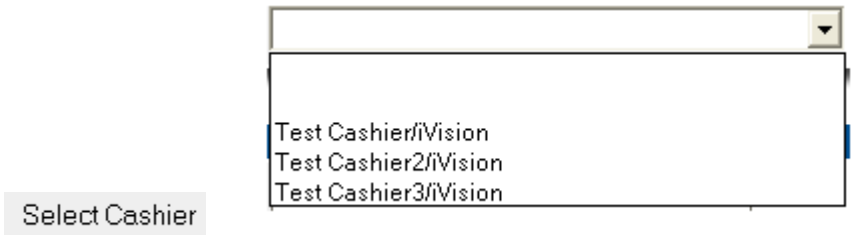
- In case of any comments on the request the Account person can make his remarks in the comment box.

The expense claim submitted comes to **Account** for Verification. And **Account person** can take the same action as explained above.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Account head Role:

- After Account person has done with advance the request goes to account head for further verification on advance.
- Account head can view the request by clicking on Requests for Approval / by clicking the link in the mail. He has no right to edit the request. He can only authorize the request by clicking Authorized button.
- If the advance taken is yes then Account head has to select the cashier.



- Account head has all the facility provided like viewing the pending claims submitting, Expense report … etc as provided to account.
- He can assign a proxy on (i.e. who will be the in charge on behalf of him) by clicking Assign Proxy in navigator.
- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking Assign Proxy button. Miraclewebsystems

(Dummy module)

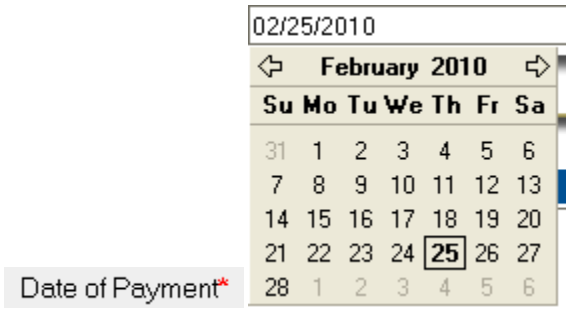
- In case of any comments on the request the Account head can make his remarks in the comment box.

The expense claim submitted comes to **Account head** for Verification. And **Account head person** can take the same action as explained above

© 2009 - iVision Software Pvt. Ltd. All rights Reserved

Cashier Role:

- If the request has an advance required yes then it comes to Cashier for advance.
- Cashier has to fill in the advance paid date which he gets to see on advance tab.



- Cashier can take a printout of the request/can approve it by clicking

buttons.
- He can assign a proxy on (i.e. who will be the in charge on behalf of him) by clicking

in navigator.
- He gets to see only those people who belong to his department and can assign proxy by choosing any one person and clicking

button.

(Dummy module)

- In case of any comments on the request the cashier can make his remarks in the comment box.

© 2009 - iVision Software Pvt. Ltd. All rights Reserved