

## Travel Desk Management Application



### Track

Travel Request, Budget, Workflow, Projects

### Manage

Travel Request, Employees, Budget, Clients

### Simplify

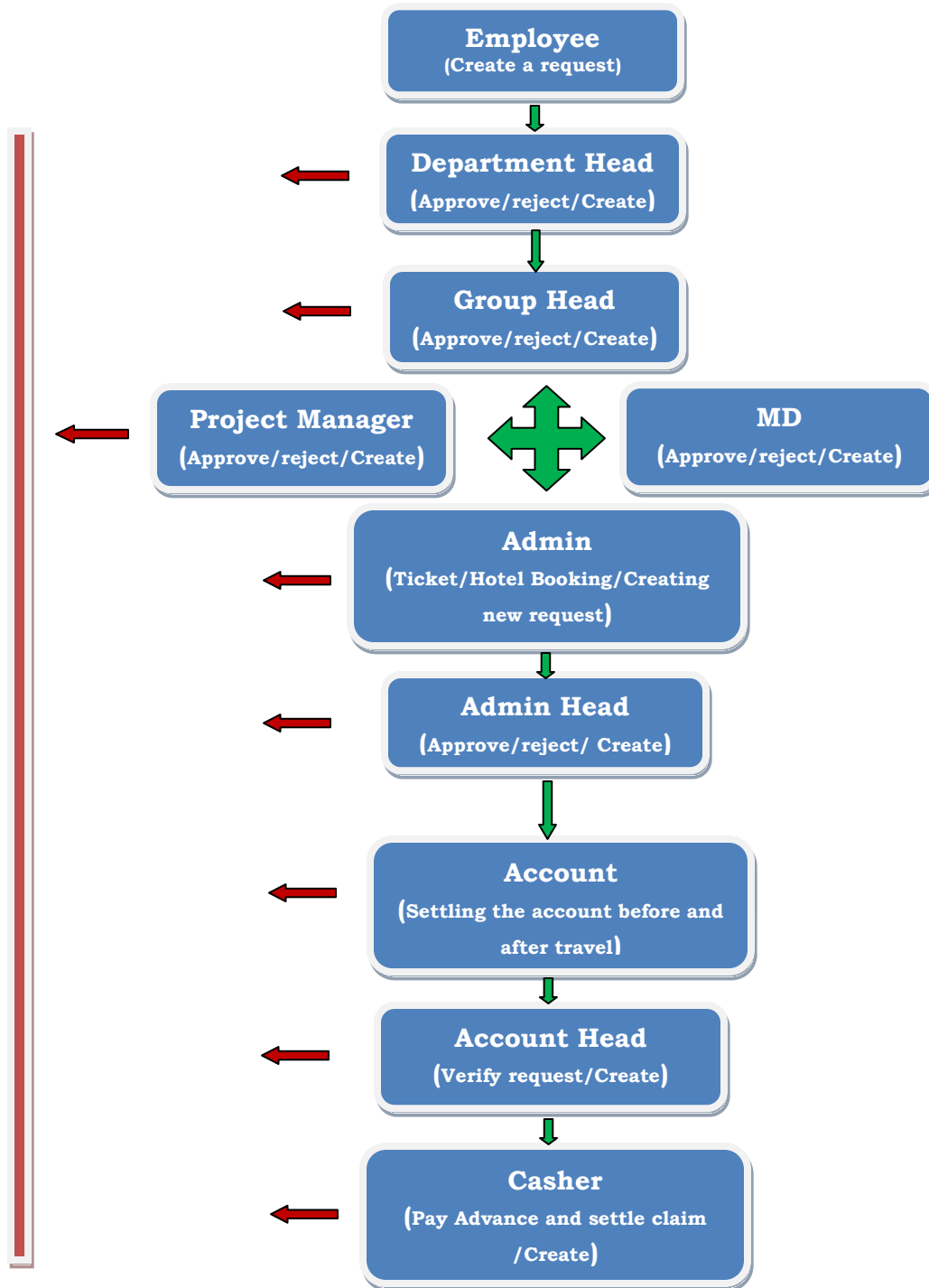
Your travel with iVision - Travel Management System

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### 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.

**Travel management workflow:**



## Creating New Travel Request:

1. To create a new travel request click on → **New Travel Request** 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**

**Add**

**Button to add multiple locations)**

- 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.

Person Details | Travel Details | **Ticket Booking** | Hotel Booking | Advance Details

---

▼ Travel Plan

**Onward Journey Details** Add New Row Remove

Sr	From	To	Mode	Transport Name & Number	Date & Time	Fare	
1	Baroda	Mumbai	Train	Shatabdi 1022	01/04/2010 16 07:15 PM	500	X
2			Train			0	X

**Return Journey Details** Add New Row Remove

Sr	From	To	Mode	Transport Name & Number	Date & Time	Fare	
1	Mumbai	Baroda	Train	Jhelum 2201	01/05/2010 16 08:15 PM	500	X
2			Train			0	X

- 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.

- 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



Person Details | Travel Details | Ticket Booking | Hotel Booking | Advance Details

**Advance**

Advance Required  Yes  No

---

**Mode of Payment**

Select Mode of Payment  Travellers Cheque  Account Transfer  
 Credit Card  Advanced Cash

Travellers Cheque

Advance Cash in INR

Advance Cash in Euro

Advance Cash in USD

Other Currency (specify currency type before)

Total\*

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.

## 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.

Other Details	
Travel Start Date	01/07/2010
Travel End Date	01/10/2010
Actual End Date	<input type="text" value="01/10/2010"/>
Duration	3 days
Visit Purpose*	Site Visit
Estimated Expenses	20000

January 2010						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- ❖ 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**.



Person Details
Travel Details
Ticket Booking
Hotel Booking
Advance Details
Expense Details
Expense Statement

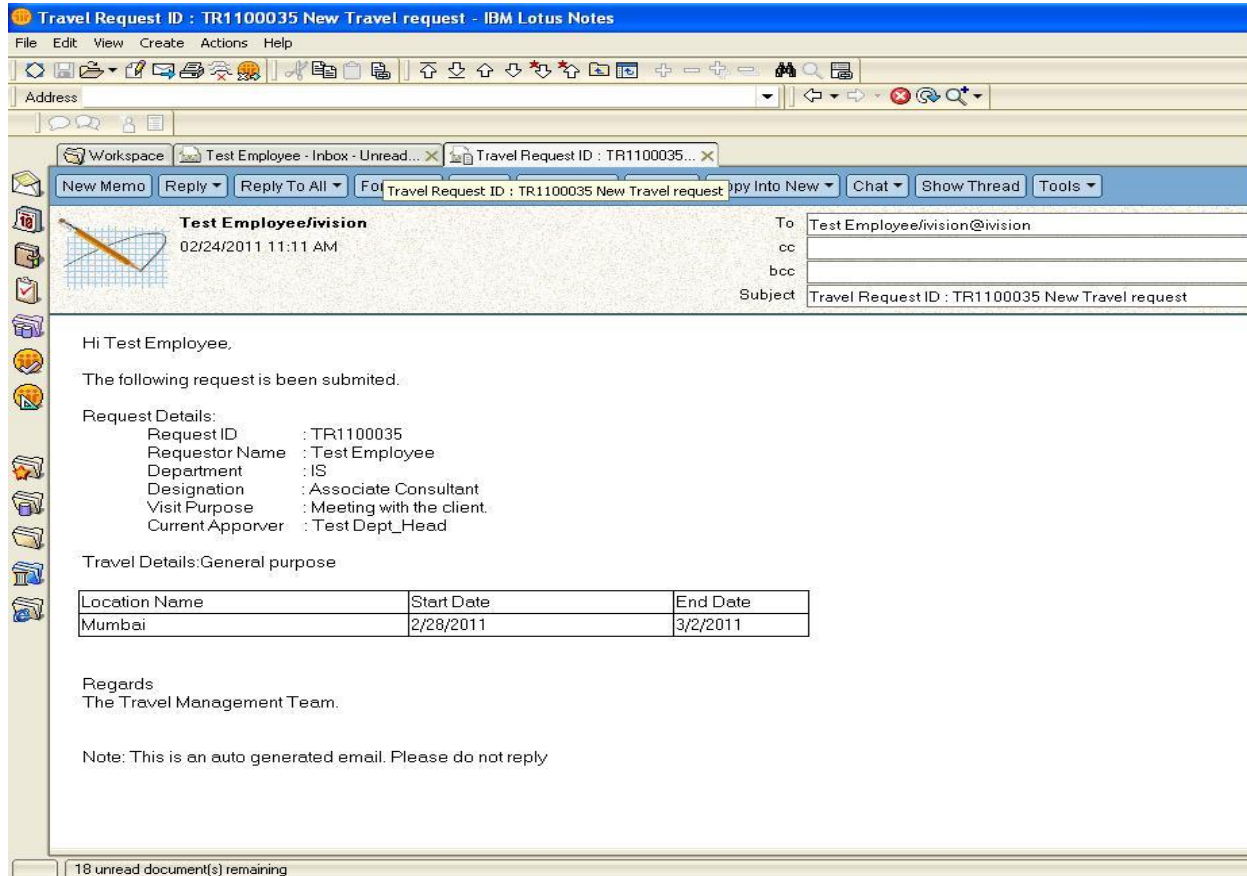
Start		Return		Duration	Purpose: Site Visit
Date	Time	Date	Time		
01/07/2010	<input type="text" value="08:01 PM"/>	01/10/2010	<input type="text" value="07:01 PM"/>	3 days	

	From	To	Travel	Currency	Expense	Expense	Currency	Total	
	Location	Date	Location	Date	Mode	Fare	Type	Amount	
1	<input type="text" value="Bdq"/>	<input type="text" value="01/07/20"/>	<input type="text" value="Pune"/>	<input type="text" value="01/10/20"/>	<input type="text" value="Train"/>	<input type="text" value="500"/>	<input type="text" value="Daily Allowance"/> <input checked="" type="checkbox"/> Free Break Fast <input checked="" type="checkbox"/> Free Lunch <input checked="" type="checkbox"/> Free Dinner	<input type="text" value="1000"/> <input type="text" value="INR"/>	250
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="Others"/> Conveyance Hotel/Night Allowance Business Meeting Daily Allowance Others	<input type="text" value="INR"/> <input type="text" value="0"/>	0

- ❖ Click button to auto populate all the advance details.

- ❖ Click  button to calculate the total expense claim.
- ❖ Click  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.



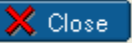
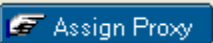


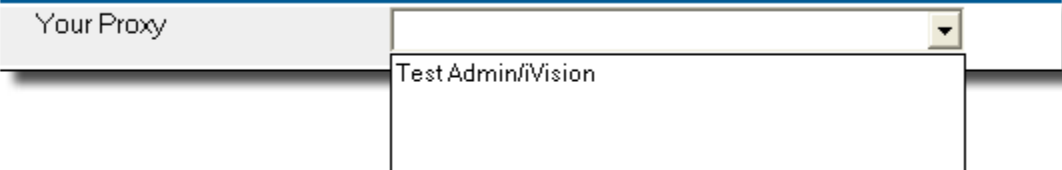
After the user fills in all the expense details, the application calculates the total expense and generates the **Due to Company** or **Due by Company** figures. The request is sent to the next approving authorities for approval.

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

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

## 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   .
- ❖ 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 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



Travel Request ID : TR1100034 Travel Request has been approval. - IBM Lotus Notes

File Edit View Create Actions Help

Address

Workspace Test Employee - Inbox - Unread... Travel Request ID : TR1100034...

New Memo Reply Reply To All Forward Delete Follow Up Folder Copy Into New Chat Show Thread Tools

**Test Dept\_Head**  
Sent by: Test Dept\_Head  
02/18/2011 02:41 PM

To: Test Employee@ivision  
cc:  
bcc:  
Subject: Travel Request ID : TR1100034 Travel Request has been approval.

Hi Test Employee,  
Your following request has been approved .  
Request Details:  
Request ID : TR1100034  
Requestor Name : Test Employee  
Department : IS  
Designation : Associate Consultant  
Visit Purpose : Test  
Current Approver : Test GroupHead

Travel Details:Project purpose

Project Name	Client Name	Project Location	Client Chargeable	Start Date	End Date
SAP01 Test1	Test1	Pune	No	2/21/2011	2/24/2011





Regards  
The Travel Management Team.

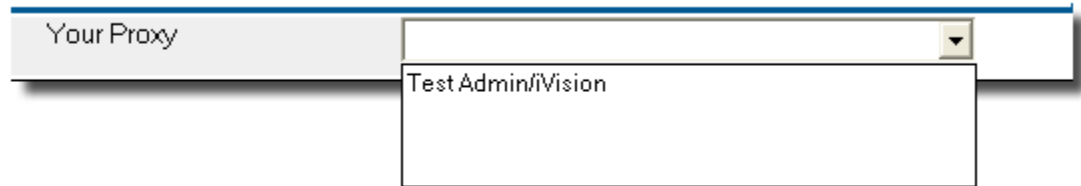
Note: This is an auto generated email. Please do not reply

17 unread document(s) remaining

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

## Group head Role:



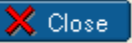

- ❖ After Department head approve the request/submit his own request, it comes to the Group head for approval.
- ❖ Group head can view the request by clicking on **Requests for Approval** / by clicking the link in the mail. He has no right to edit the request. He can Approve/Reject the request by clicking   .
- ❖ 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.

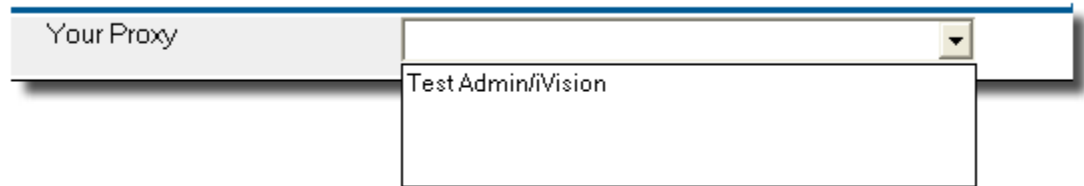


### **(Dummy module)**

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

## 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   .
- ❖ 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.

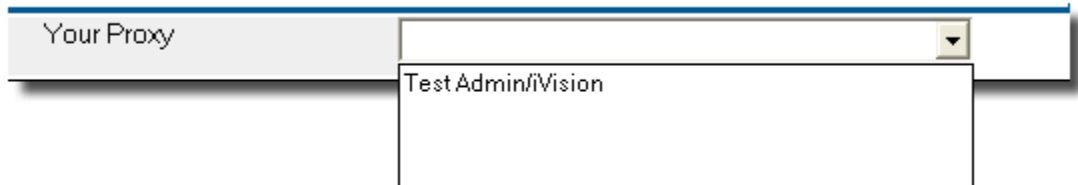


### **(Dummy module)**

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

## 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.

## 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.

▼ Travel Plan

Onward Journey Details
Add New Row
Remove




Sr	From	To	Mode	Transport Name & Number	Date & Time	Fare	
1	<input type="text" value="Pune"/>	<input type="text" value="Bombay"/>	<input type="text" value="Air"/>	<input type="text" value="Abcd"/>	<input type="text" value="02/26/2010"/> <input type="text" value="16"/> <input type="text" value="12:30 PM"/>	<input type="text"/>	<input type="button" value="X"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="Train"/>	<input type="text"/>	<input type="text" value="02/25/2010"/> <input type="text" value="16"/>	<input type="text" value="0"/>	<input type="button" value="X"/>

Return Journey Details
Add New Row

Sr	From	To	Mode	Transport Name & Number	Date & Time	Fare	
1	<input type="text" value="Bombay"/>	<input type="text" value="Pune"/>	<input type="text" value="Air"/>	<input type="text" value="Abcd"/>	<input type="text" value="02/28/2010"/> <input type="text" value="16"/> <input type="text" value="12:30 PM"/>	<input type="text"/>	<input type="button" value="X"/>



- ❖ 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

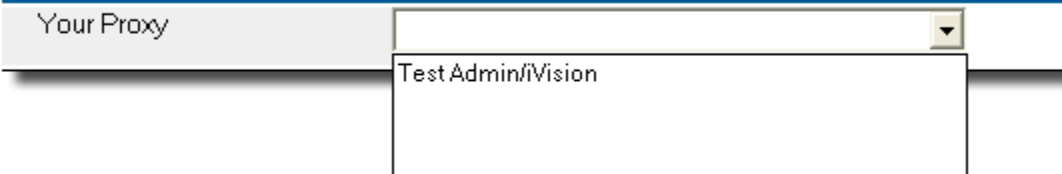
- ❖ Popup. Administrator can also manually fill the city name if it's not there in list.

- ❖ 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 **Pending Hotel & Ticket Booking** 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 **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.

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

**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  .
- ❖ 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.



The screenshot shows a web interface element labeled "Your Proxy" with a dropdown arrow. The dropdown menu is open, displaying the text "Test Admin/iVision".

**(Dummy module)**

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

**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.



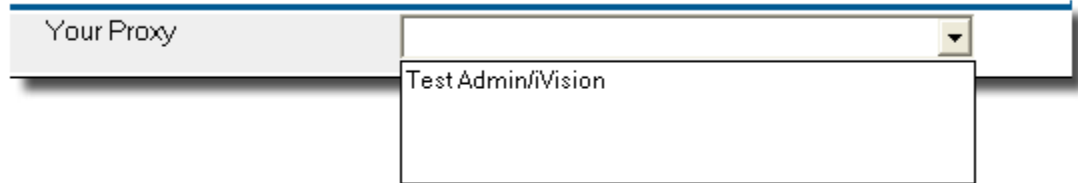
It provide with the option as by employee/by department.....etc.

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



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

 button.




The screenshot shows a web interface with a label 'Your Proxy' on the left. To its right is a dropdown menu. The dropdown is open, showing a list of options. The first option, 'Test Admin/iVision', is highlighted in blue, indicating it is the selected proxy.

### **(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.

## 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  button.
- ❖ If the advance taken is yes then Account head has to select the cashier.

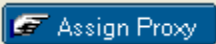
Select Cashier

▼

Test Cashier/iVision

Test Cashier2/iVision

Test Cashier3/iVision

- ❖ 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  button. Miraclewebsystems

Your Proxy

▼

Test Admin/iVision

### **(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

## Cashier Role:

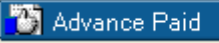


- ❖ If the request has an advance required yes then it comes to Cashier for advance.
- ❖ Cashier has to fill in the advance paid date which he gets to see on advance tab.

02/25/2010

← February 2010 →

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Date of Payment\*\*

- ❖ 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 **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.

Your Proxy

Test Admin/iVision

### **(Dummy module)**

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