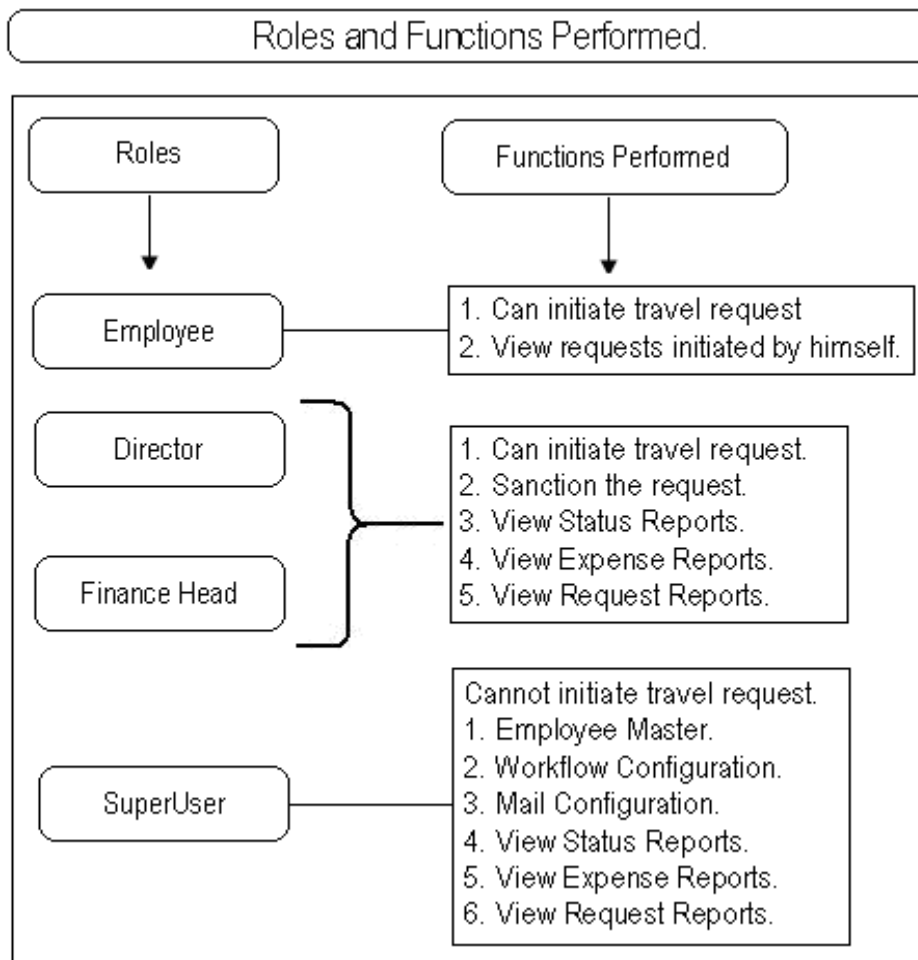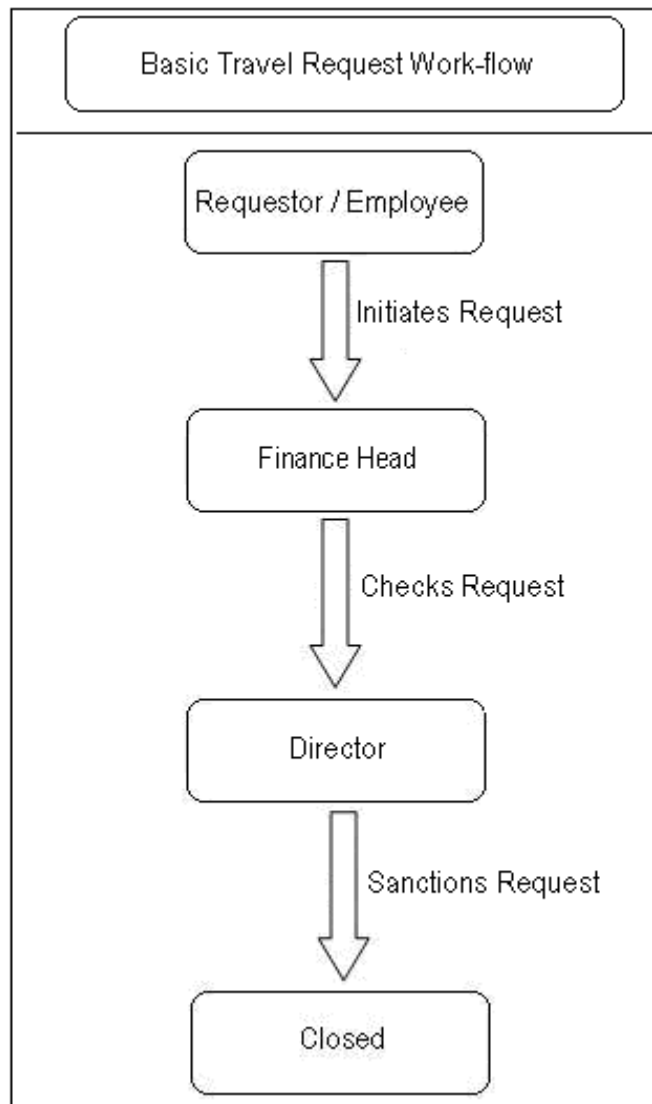# Travel Expense Management

Travel Expense Management aims at the management of the Travel expenses in the organization. The application focuses on creating well defined expense reports for individual departments as well as employees. When the employees create the travel expense requests, they may then get the submission done. The next approval authority can view the request with the expense statistics categorized according to the department and their respective individual responses. He may then have to approve (Check or Sanction) the request with his comments if required. The requestor, on completing the approval cycle may then get a printed copy of the expense details along with the approval history as well as the comment history in the copy. The person with the SuperUser access can make various configuration settings for the application.

The application comprises a strong mailing functionality to intimate the employees of the request   details during every stage of the approval process. The application simplifies, and completely automates the Travel Expense Management system in the organization.

The Roles and Responsibilities for the Travel Expense Management application can be explained as shown below -
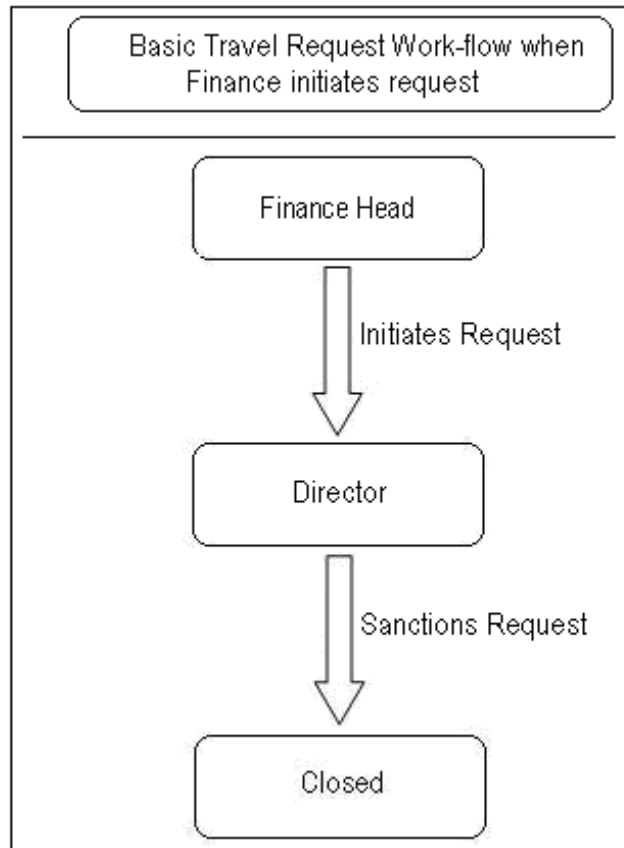
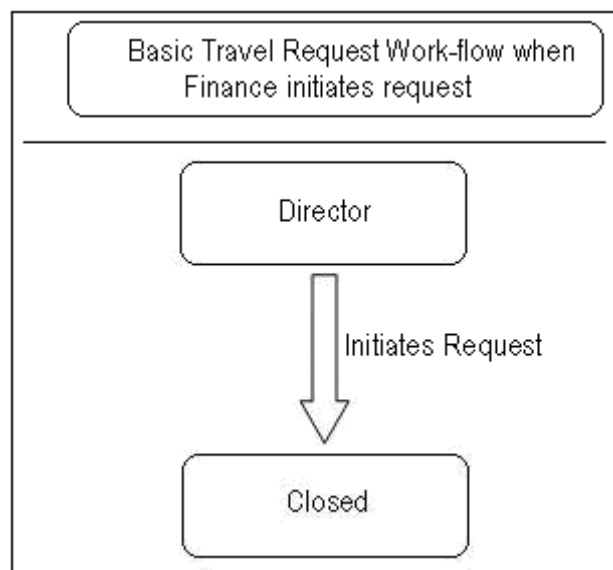The basic travel request work-flow is as shown below –

As can be seen from the above diagram, the request cannot be rejected as it is a post travel expense settlement request.

When Finance Head initiates travel expense request, the work-flow looks like below –

Basic Travel Request Work-flow when
Finance initiates request

Finance Head

Initiates Request

Director

Sanctions Request

Closed

When the travel request is initiated by the Director himself, the work-flow looks like below –

Basic Travel Request Work-flow when
Finance initiates request

Director

Initiates Request

Closed

All the above flows can be explained as follows –

1. Employee initiates request:

1.1. When the Employee submits request, it goes to the Finance Head for further approval (to be "Checked").
1.2. When the Finance Head checks/approves the request, it is sent to the Director for further approval (to be "Sanctioned").
1.3. After the Director sanctions the request, the request is closed.

2. Finance Head initiates request:

2.1. When the Finance Head initiates the request, it is sent to the Director for further approval (to be "Sanctioned").
2.2. After the Director sanctions the request, the request is closed.

3. Director initiates request:

3.1. When the Director initiates the request, it needs no approval or any further process.
3.2. After the Director submits the request, the request is closed.

The basic application works as follows -

1. Configuration Documents:

1.1 Employee Master:

The Employee Master stores the information about the Employee in the Organization. To create a new employee document or to edit the current employee document click on the "Employee Master" option in the main menu of the left navigator.

Click on "New" button will open the form where respective employee information can be filled as shown below –

Click on "Edit" sub-option to edit the already existing document for a particular employee. In the above form, before saving the user should make sure that the mandatory fields are filled in. Those fields are –
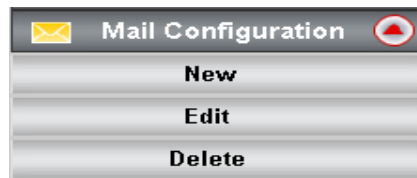
1. ACL Name of the Employee
2. Designation
3. Department
4. Employee ID
5. Date of Birth
6. Date of Joining

If any of the above fields is empty, an alert box is prompted and the data will not be saved.

[**Note:** The access to the Employee Master is only to the SuperUser which means only the SuperUser can create and edit the Employee information documents]

1.2 Mail Configuration:

The Mail Configuration Form is accessible only to the "SuperUser". All others will not be able to access this form. The SuperUser will be able to create the Mail Configuration Document by clicking on the "Mail Configuration" -> "New" sub-option in the main menu option in the left navigator.

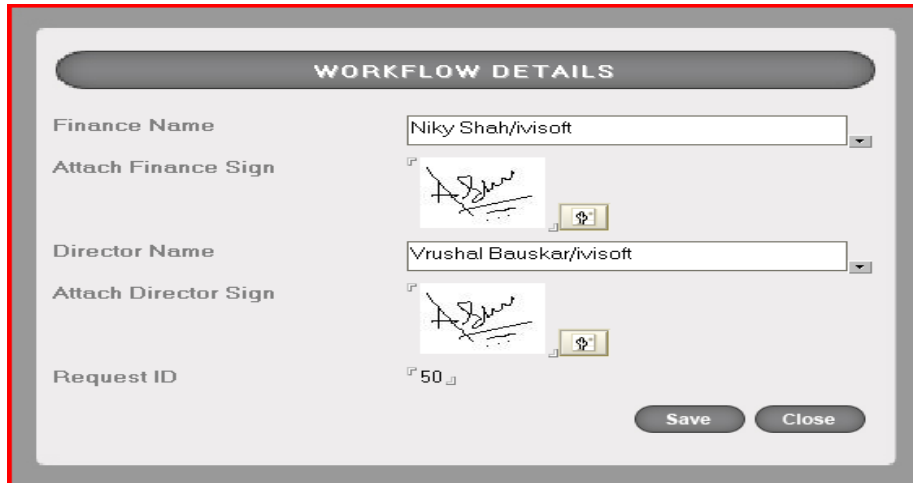Clicking on the New Option will open a new form as shown below -

The user needs to fill in the details in the respective fields. Before saving the form, user should make sure that the mandatory fields are filled because only then will the document be saved. They are -
1. Key
2. Subject
3. Body.

1.3 Work-Flow Configuration:

The Workflow Configuration Form is accessible only to the "SuperUser". All others will not be able to access this form. The SuperUser will be able to edit the Workflow Configuration Documents by clicking on the "Workflow Configuration" option in the main menu option in the left navigator.

Clicking on the above button will open the list of documents as shown below -

The user needs to double click on the document that he wants to edit. The SuperUser can now make changes wherever required. Before saving the form, user should make sure that the mandatory fields are filled because only then will the document be saved.
They are -
1. Finance Name
2. Director Name

2. To create a Travel Expense Request:

On the main menu of the left navigator click on the "New Request" button. This will take you to the New Form wherein the Requestor has to fill the details of the Travel Expense.

When the user creates a travel request he needs to fill in the basic details of the journey in the "Journey Details" section which looks like shown below -

Before submitting the form the mandatory fields need to be filled else an alert window will appear with error message and the form will not be submitted successfully. Those mandatory fields are -
1. Place Visited
2. Purpose of Journey
3. Journey Commenced On
4. Journey Completed On

Advance Amount in INR or Foreign currency details may be filled in if applicable but are not compulsory.

2.1 Boarding and Lodging Details:

While filling in the travel expense request form, the requestor may fill in the "Lodging and Boarding Details" by clicking on the "New Entry" button against the Lodging and boarding Details option on the form which looks as shown below -

Clicking on the "New Entry +" option will open the window as shown below –

If the user has had Out of India details, he should select the Out of India option and fill in the details as asked for.
He may make multiple Lodging and boarding details entries by clicking on the "New Entry +" icon again.

Before saving the details filled in above window, the user should make sure that all the mandatory fields are filled in else the data will not be stored and he will get a alert window. If the user does not want to save the data, he may just click on the close button on the window as seen above.

2.2 Conveyance Details:

While filling in the travel expense request form, the requestor may fill in the "Conveyance Details" by clicking on the "New Entry" button against the Conveyance Details option on the form which looks as shown below -

Clicking on the "New Entry +" option will open the window as shown below -

If the user has had Out of India details, he should select the Out of India option and fill in the details as asked for. He may make multiple conveyance details entries by clicking on the "New Entry +" icon again.

Before saving the details filled in above window, the user should make sure that all the mandatory fields are filled in else the data will not be stored and he will get a alert window. If the user does not want to save the data, he may just click on the close button on the window as seen above.

2.3 Fare Details:

While filling in the travel expense request form, the requestor may fill in the "Fare Details" by clicking on the "New Entry" button against the Fare Details option on the form which looks as shown below –

Clicking on the "New Entry +" option will open the window as shown below -

If the user has had Out of India details, he should select the Out of India option and fill in the details as asked for. He may make multiple Fare details entries by clicking on the "New Entry +" icon again.

Before saving the details filled in above window, the user should make sure that all the mandatory fields are filled in else the data will not be stored and he will get a alert window. If the user does not want to save the data, he may just click on the close button on the window as seen above.

2.4 Miscellaneous Details:

While filling in the travel expense request form, the requestor may fill in the "Miscellaneous Details" by clicking on the "New Entry" button against the Miscellaneous Details option on the form which looks as shown below -

Clicking on the "New Entry +" option will open the window as shown below -

If the user has had Out of India details, he should select the Out of India option and fill in the details as asked for. He may make multiple Miscellaneous details entries by clicking on the "New Entry +" icon again.

Before saving the details filled in above window, the user should make sure that all the mandatory fields are filled in else the data will not be stored and he will get a alert window. If the user does not want to save the data, he may just click on the close button on the window as seen above.

3. View Reports:

3.1 Status Reports:

The "Status Reports" option is not visible to the user who initiated the travel expense request but only to the Finance Head, the Director and the SuperUser. To view Status Reports, go to the "Status Reports" option in the main menu in the left navigator which looks like shown below.

3.1.1 All Requests: Click on the "All Requests" option in the sub-options. It will show you the list of request documents which are either submitted or closed or pending for approval at any stage of the approval process. The Request Status can be seen in one of the columns.

3.1.2 Pending for Approval: Click on the "Pending for Approval" option in the sub-options. It will show you the list of request documents which are pending for approval at any stage of the approval process. The Request Status can be seen in one of the columns.

3.1.3 Closed: Click on the "Closed" option in the sub-options. It will show you the list of request documents which are sanctioned by the Director. The Request Status can be seen in one of the columns.

[**Note:** This option is visible to everyone except the "Employee".]

3.2 Expense Reports:

The Expense Reports will show the expenses whether the Amount in INR (Rupees), or Foreign Currency or the Total Amount in INR for the travel requests on total based on the following categories -

   3.2.1 By Date
   3.2.2 By Employee
   3.2.3 By Department

The Expense Reports can be viewed by the Director, Finance Head and the SuperUser.

By selecting any of the above options, the user can view the request documents based on the selected category.

[**Note:** The Expense Report document will be added only when the travel request is sanctioned by the Director.]

3.3 Request Reports:

To view the Request Reports, click on the "Request Reports" option in the main menu of the left navigator. It looks like shown below -

The Request Reports have categorized the Travel Expense Statement requests based on various categories as -

  3.3.1 By Employee Name
  3.3.2 By Designation
  3.3.3 By Department
  3.3.4 By Number of Days
  3.3.5 By Date
  3.3.6 By Request ID

Based on the above mentioned categories the request documents are divided.

[**Note :** This option is visible to everyone except the "Employee".]

3.4 My Request:

The "My Request" option is specific to the user who initiated the travel expense request. To view the self-initiated requests go to the "My Requests" option in the main menu in the left navigator which looks like shown below -

As seen the Requests are based on the following categories -

  3.4.1 All Requests - All requests at any stage of approval.
  3.4.2 Saved as Draft - All the drafted requests which have not been submitted.
  3.4.3 Pending for Approval - All the request pending for approval at any stage of the approval process.
  3.4.4 Closed - All the requests that are sanctioned by the Director.

[**Note:** This option is visible to everyone except the "SuperUser" as he cannot create travel request.]

There is a section on the Request Form where at every stage of the request status, the current authorized user can put in special comments if required. The comments that are put in this section will be appended in the comment history section after every stage during the approval process.