



# Travel Request

## Improving Productivity

Are you able to manage all the staff in your organization? Are you able to manage staff travel or work plans outside of the country efficiently? Is collating personal information of all your staff reducing productivity? Solve your trouble by having staff enter their personal data on the go.

Travel Request is an application that will allow user to submit their personal data required for traveling out of the country anytime, anywhere. You can define the type of information required from the user and build them inside the application. The application will allow the ease of data entry and improves productivity without having to go through administrative staff.

### Why customers use Travel Request

- Too many users & locations to be managed
- Track all travelers cost and activities through activity logs
- Travel activities and costings for various travelers can be easily managed and analyzed for management approval

### Organization distributed by Many Groups or Locations

- Transparency in submitting information relevant for different locations, countries
- Ease of consolidating and managing request from different , locations, countries outside HQ
- Shorten approval and processing time

All changes are directly updated and reflected from Office 365

### Audit Logs for Compliance & Accountability

- All your changes done for Travel Request are logged and recorded
- Periodical changes can be analyzed out of historical log records.

Additional Metadata for Users can be stored

### No Compromise on Work Efficiency

- Travel requests can be done without the hassle and delay of administrative staff
- Accessible anytime, anywhere.

Protected from hassle and eases data entry

# Travel Request



Office 365 Sites

LOGO Travel Request Form

**Employee Details**

Name	<input type="text"/>	Profit Centre	<input type="text"/>
Job Title	<input type="text"/>	Date of Request	<input type="text"/>
Company Name	<input type="text"/>	Purpose of Trip	<input type="text"/>
Destination	<input type="text"/>		

**Travel Information**

Travel Class	<input type="text" value="Select"/>		
Travel Routes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Departure Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost of Flights	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>

**Accommodation Details**

Accommodation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check-in-Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check-Out-Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost of Accommodation	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>

**Visa Details**

Visa	<input type="radio"/> Requires Visa to Destination	Cost of Visa	<input type="text"/>
	<input checked="" type="radio"/> Holding Valid Visa to Destination	Expiry Date of Current Visa	<input type="text"/>

**Frequent Flyer Membership Information**

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Add Family Member

**Family Member Details**

Name of Traveller	<input type="text"/>	Relationship to Employee	<input type="text"/>
-------------------	----------------------	--------------------------	----------------------

**Family Member Travel Information**

Travel Class	<input type="text" value="Select"/>		
Travel Routes	<input type="text"/>	<input type="text"/>	<input type="text"/>
Departure Time	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost of Flights	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>

**Family Member Accommodation Details**

Accommodation	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check-in-Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Check-Out-Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cost of Accommodation	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>

**Audit Trail**

Approver 1

Status: Approved

Approver: Li Song

Email: [lisong@company.com](mailto:lisong@company.com)

Date: 16/06/2015 10 am

Designation: VP of Information Technology

Remarks: Mauris mattis dui imperdiet, luctus lacus eu, convallis libero. Sed sed rhoncus ex. Integer velit tortor, luctus eu ligula sit amet, semper aliquet nibh. Pellentesque molestie arcu eget mi tempus, efficitur cursus leo congue.

Requester

Created By: Ang Tat

Email: [ang.tat@company.com](mailto:ang.tat@company.com)

Date: 10/06/2015 8.30am

Legal Disclaimer | Privacy Policy

Copyright © 2015

