

Solution Overview

Case Scenario



Streamlined Business Travel
with the Travel and Imprest
App



Effortless Travel Request



Quick Approval Process



Hassle-free Expense tracking



Submitting Expense Claims



Quick Reimbursement



Ensure secure data storage & access

Bringing your business ideas to life with the tools you need to create, connect, and get more done from anywhere.



Word



Excel



PowerPoint



Outlook



OneDrive



Access (PC only)



Publisher (PC only)

Key Features

- Effortless Travel Requests: Streamline Business Trips with Our Travel Request User-Friendly Form




Sibasi Create Travel Requests


Trip Destination Details

* Trip destination

Reason for travel

Travelling Date **Total Days Requested: 0**

Travel start date 

Travel end date 

Travel & Accomodation Details

Country,State,City

Estimated hotel cost

Hotel

Estimated airfare

Home


My Travel Requests

My Expenses

My Claims

- Transparency at Your Fingertips: Easily Track and Filter Submitted Travel Requests





Home

My Travel Requests







My Expenses

My Claims

My Travel Requests

+ New Travel Request

Pending
Approved
Declined
All

<p>Simu Nyeupe Initiatives</p> <p>Wednesday, Jul. 21, 2021 - Thursday, Jul. 22, 2021</p> <p>N/a</p> <p style="text-align: center; color: red; font-weight: bold;">DECLINED</p>	<p>Vijiko Safi Initiatives</p> <p>Thursday, Jul. 29, 2021 - Monday, Aug. 02, 2021</p> <p>Nairobi</p> <p style="text-align: center; color: green; font-weight: bold;">APPROVED</p>
<p>Diani Beach Retreat</p> <p>Friday, Sep. 03, 2021 - Tuesday, Oct. 05, 2021</p> <p>N/a</p> <p style="text-align: center; color: green; font-weight: bold;">APPROVED</p>	<p>Sibasi Academy</p> <p>Wednesday, Aug. 04, 2021 - Monday, Aug. 16, 2021</p> <p>Narobi</p> <p style="text-align: center; color: blue; font-weight: bold;">PENDING</p> <div style="text-align: right; color: blue;">   </div>
<p>Phone Repair Store</p> <p>Thursday, Jul. 29, 2021</p> <p>Nairobi</p> <p style="text-align: center; color: blue; font-weight: bold;">PENDING</p> <div style="text-align: right; color: blue;">   </div>	<p>test</p> <p>Thursday, Dec. 23, 2021 - Thursday, Dec. 30, 2021</p> <p>N/a</p> <p style="text-align: center; color: blue; font-weight: bold;">PENDING</p> <div style="text-align: right; color: blue;">   </div>
<p>New York</p> <p>Saturday, Jul. 01, 2023 - Thursday, Aug. 03, 2023</p> <p>Kentuckv</p>	<p>To Naivasha</p> <p>Friday, Jun. 23, 2023 - Monday, Jun. 26, 2023</p> <p>Kenva. Naivasha. Nioro</p>

- Seamless Reimbursements: Submit New Expense Claims with Ease



Sibasi

Create Request

Quick Select Expense

- Taxi
- Lunch
- Dinner
- Breakfast
- Office Expenses
- Certification Fees
- Personal Car
- Air Fare
- Mobile Phone
- Stationery

Expense Details

* Title

Amount

[Upload Receipt\(s\)](#)

Save

- Effortless Claims Management: Simplify Reimbursements





Home

My Travel Requests

My Expenses

My Claims

My Expenses

Pending
Approved
Declined
All

Associate selected expense with claim

Select Claim


New Claim

Move To Claim

+ New Expense

Expense Type	Amount	Date Created	Status	Related Claim	  Select Claim
Lunch	500 Ksh	09-Jul-2021	APPROVED		
Rider Fee	500 Ksh	09-Jul-2021	APPROVED	Lunch Expense	
Supper	2000 Ksh	16-Jul-2021	DECLINED		
Office Expenses	2000 Ksh	19-Jul-2021	APPROVED		
Certification Fees	456 Ksh	19-Jul-2021	APPROVED		
Dinner	Ksh	28-Jun-2022	PENDING		  <input type="checkbox"/>
TEST	Ksh	28-Jun-2022	PENDING	New Claim	 
est	Ksh	04-Jul-2022	PENDING		  <input type="checkbox"/>
Taxi	100 Ksh	23-Jun-2023	PENDING	New Claim	 





Create Claim Requests

* Claim Name

Description
















Save

- Centralized Claim Oversight: Efficiently View New Expense Claim Requests



Sibasi My Claims + New Claim Request

Unsubmitted Submitted Approved Declined **All**

Title	Description	Date Created	Claim Status	Expenses  
Lunch Expense	Over spent cash on lunch	07-Jul-2021	APPROVED	
New Claim	For testing	16-Jul-2021	UNSUBMITTED	  
test1000	test	04-Jul-2022	UNSUBMITTED	  
test		04-Jul-2022	UNSUBMITTED	  
Test claim	test	23-Jun-2023	UNSUBMITTED	  

- Efficiency for Administrators: Empower Oversight with Admin View to Manage All Submitted Travel, Claim and Expense Requests





[Home](#)

[Travel Requests](#)

[Claim Requests](#)

[Expense Requests](#)

Review Expenses Requests

Pending
Approved
Declined
All

There are 11 records

Expense Type	Owner	Date	Amount	Status	Select Item to Approve/Decline
Lunch	Didi@sibasike.onmicrosoft.com	09-Jul-2021	500	APPROVED	
Rider Fee	Didi@sibasike.onmicrosoft.com	09-Jul-2021	500	APPROVED	
Office Expenses	joan@sibasike.onmicrosoft.com	16-Jul-2021	1500	APPROVED	
Supper	Didi@sibasike.onmicrosoft.com	16-Jul-2021	2000	DECLINED	
Office Expenses	Didi@sibasike.onmicrosoft.com	19-Jul-2021	2000	APPROVED	
Certification Fees	Didi@sibasike.onmicrosoft.com	19-Jul-2021	456	APPROVED	
Dinner	Didi@sibasike.onmicrosoft.com	28-Jun-2022		PENDING	<input type="checkbox"/>
TEST	Didi@sibasike.onmicrosoft.com	28-Jun-2022		PENDING	<input type="checkbox"/>

Approve/Decline selected record(s)

Approved
▼

Approve Selected