



# Travel Expense Management

v1.0 2022-12-22

# Travel Expense Management

## Business scenarios:

- Managers find difficulty in managing employees' travel, as well as mapping which travels belong to which company projects
- Employees do not have a tool to check all the related info of their travel such as flight, hotel, transportation, etc.
- Employees must collect all receipts and invoices, as well as fill in a lot of paperwork to get expense claims
- Employee Travel and Expense take too much time and paper form for approval
- Accountants/Admin find difficulty in managing all the chargeable and non-chargeable cost for the travels. This is critical for Service-based companies where the chargeable cost will be claimed from customers

## Overall functionalities:

- Travel planning
- Travel booking info setup (tickets, hotels, transportations, etc.)
- Travel cost management
- Travel resource planning
- Expense management
- Document attachment
- Automatic approval flow



# Travel Expense Management

## Travel planning:

- List of travel booked for employee with pagination
- Overall info such as travel date time and status
- Search bar

<	Your Travel	Search trip	🔍	🔄	↕	+
Trip Name [Thailand] ABC Project						
Purpose Training						
Travel Type Overseas						
From 10/21/2022 9:00 AM						
To 10/23/2022 9:00 AM						
Status Approved						
Trip Name [Thailand] ABC Project						
Purpose Training						
Travel Type Overseas						
From 10/21/2022 9:00 AM						
To 10/23/2022 9:00 AM						
Status Approved						
Trip Name [Thailand] ABC Project						
Purpose Demo						
Travel Type Overseas						
From 10/21/2022 9:00 AM						
To 10/23/2022 8:00 AM						
Status Approved						
Trip Name [Thailand] ABC Project						
Purpose Demo						
< 1/3 >						

# Travel Expense Management

## Travel detail:

- Travel schedule with specific date time and destination
- Travel related booking such as tickets, hotels or transportations
- Detail cost breakdown (with Chargeable detail for service-based company to send bill to customer)

Travel Booking #211

Travel Info

Schedule

Cost

Travel type

Overseas

Date Of Travel

21/10/2022

09

: 00

Date Of Return

23/10/2022

09

: 00

Total Day

2.5

From

Vietnam

To

Thailand

Booking Info

Number: 574

Travel Type: Overseas

Booking For: Air Ticket

Trip Allowance Per Day:

Cost: 200.00 USD

Local Cost: 4,800,000.00 VND

Description: abcd

Booked By: Le Nguyen Minh Thuy

Employee: 2

Number: 573

Travel Type: Overseas

Booking For: Accommodation

Trip Allowance Per Day:

Cost: 125.00 USD

Local Cost: 3,000,000.00 VND

Description: 25 USD x 2.5 days x 2 Employees = 125 USD

Booked By:

Employee: 0

☒ Advance

Travel Booking #211

Travel Info

Schedule

Cost

Advance

3,000,000.00

Other Advance

0

Total Advance

3,000,000.00

Chargeable

00.00

Non-chargeable

7,800,000.00

Total Cost

7,800,000.00

Booking Info

Number: 574

Travel Type: Overseas

Booking For: Air Ticket

Trip Allowance Per Day:

Cost: 200.00 USD

Local Cost: 4,800,000.00 VND

Description: abcd

Booked By: Le Nguyen Minh Thuy

Employee: 2

Number: 573

Travel Type: Overseas

Booking For: Accommodation

Trip Allowance Per Day:

Cost: 125.00 USD

Local Cost: 3,000,000.00 VND

Description: 25 USD x 2.5 days x 2 Employees = 125 USD

Booked By:

Employee: 0

☒ Advance

# Travel Expense Management

Expense claim:

- List of expense claims created by employee
- Overall info such as cash advance, total amount, balance, and expense status
- Search bar
- Filter by status and date range

The screenshot shows a mobile application interface for managing expense claims. At the top, there is a header bar with a back arrow, the title "Expense Claim", a search bar labeled "Search on List Name", and icons for refresh, sort, and add. Below the header, there is a section titled "Current Lists" with a status filter set to "All". A date range filter is set from "1/1/2022" to "12/22/2022". The main content area displays a list of expense claims. Each claim entry includes the following details:

- Expense Name:** Test
- Employee:** Pham Thanh Minh
- Cash Advance:** 100,000.00 VND
- Total Amount:** 200,000.00 VND
- Balance Amount:** 100,000.00 VND
- Status of List:** Approved
- Date:** 20/12/2022

Below this entry, there is another entry with the following details:

- Expense Name:** [Oct] Demo Claim
- Employee:** Le Nguyen Minh Thuy
- Cash Advance:** 500,000.00 VND
- Total Amount:** 400,000.00 VND
- Balance Amount:** -100,000.00 VND
- Status of List:** Approved
- Date:** 21/10/2022

At the bottom of the screen, there is a pagination bar showing "1 / 4" with left and right navigation arrows.

# Travel Expense Management

## Expense Claim:

- Detail breakdown for whole expense claim, including cash advance
- Chargeable detail for service-based company to claim from customers
- Detail expense information
- File attachment

Expense Claim

Expense Items

Approved

Trip Details

Cash Advance

List Name

[Oct] Demo Claim

List Number

80

Date

10/21/2022 3:42 PM

Cash Advance

500000

Currency

VND

Cash Advance - Local

500,000.00

VND

Approvals

Total Expenses

Manager Approval

Non Chargeable - Local

Yes

0.00

VND

HR Approval

Chargeable - Local

Yes

400,000.00

VND

Finance Approval

Total Amount - Local

Yes

400,000.00

VND

Director Approval

Balance Amount

Yes

-100,000.00

VND

Delete

Save Changes

Sent For Approval

Expense Line Items

Item No:

1

Description:

abc

Category:

Meal & Drink

Amount:

200,000.00 VND

Item No:

2

Expense Claim

Line Number

1

Chargeable

Yes

Expense Type

Meal & Drink

Project

PRJ0000

Claim Date

10/21/2022

Receipt Number

123

Claim Amount

200000

VND

Exchange Rate

1

System Exchange Rate (1)

Local Amount

200,000.00

VND

Description

abc

Attach Receipt

Tap or click to add a file or picture

[Click here to view attachment](#)

# Travel Expense Management

## Expense claim:

- Expense report for physical print out and storage
- Information are dynamically filled based on expense claim

Power Apps | VOTIVA Travel Expense Backend

77 - Saved  
Expense Claim

Expense Claim Record Completed in 13 days

Book Expense Claim To ERP

Collect Receipt

General Report **Report 2** Related

### Expense Claim Number 50

(To be attached with Approved Expenditure Request Form and Invoice)

**Date of Claim:** 10/4/2022 10:45 AM  
**Employee:** LNMT  
**Department:** Human Resources & Administration  
**Expense Month:** October 2022  
**Expense Purpose:** [Oct] Expense Claim

**Accommodations:** 200,000.00  
**Transportation:** 0.00  
**Allowance:** 0.00  
**Others:** 0.00  
**Meal & Drink:** 200,000.00

Show 10 entries

Line No	Customer/Project	Expense Description	Invoice	Claim Date	Charge	Type	Attachment	Claim Amount	Claim Currency	Exchange Rate	Amount (VND)
1	PRJ00001	Meal	0123	10/4/2022	Yes	Meal & Drink	www.google.com	200,000.00	VND	1	200,000.00
2	PRJ00001	Hotel	0125	10/4/2022	Yes	Accommodation	www.google.com	200,000.00	VND	1	200,000.00

Showing 1 to 2 of 2 entries

Previous 1 Next

**Approval Status**  
**Approved**

<b>Total Expense</b>	<b>400,000.00</b>
Chargeable	400,000.00
Non-Chargeable	0.00
<b>Advance Received</b>	<b>500,000.00</b>
<b>Total amount due by the Company (+) or the Employee (-)</b>	<b>-100,000.00</b>

# Travel Expense Management

## Approval process:

- Automated approval process
- Multi level approval process
- Result notification for employees

## Approval Result for Travel Number 211



Internal App

To [redacted]



10/21/2022

Start your reply all with:

[Thank you!](#)

[Thank you for the approval.](#)

[I accept!](#)

[Feedback](#)

Dear Employees,

Your Travel number 211 is Approved.

Comments: abc

Best Regards

## Approval Result for Expense number 81



Internal App

To [redacted]



Tue 3:06 PM

Dear [redacted],

Your Expense Claim number 81 is Approved.

Comments:

[Detail Link](#)

Best Regards.

Co-innovating tomorrow™