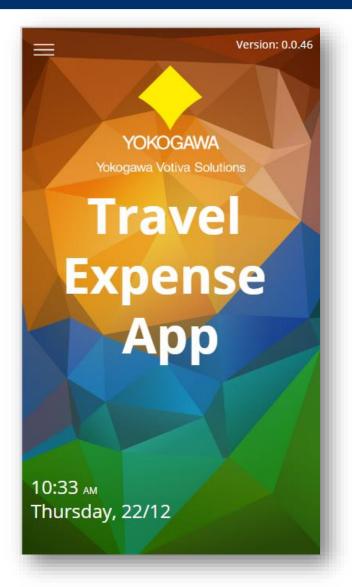


**Business scenarios:** 

- 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 planning:

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

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

#### 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 Info	Schedule	Cost	Travel Info	Schedule	C
Travel type	Overseas	~	Advance	3,000,000.00	
Date Of Travel	21/10/2022 🗊 09	✓: 00 ✓	Other Advance	0	
Date Of Return	23/10/2022 🗊 09	✓:00 ✓	Total Advance	3,000,000.00	
Total Day	2.5		Chargeable	00.00	
From	Vietnam	$\checkmark$	Non-chargeable	7,800,000.00	
То	Thailand	$\sim$	Total Cost	7,800,000.00	
Trip Allowance Per Day: Cost: 200.00 USD Local Cost: 4,800,000.00 VN Description: abcd Booked By: Le Nguyen Mini Employee: 2		>	Trip Allowance Per Day: Cost: 200.00 USD Local Cost: 4,800,000.00 V Description: abcd Booked By: Le Nguyen Mi Employee: 2		
Number: 573 Iravel Type: Overseas Booking For: Accommodati Trip Allowance Per Day: Cost: 125.00 USD Local Cost: 3,000,000.00 VN Description: 25 USD x 2.5 o Booked By: Employee: 0		Advance	Number: 573 Travel Type: Overseas Booking For: Accommode Trip Allowance Per Day: Cost: 125.00 USD Local Cost: 3,000,000.00 V Description: 25 USD x 2.5 Booked By: Employee: 0		<b>√</b>

#### 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

Current Lists	Status All 🗸				
From 1/1/2022	то 12/22/2022	1			
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				
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				
Expense Name	Demo Claim				
Employee	Le Nguyen Minh Thuy				
Cash Advance	500,000.00 VND				
Total Amount	400,000.00 VND	>			

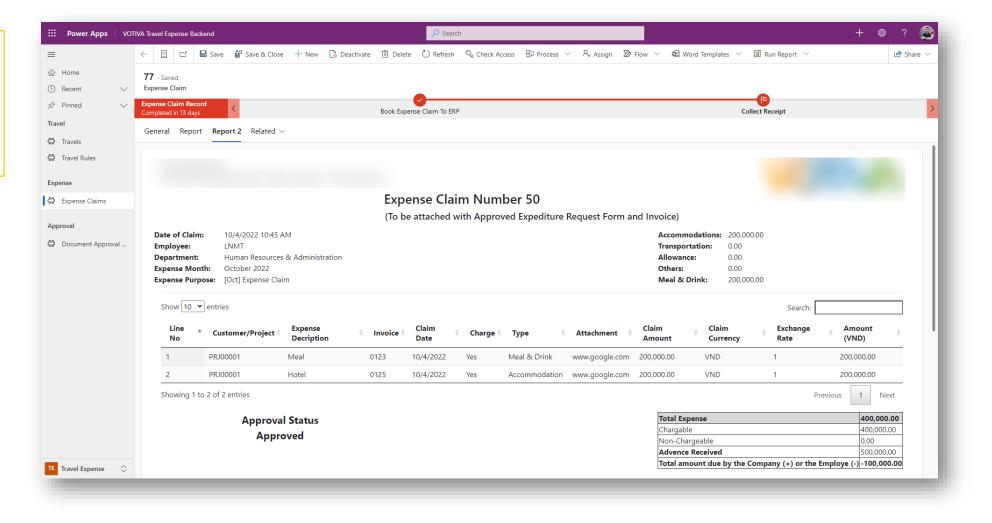
#### Expense Claim:

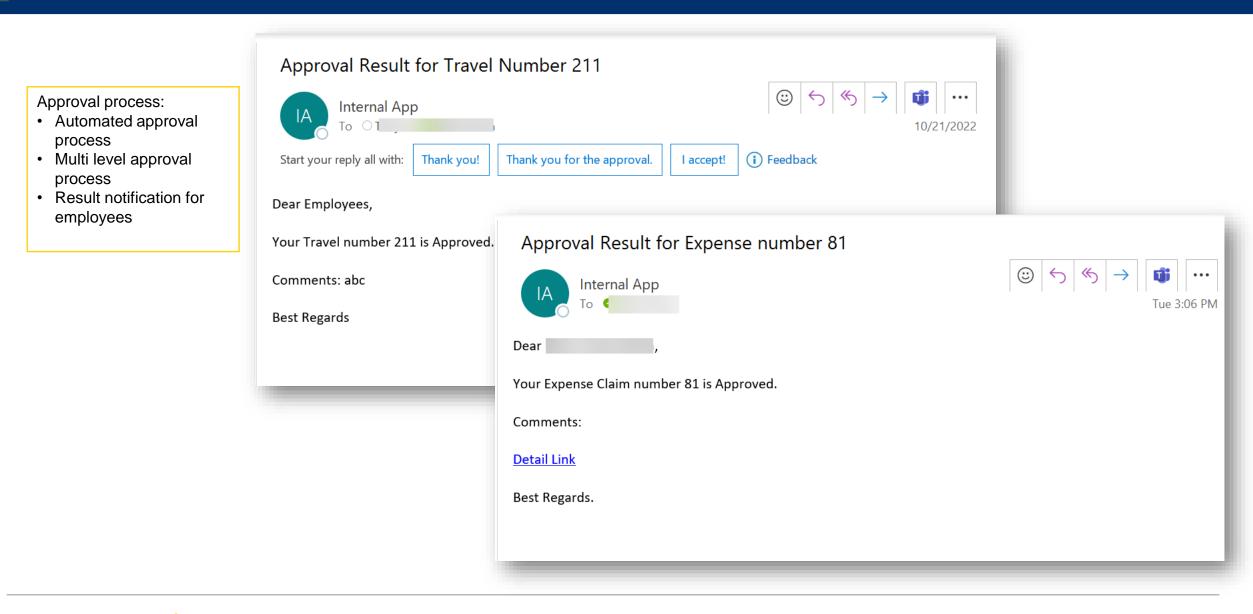
- Detail breakdown for whole expense claim, including cash advance
- Chargeable detail for service-based company to claim from customers
- Detail expense information
- File attachment

< Expense Cla	im		<	Expense	Claim	Ć	
Expense Items	Approved	$\sim$	Lin	ne Number	1		
Trip Details	Cash Advance		Ch	argeable	Yes		
List Name [Oct] Demo Claim	Cash Advance 500000			pense Type	Meal & Drink		~
List Number	Currency		Pro	oject	PRJ0000		$\sim$
80	VND	$\sim$	Cla	aim Date	10/21/2022		
Date 10/21/2022 3:42 PM	Cash Advance - Local 500,000.00	VND	Re	ceipt Number	123		
Approvals	Total Expenses		Cla	aim Amount	200000		VND 🗸
Manager Approval Yes	Non Chargeable - Local 0.00	VND	Ex	change Rate	1	System Excha	nge Rate (1)
HR Approval	Chargeable - Local		Lo	cal Amount	200,000.00		VND
Yes	400,000.00	VND	De	scription	abc		
Finance Approval	Total Amount - Local						
Yes	400,000.00	VND					
Director Approval	Balance Amount						
Yes	-100,000.00	VND					
Delete	Save Changes Sent For Ap	proval	Att	tach Receipt			×
Expense Line Ite	ms 💍	lî –					
0 )	& Drink	>	Ŀ		Tap or cli	ck to add a file or pic	ture
Amount: 200,0	000.00 VND				<u>Click here to</u>	view atta	<u>chment</u>
Item No: 2							

Expense claim:

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







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