Simplifying **Travel Request Processing**

KEY FEATURES

- DOMASTIC AND INTERNATIONAL TRAVEL REQUESTS.
- REQUEST FOR AIR/TRAIN, HOTEL, CAR BOOKINGS AND TRAVEL ADVANCE REQUEST
- ELECTRONIC APPROVAL
- CUSTOM WORKFLOWS AND APPROVAL PROCESSES.
- INTERFACE WITH EXPENSE REIMBURSEMENT MODUEL.
- CAN BE DEPLOYED ON INTRANET AS WELL AS INTERNET.

Travel Requisition (TR) module is part of Astral's eXBA (Extended Business Application) suit. It is a web-based self-service application to allow organization to setup the Pre-Travel approval process whereby employee's travel is approved before employee incurs any travel expenses.

It allows traveller to make online travel request for both domestic and international travel which can be filled and sent within a few minutes to save time and increase productivity and sent to the appropriate approval authority for approval.

The approval authority can review the travel request and approve, reject or ask for more information electronically and thus increasing productivity and decreasing the time for approval. It has the provision to store employee profiles like frequent flier numbers, meal preference etc...

Once approved, it will go to Travel Desk for booking the employee travel and subsequently attaching the final travel itinerary. This will make travel booking less hassle free for the employees.

Flexible solutions for
Your business needs

It is integrated with our Employee Reimbursement module to facilitate employees quickly claim its travel expenses.

It does all this with a completely web-based, intuitive user interface that provides real-time visibility into the status of Travel Request.

The system is fully web-based and can be deployed quickly to any device with an internet browser. It is simple for employees to access and use whether they are in office or home, which means fast and effective results.

Travel Requisition

Configurable workflow

Travel Request
• Employee fill-up the Travel Details

Approval by the Manager
• Approval of the TR By Manager Or
• Reject the TR
• Request for clarifications

Booking by Travel Desk
• Approved TR will be available for making Travel Booking
• Enter the Booking Details

Approval of Booking
• Approve the Booking
• Reject the Booking

Reporting
• Customize the reporting as required.

WEB BASED SOLUTION

The application architecture extends the capabilities of leading Web browsers to deliver intuitive and simple to use functionality, while eliminating the need to install local software. This architecture dramatically reduces systems administration time and cost by enabling enterprise-wide deployment of a zero footprint solution.

OUR STRENGTHS

- Good understanding of travel & expense processing functions.
- Proven expertise to build & maintain robust interface/s between multiple systems
- Short implementation timeframe.
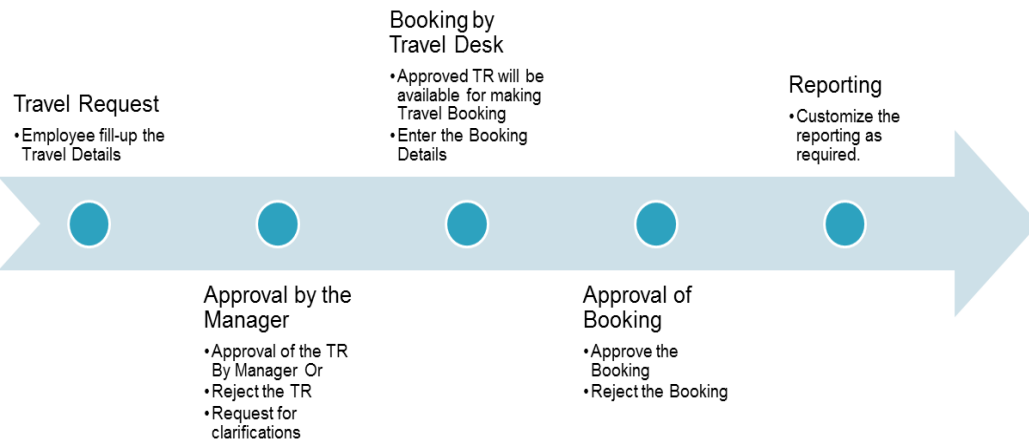
Single Interface:
User will be able to request for all his travel need Air/Rail or stay request or Car pick-up as well as travel advance from one screen. User can even book travel for his/her co-passengers/colleagues.

Flexible Approval workflow:
A flexible approval workflow facility allows you to implement approvals and authorisations either at line manager, project manager or other levels as required.

Travel Preferences:
User can specify his/her travel preferences.

Travel Desk:
It facilitates Travel Desk or Administrator to provide final travel itinerary to the requester via application.

Rapid Deployment
The system can be deployed quickly to any device with an internet browser and is simple for employees to access and use whether they are office or home based, which means immediate and effective results for your organisation.

Seamless Integration
It is integrated with Employee Reimbursement system to facilitate the post travel claims processing.

Astral

Astral Management Consulting Private Limited

Office 110, 1st Floor, Building No. 2,
Sector 1, Millennium Business Park,
Thane – Belapur Road, Mahape,
Navi Mumbai – 400 710
India

Tel. : + 91 (0) 22 42526200
Fax : + 91 (0) 22 42526262
www.astral-consulting.com
support@astral-consulting.com