

User Guide

Travel Request (Supervisor) v3.0.0



Contents

- 1.1. Travel Request Approval2**
 - 1.1.1. View Employee’s Travel Request2
 - 1.1.2. View More Details2
 - 1.1.3. Approve Travel Request2
 - 1.1.4. Reject Travel Request.....3
 - 1.1.5. Summary of Travel Request3
- 1.2. Travel Request Report (Supervisor)4**
 - 1.2.1. Employee Travel Request Report.....4
 - 1.2.2. View List of Employees Travel Request.....5
 - 1.2.3. Export to Excel5

Travel Request

1.1. Travel Request Approval

1.1.1. View Employee's Travel Request

The screenshot shows a web application interface for viewing travel requests. At the top, there is a dropdown menu for 'Employee No.' with a '-' symbol. Below this, there are two tabs: 'Pending' (selected) and 'Summary'. The main content area is titled 'Pending Approval' and displays a list of requests. The first request is for ID 0011, Employee Name OOI YIN MEI, Status Pending, Purpose Penang, Submission Date 2017-06-19 18:16:58. It includes a table with columns: Departure, Destination, Departure Date, Return Date, Mode of Travel, Comment, Amount(MYR), and Attachment. The table shows a single row for Kuching to KL on 2017-07-02 to 2017-07-06 by Train, with a comment '34' and an amount of 78.00. The Grand Total(MYR) is 78.00. The second request is for ID 0024, Employee Name CHEAH SOOK HOON, Status Pending, Purpose Testing, Submission Date 2017-09-13 17:29:48. It includes a link to 'View Details | Approve | Reject'.

Figure 4.1

1. Click **Employee No.:** - to view the list of employees. User can now select desired employee and that employee's Travel Request awaiting for approval will be shown. Example is as shown in Figure 4.1.

1.1.2. View More Details

The screenshot shows a detailed view of a travel request. At the top, there is a dropdown menu for 'Employee No.' with a '-' symbol. Below this, there are two tabs: 'Pending' (selected) and 'Summary'. The main content area is titled 'Pending Approval' and displays a list of requests. The first request is for ID 0011, Employee Name OOI YIN MEI, Status Pending, Purpose Penang, Submission Date 2017-06-19 18:16:58. It includes a table with columns: Description, Quantity, Currency, Rate, Unit Price, and Amount(MYR). The table shows two rows: Budget 3 (Quantity 4, Currency Chilean Peso (CLP), Rate 3.00, Unit Price 16.00, Amount 48.00) and Budget 1 (Quantity 3, Currency CFA Franc (BEAC) (XAF), Rate 2.00, Unit Price 15.00, Amount 30.00). The Grand Total(MYR) is 78.00. The second request is for ID 0024, Employee Name CHEAH SOOK HOON, Status Pending, Purpose Testing, Submission Date 2017-09-13 17:29:48. It includes a link to 'View Details | Approve | Reject'.

Figure 4.2

1. Click **View Details** to view more details on a specific request in the form of a table. Example can be seen in Figure 4.2.
2. Click **Hide Details** once again to hide the extra details.

1.1.3. Approve Travel Request

1. Click **Approve** to approve the desired travel request from employee. Request will display in Summary Tab.
2. After approval, coordinator and employee will be notified by email about the request approval.

1.1.4. Reject Travel Request

1. Click [Reject](#) to reject the desired travel request from employee. Request will display in Summary Tab.
2. After rejecting, employee will be notified by email about the rejection of request.

1.1.5. Summary of Travel Request

1. Click [Summary](#) to view a history of request that got rejected and approved by the supervisor.
2. Selecting [View Details](#) will show the travel request and item details of request.

1.2. Travel Request Report (Supervisor)

1.2.1. Employee Travel Request Report

Employee Travel Request Report

Level:

Employee No.: Travel Coordinator:

Transportation: Status:

Departure Date: [Clear] Return Date: [Clear]

Submitted Date(From): [Clear] Submitted Date(To): [Clear]

Employee Travel Request Information

Expand All | Collapse All

Title	Purpose	Travel Coordinator	Departure	Return	Transport	Submitted Date	Status	Comment	Attachment	Action
Employee No. - MY0029		Employee Name: OOI YIN MEI				Supervisor No: MY0044		Supervisor Name: LIM SOO JIN (MY0044)		
Emirates Airline	Business Trip	AZUAN BIN ABDUL MANAF	2020-07-29 Malaysia	2020-07-31 United Arab Emirates	Flight	2020-07-01	Pending	-		-
Emirates Airline	Business Trip	AZUAN BIN ABDUL MANAF	2020-08-01 United Arab Emirates	2020-08-08 Thailand	Flight	2020-07-01	Pending	-		-

Figure 6.1

1. Head to Travel Request Report (Supervisor) page and a filter form will appear as you can see from Figure 6.1.
2. As shown in Figure 6.1, it consists of the following:
 - i. Level: The level of authority.
 - ii. Employee No: Contains the list of employees.
 - iii. Travel Coordinator: Contains a list of coordinators.
 - iv. Transportation: List of travel mode.
 - v. Status: The status of request. Example: "Rejected".
 - vi. Departure Date: The date of when user is departing.
 - vii. Return Date: The date of when user will be returning.
 - viii. Submitted Date (From): The date of when request is submitted.
 - ix. Submitted Date (To): The date of when request is submitted to.
3. User can filter the travel request report based on what types of information are needed.
4. After filling the fields that are required by the user, user can click to retrieve the request based on the filtering details provide by the user. That information is represented as a table.
5. User can click to set all input fields to be empty.

1.2.2. View List of Employees Travel Request




Employee Travel Request Information										
Expand All Collapse All										
Title	Purpose	Travel Coordinator	Departure	Return	Transport	Submitted Date	Status	Comment	Attachment	Action
Employee No. : MY0029		Employee Name: OOI YIN MEI			Supervisor No: MY0044		Supervisor Name: LIM SOO JIN (MY0044)			
Emirates Airline	Business Trip	AZUAN BIN ABDUL MANAF	2020-07-28 Malaysia	2020-07-31 United Arab Emirates	Flight	2020-07-01	Pending ***	-		-
Emirates Airline	Business Trip	AZUAN BIN ABDUL MANAF	2020-08-01 United Arab Emirates	2020-08-08 Thailand	Flight	2020-07-01	Pending ***	-		-
KL	Penang	-	2017-07-02 Kuching	2017-07-06 KL	Train	2017-06-19	Pending ***	34		View

Figure 6.2

1. By default, system will show a full list of employees request unless some filtering is done. The Figure 6.2 shows some filtering is done where system will only accept status that are Approved.
2. By clicking [View](#), selected request will show travel items belonging to that request in a form of a table.
3. Selecting [Expand All](#) will expand all the request that has travel items in a form of a table.
4. Selecting [Collapse All](#) will collapse all expanded request table.

1.2.3. Export to Excel

1. To export Employee Travel Request Report into an Excel format, click [Export to Excel](#) and browser will automatically download the excel to your download folder.