

User Guide

Travel Request (User) v3.0.0



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Travel Request




1.1. Travel Request Submission

1.1.1 Creating a New Travel Request

The screenshot shows a web form titled "Travel Request (Denotes Required)". It includes fields for Title (Emirates Airline), Purpose (Business Trip), Travel Coordinator (1 selected), Departure (Malaysia), Destination (United Arab Emirates), Departure Date (2020-08-30), Return Date (2020-09-03), and Mode of Travel (Flight). There is an Attachment field with a "Browse" button and a note: "per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed." Below these fields is a table with columns: Item Description, Quantity, Currency, Rate, Unit Price, Amount, and Amount(MYR). The table lists items like AirAsia Airline, Budget 1 through Budget 8, and Budget 9. At the bottom, there is a Comment field with a "Remain" value of 500.

Item Description	Quantity	Currency	Rate	Unit Price	Amount	Amount(MYR)
<input type="checkbox"/> AirAsia Airline		-				
<input type="checkbox"/> Budget 1		-				
<input type="checkbox"/> Budget 2		-				
<input type="checkbox"/> Budget 3		-				
<input type="checkbox"/> Budget 4		-				
<input type="checkbox"/> Budget 5		-				
<input type="checkbox"/> Budget 6		-				
<input type="checkbox"/> Budget 7		-				
<input checked="" type="checkbox"/> Budget 8		-				
<input type="checkbox"/> Budget 9		-				

Figure 1.1

1. Head to Travel Request Master page and setup form will appear as you can see from Figure 1.1.
2. As shown in Figure 1.1, it consists of the following:
 - i. Title: The title of the travel request. This field is a mandatory field.
 - ii. Purpose: The purpose of applying for travel request. This field is a mandatory field.
 - iii. Travel Coordinator: Contains a list of coordinators.
 - iv. Departure: The location where user is departing from. This field is a mandatory field.
 - v. Destination: The location where user is going to. This field is a mandatory field.
 - vi. Departure Date: The date of when user is departing. This field is a mandatory field.
 - vii. Return Date: The date of when user will be returning. This field is a mandatory field.
 - viii. Mode of Travel: A selection of different types of travel mode. This field is a mandatory field.
 - ix. Travel Request Details Item table: Consist of different items to be checked. This is optional. But if an item was check, details of item are required to filled.
 - x. Comment: Add comment to the travel request.
3. To select coordinator, click  and system will show a list of coordinators to select.
4. To set Departure and Return date, click  to make a date selection from calendar.
5. To select mode of travel, click  and system will show a list of travel modes to select.

- To select Travel Request Item, check desired item to include in the request from the table as can be seen in Figure 1.1.
- Once an item is checked, details of the specific item are mandatory to fill.
- Click **Add Travel Location** to save travel request.

1.1.2. Add New Travel Details

Travel Request (* Denotes Required)

Successful Saved

Submit to Supervisor Add New Location Cancel

Title Emirates Airline Travel Coordinator 1 selected

Purpose Business Trip

Remain : 187

Travel Request Details

Departure Departure Date Mode of Travel Attachment

Destination Return Date

per attachment is 3MB. Only jpeg, png, gif & pdf formats are allowed. Maximum file size

Item Description	Quantity	Currency	Rate	Unit Price	Amount	Amount(MYR)
<input type="checkbox"/> AirAsia Airline		-				
<input type="checkbox"/> Budget 1		-				
<input type="checkbox"/> Budget 2		-				
<input type="checkbox"/> Budget 3		-				
<input type="checkbox"/> Budget 4		-				
<input type="checkbox"/> Budget 5		-				
<input type="checkbox"/> Budget 6		-				
<input type="checkbox"/> Budget 7		-				
<input type="checkbox"/> Budget 8		-				

Comment Remain : 500


Departure	Destination	Departure Date	Return Date	Mode of Travel	Comment	Amount(MYR)	Attachment
Malaysia	United Arab Emirates	2020-06-30	2020-09-03	Flight	-	0.00	
Total Amount(MYR)						0.00	

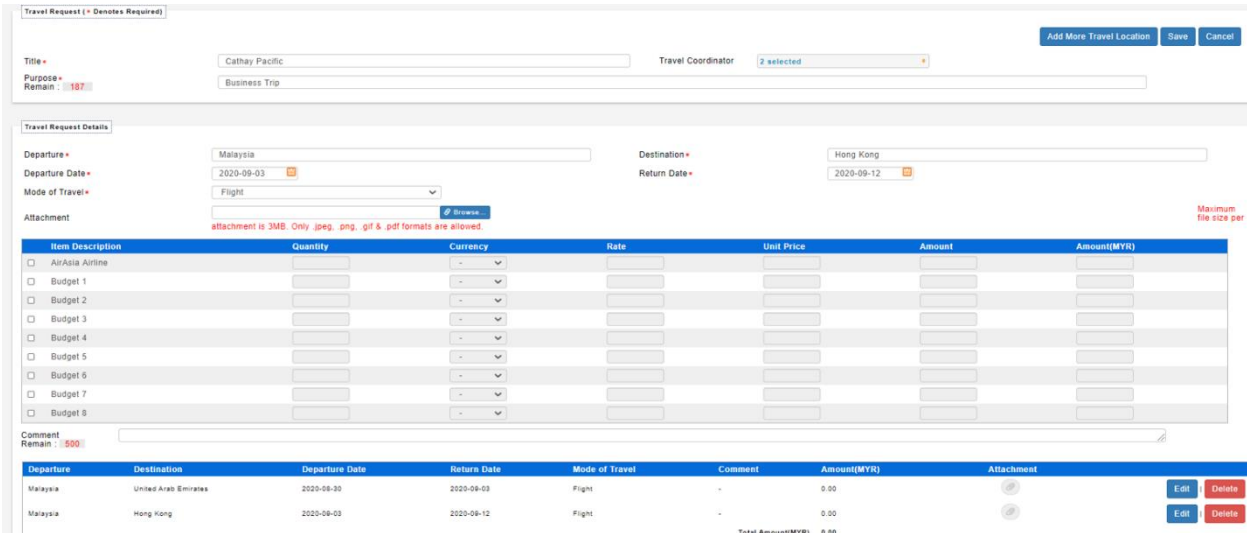
Edit Delete

Figure 1.2

- After successfully saving new request, the user can fill in another travel request and add it to the request table by clicking **Add New Location**.

1.1.3. Edit Location Request

1. Click  on desired location request.



Travel Request (+ Denotes Required)


Title Cathay Pacific **Travel Coordinator** 2 selected **Add More Travel Location** **Save** **Cancel**

Purpose Business Trip **Remain** : 197

Travel Request Details

Departure Malaysia **Destination** Hong Kong

Departure Date 2020-09-03 **Return Date** 2020-09-12

Mode of Travel Flight **Attachment**  **Browse...** attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed. Maximum file size per

Item Description	Quantity	Currency	Rate	Unit Price	Amount	Amount(MYR)
<input type="checkbox"/> AirAsia Airline		-				
<input type="checkbox"/> Budget 1		-				
<input type="checkbox"/> Budget 2		-				
<input type="checkbox"/> Budget 3		-				
<input type="checkbox"/> Budget 4		-				
<input type="checkbox"/> Budget 5		-				
<input type="checkbox"/> Budget 6		-				
<input type="checkbox"/> Budget 7		-				
<input type="checkbox"/> Budget 8		-				

Comment **Remain** : 500






Departure	Destination	Departure Date	Return Date	Mode of Travel	Comment	Amount(MYR)	Attachment	
Malaysia	United Arab Emirates	2020-08-30	2020-08-03	Flight	-	0.00		Edit Delete
Malaysia	Hong Kong	2020-08-03	2020-08-12	Flight	-	0.00		Edit Delete
						Total Amount(MYR)	0.00	

Figure 1.3

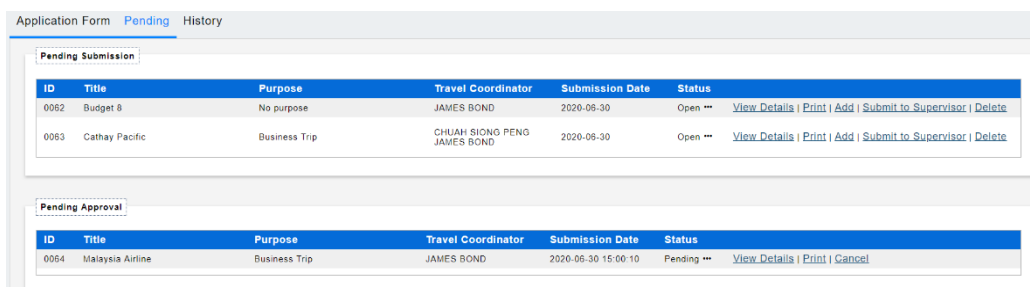
2. System will populate form with selected location request details as you can see in Figure 1.3
3. Click  to save changes.
4. If cancelation is needed, click  to cancel edit request.

1.1.4. Delete Location Request

1. Click  on desired location request to delete.
2. Once completed, selected location request will be deleted from table.

1.2. Pending Submission

1.2.1. View Pending Travel Request

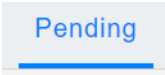



The screenshot shows a web application interface with two tabs: 'Pending Submission' and 'Pending Approval'. The 'Pending Submission' tab is active, displaying a table with columns: ID, Title, Purpose, Travel Coordinator, Submission Date, and Status. It contains two rows of data. The 'Pending Approval' tab is also visible below, showing a table with the same columns and one row of data.

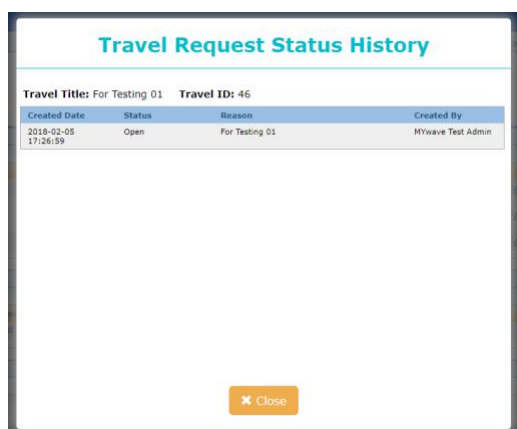
ID	Title	Purpose	Travel Coordinator	Submission Date	Status	
0062	Budget 8	No purpose	JAMES BOND	2020-06-30	Open	View Details Print Add Submit to Supervisor Delete
0063	Cathay Pacific	Business Trip	CHUAH SIONG PENG JAMES BOND	2020-06-30	Open	View Details Print Add Submit to Supervisor Delete

ID	Title	Purpose	Travel Coordinator	Submission Date	Status	
0064	Malaysia Airline	Business Trip	JAMES BOND	2020-06-30 15:00:10	Pending	View Details Print Cancel

Figure 1.4

1. Click  to view requests that are currently pending to be submitted to supervisor.
2. User can click  to submit the following request to supervisor for approval.
3. Pending request and approved request are arranged in their respective table as can be seen in Figure 1.4.

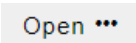

1.2.2. View Travel Request Status History



The screenshot shows a dialog box titled 'Travel Request Status History'. It displays details for a specific travel request, including the title, ID, creation date, status, reason, and creator. A 'Close' button is located at the bottom right of the dialog.

Created Date	Status	Reason	Created By
2018-02-05 17:26:59	Open	For Testing 01	MYwave Test Admin

Figure 1.5

1. Click  the status to view the travel request status history.
2. User can view when the travel request was created, submitted, approved, rejected, cancelled, and deleted with the reason as can be seen in Figure 1.5.
3. User can close the Travel Request Status History by click on the .

1.2.3. View More Travel Request Details







Departure	Destination	Departure Date	Return Date	Mode of Travel	Comment	Amount(MYR)	Attachment	
Malaysia	United Arab Emirates	2020-07-01	2020-07-02	Flight	-	0.00		Delete
Total Amount(MYR)						0.00		

Figure 1.6

1. Click  to view more details on a specific request in the form of a table. Example can be seen in Figure 1.6.
2. Click  once again to hide the extra details.

1.2.4. Print Travel Request

1. Click  and a new window will appear with the details represented in multiple table.
2. Click  to print the document.
3. If cancelation is needed, click  to close window.

1.2.5. Add New Travel Details

Travel Request (+ Denotes Required)

Submit to Supervisor Add New Location Cancel

Title Budget 8 Travel Coordinator 1 selected

Purpose No purpose

Remain 190

Travel Request Details

Departure Destination

Departure Date Return Date

Mode of Travel

Attachment per attachment is 3MB. Only .jpeg, .png, .gif & .pdf formats are allowed. Maximum file size

Item Description	Quantity	Currency	Rate	Unit Price	Amount	Amount(MYR)
<input type="checkbox"/> AirAsia Airline						
<input type="checkbox"/> Budget 1						
<input type="checkbox"/> Budget 2						
<input type="checkbox"/> Budget 3						
<input type="checkbox"/> Budget 4						
<input type="checkbox"/> Budget 5						
<input type="checkbox"/> Budget 6						
<input type="checkbox"/> Budget 7						
<input type="checkbox"/> Budget 8						

Comment Remain 500

Departure	Destination	Departure Date	Return Date	Mode of Travel	Comment	Amount(MYR)	Attachment
Malaysia	Thailand	2020-06-24	2020-06-24	Train		6.00	

Edit Delete

Figure 1.7

1. Click **Add** on desired Travel request to add more request details as can be seen in Figure 1.4.
2. User will be directed to the following form in Figure 1.7. After completing the form, user can add it to the request table by clicking **Add New Location**.
3. Selecting **Cancel** will direct user to a new Travel Request Form.
4. Once user is satisfied with the request, click **Submit to Supervisor** to submit the following request to supervisor.

1.2.6. Delete Travel Request

1. Click **Delete** on desired request. A confirmation message will appear to the user.
2. If user confirm deletion, request will be deleted from the system.

1.2.7. Cancel Approved Travel Request

Pending Approval

ID	Title	Purpose	Travel Coordinator	Submission Date	Status	
0084	Malaysia Airline	Business Trip	JAMES BOND	2020-06-30 15:00:10	Pending	View Details Print Cancel
0090	1	1	CHUAH SIONG PENG JAMES BOND	2020-06-30 15:33:16	Pending Cancellation	View Details Print Cancel
0091	1	1	JAMES BOND	2020-06-30 15:30:34	Pending Cancellation	View Details Print Cancel

Figure 1.8







1. Click **Cancel** to cancel a desired approved request. A modal will appear and request user to enter the cancel reason.
2. User can enter the cancel reason as optional and submit the cancellation request to supervisor.
3. The cancellation travel request will display in Pending Approval Table and under "Pending Cancellation" status as can be seen in Figure 1.8.

1.3. History

1.3.1. View History

Application Form Pending History						
Travel Request History						
ID	Title	Purpose	Travel Coordinator	Created Date	Status	
0059	Budget 9	Travel	JAMES BOND	2020-03-11	Cancelled ***	View Details Print
0038	Test Travel 160418	Test Travel 160418	AZUAN BIN ABDUL MANAF MYWAVE PAYROLL PROCESSOR VINCENT 567567	2018-04-16	Cancelled ***	View Details Print
0030	Test Travel 1001	Sth n9-new cust/demo Sth melaka-deliver sample bm2kg Sth b pahat-deliver fibremash Ppch b pahat-follow up Ppch kl-follow up/meeting Lcl-follow up	ONG KAH SENG OOI YIN MEI (Resigned)	2018-03-05	Cancelled ***	View Details Print
0010	R&D Meeting	work progress	LAI KEAN SEONG	2015-12-22	Cancelled ***	View Details Print
0005	General Meeting	General Meeting 2015	OOI YIN MEI (Resigned)	2015-12-17	Cancelled ***	View Details Print
0057	11	11	小龙 李	2020-02-12	Approved ***	View Details Print Cancel

Figure 1.9

1. Selecting  will display a list of request in the form of a table.
2. Click  to view more details on a specific request in the form of a table.
3. Click  once again to hide the extra details.
4. Click  and a new window will appear with the details represented in a form of a table.
5. Click  to print the whole table.
6. If cancelation is needed, click  to close window.