

FROM HERE TO THERE....AND BACK
Travel Requests and Expenses at Ease



Introduction:

Corporate travel management is the facility which enables organizations to reduce tariffs, improve efficiency and maximise traveller well-being, while accomplishing their universal official travel requirements. Travel Management assures cost trailing and control, aids adherence to corporate travel protocols, enhances savings through negotiated discounts, and serves as an efficient resource centre for employees and the senior authorities at times when travel is not as steady as it is expected to be.

The module streamlines the process of merging attendee travel information, integrates the event and travel data into a single system, generates reports and communicates updates and notifications to attendees and the assigned authorities. Travel Management provides a better way to manage protocol compliance, logistics, interactions and organization reporting prerequisites.

Necessity for it and Functionalities Available:

Travel & Expense management is an area where travel managers struggle with it across their organizations, trying to achieve more compliance to travel policies. Business travel management is becoming gradually complex and expensive. Thus it's more essential than ever that your travel process—from travel booking to travel expense reimbursement is managed flawlessly with utmost ease. Crafting more intelligent travel also comprises of improving traveller's contentment. Travel productivity therefore has a major influence on the overall attendee experience and can set the tone for the business trip purpose.

Travel Request:

Travel Request is designed to help businesses manage travel management more efficiently. When an employee starts to plan a business trip and fills in the Travel Request Form, managers and approvers can approve, reject or request modifications in the entire procedure. Since the Travel Expenses Form is also enclosed here it gives you a much better insight into the pre-planned and actual costs, allowing a more accurate forecast of the travel expenses.

Travel Desk:

From the ticket booking to the entitled travel insurance, everything gets handled under this module. The company/managers gain visibility into travel modes, visa processing, currency conversion, advance requests forms (domestic), accommodation process, car rentals, rail and other expenses. A cross check across the history allows to forecast travel costs for the trip.

Manage Travel Card:

When heading for a business trip, travel cards give you an easy way to access the allotted money in foreign cash when the employee is overseas. All the details about the Travel Cards available are readily accessible. The key elements like validity of card, recharged details, the default currency for the card, history of the card usage and also the current status which shows the current user of the card. This sub module is a monitoring tool for all the Travel Cards.

My Travel:

Monitoring an employee's business travels is essential key in travel management. My Travel module is a Travel Manager designed for users who want to process their own travel or the travel of the employees assigned to them. It covers all the process involved in the design and successful completion of a particular travel assignment in a single transaction.

Expenses Approval:

The Travel Expenses form needs approval from the Travel Mangers or concerned departments for the travel expenses incurred by employees. In this sub-module the employees can track the status of travel expenses form filled and also the reimbursement status for the corresponding expense.

Conclusion:

We at Exenta HRMS provide customizable, cost effective and powerful tools that aid establishments to manage all phases of their meetings and events, from planning to travel and expenses. We are focused by a single objective – to design, develop and deliver cost-effective travel management tools for businesses. Provide your attendees the best possible first impression and ensure company's travel logistics are near perfect. The tool can be considered as a complete personal travel assistant tool, which allows planning, request and monitoring trips, planning travel reservations and principally monitoring users travel costs. The Travel Management Dashboard is the employee's hub for all things concerned to business travel.

About EXENTA HRMS:

EXENTA HRMS is a one stop solution for all your HRMS needs that combine ease of use, dynamic customizations, affordable pricing and flexible implementations. It comprises of hiring, onboarding, payroll, attendance, training, benefits and the entire gamut's of the HR application designed specifically for the small and mid-sized organizations. The powerful workforce analytics and automated reports will keep you ahead of your competitors in every project you undertake. The comprehensive functionality offered at this unbeatable pricing also provides you options to handpick and create a tailored HRMS solution suiting all your organizational needs.

To learn more visit www.exentahrms.com



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