

## TRAVEL MANAGEMENT DATA SHEET

### FEATURES

**Define Travel types & Travel Modes** Employees can enter their travel requisitions through the self service module with due approval from their managers. All the travel request and expenses can be kept track of and travel limits set up as per the policies.

#### Travel Desk Management

In-house or external travel desk can be maintained. Visa processing assistance, travel insurance management, foreign currency conversion, accommodation & conveyance requests are all handled here depending on the employees grade.

#### Travel Card Management

Employees can request for travel card and suggest the currency based on the place of visit which is to be approved by the workflow authority. Travel card status, recharge details and card history are all managed in this module.

#### Expense & Reimbursement Management

Submission and processing of travel reimbursement bills through scanning and uploading the receipts.

#### Travel Extension/Pre-closure

Extended onsite of the employees due to project incompleteness or any other issues or the pre-closure of the onsite projects are all handled and managed in this section of the travel module.

#### Workflow and reports

Automated workflows which decide who are the authorities responsible for coordinating and deciding travel requests and approvals. Travel reports can be obtained and all the travel history is maintained for future reference.

Exenta, C-23, Tejaswini, Technopark, Trivandrum, Kerala, India  
Phone: 0471 – 2700399/2700388 | [www.exentahrms.com](http://www.exentahrms.com)