TravelEx - Cloud Solution for SAP Business One

TravelEx is a browser based software solution for Travel Requisition & Expense Reimbursements for SAP Business One.

Overview of Features

1. Create Travel Requisition with multiple heads:

    o   Air ticket

    o   Hotel Booking

    o   Food & other expenses

2. Create Travel Requisitions with multiple travelers

    o   A travel requisition creates a Purchase Request transaction in SAP Business One

3. Validate Travel Requisition with company travel policy

    o   By grade of employee

    o   By city, e.g. Metro, Tier I, Tier II, etc.

4. Approve Travel Requisitions can optionally create Purchase Orders in SAP Business One for specific heads, e.g. Hotel, Air Ticket, etc.

5. Fill up Expense Reimbursement Request and submit for approval

    o   Expense Reimbursements be linked to Travel Requisitions

    o   Standalone Expense Reimbursements

        ▪   An Expense Reimbursement Request creates an Accounts Payable Invoice in SAP Business One

Reports

1. Purchase Orders, suitably customized, for Hotel Bookings

2. Purchase Orders, suitably customized, for Travel Ticket Booking

Create New Travel Request

Expense Type 🛈	Outstation Travel (Air,T ... ▾	Project	Adage Automation ▾
From Country	India ▾	To Country	India ▾
From City	Pune	To City	Goa
Date	05-08-2016 📅	Currency & Amount	India... ▾ 9,000.00
Start Time	07:30 ▾	End Time	07:30 ▾
Remark	Preferably by Jet Airways		

Number Of Passenger: 2 ▾

☐ Reimbursable   ☑ PO Required

Tick if Return   ☑ Return   *Tick if Hotel Required.*   ☑ Hotel   [Attachment]

Sr. No.	Name Of Passenger	Age	Gender	POI / ID No.	Contact No.	Email ID	Flight/Tr... No	Flight/Tr... Class	Meal Type
1	Shishir Srivastava	54	M		9960764333		9W 007		V
2	Asha Labhe	44	Fe ... ▾		9766699894		9W 007		Veg ▾

Return Date	09-08-2016 📅	Amount	9,000.00

Expense Type 🛈	Accommodation ▾		
CheckIn Date	05-08-2016 📅	CheckOut Date	09-08-2016 📅
City	Goa	Amount	20,000.00
No Of Rooms	2.00	Occupancy	Single ▾
No Of Nights	4	☑ PO Required	

[💾 Save]   [💾 Submit]

Description	Project	Cost Center	...	Amount	...
No records to display					

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