

TRAVEL MANAGEMENT

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Travel allowances are part of staff benefits , be it duty requirement , position entitlements, a perquisite or a reward scheme .
 The Travel Management module helps the company to manage, administer and control the travel benefits and its inherent costs generated by employee travel.

The screenshot displays two overlapping windows from a Travel Management software application.

Cost Setup Window:

- Title: Cost Setup
- Code: FS002
- Database: PT. Cyclops Dev DB
- Date: 05-MAR-2008
- Table: 9.00.KS1.00

| Award | Domestic | | | | Foreign | | | | | |
|-------|------------------|------------------|----------------|---------|---------|---------------|---------------|---------------|--------|------|
| | Pocket Allowance | Trans. Allowance | Meal Allowance | Total | Hotel | Lumpsum Hotel | Daily Lumpsum | Lumpsum Hotel | Blazer | Coat |
| P2 | 50,000 | 50,000 | 50,000 | 150,000 | 300,000 | 120,000 | 84 | 110 | 350 | 350 |
| KOML | 225,000 | 0 | 0 | 225,000 | 300,000 | 120,000 | 350 | 0 | 350 | 350 |
| KOM | 200,000 | 0 | 0 | 200,000 | | | | | | |
| DIRU | 350,000 | 0 | 0 | 350,000 | | | | | | |
| DIR | 200,000 | 0 | 0 | 200,000 | | | | | | |
| SEKO | 130,000 | 0 | 0 | 130,000 | | | | | | |
| JA | 120,000 | 110,000 | 120,000 | 350,000 | | | | | | |
| JB | 120,000 | 110,000 | 120,000 | 350,000 | | | | | | |
| JIA | 110,000 | 80,000 | 110,000 | 300,000 | | | | | | |
| JIB | 110,000 | 80,000 | 110,000 | 300,000 | | | | | | |
| JIIA | 90,000 | 70,000 | 90,000 | 250,000 | | | | | | |
| JIIB | 90,000 | 70,000 | 90,000 | 250,000 | | | | | | |
| JIVA | 70,000 | 60,000 | 70,000 | 200,000 | | | | | | |
| JIVB | 70,000 | 60,000 | 70,000 | 200,000 | | | | | | |
| V | 50,000 | 50,000 | 50,000 | 150,000 | | | | | | |
| P1 | 50,000 | 50,000 | 50,000 | 150,000 | | | | | | |
| H-1 | 110,000 | 0 | 0 | 110,000 | | | | | | |
| H-2 | 110,000 | 0 | 0 | 110,000 | | | | | | |

Travel Record Window:

- Title: Travel Record
- Code: FS003
- Database: PT. Cyclops Dev DB
- Date: 05-MAR-2008
- Table: 9.00.KS1.00

Form Fields:

- No: 0001/SPPDT-BTG/01/2007
- Date: 15-NOV-2007
- Employee#: 200001 Susanto
- Title: STAFF FINANCE
- Award: GOL6
- Classification: ST
- Step: 1
- Job Description: sdfstfdf
- Cost Center: [Dropdown]
- Cost Code: [Dropdown]
- Approved By: M00022 Rudy
- Acknowledge by: M00018 Pribadi
- Description: fsfst

Buttons: Back, Print

Travel Details Window (Bottom):

- Place: BANDA ACEH
- Transport: LAUT
- Start Date: 01-JAN-2007
- End Date: 31-JAN-2007
- Hotel: 20000
- Pocket: 20000
- Transport: 20000
- Meal: 2000
- Taxi: 200000

Cost Setup and Travel Record Screen

Extensive and flexible user-defined parameters are available to cater various conditions.

Code driven and real time data processing allows extensive reporting for managerial cost monitoring , comparison and control.

The Employee Self Service module can be activated to accommodate travel administration , delegating the clerical functions such as travel application, travel authorization, travel-cost reporting to supervisor or individual employee level, with complete user-defined security and authorization-span at all times.