

Case Study

Travel Reimbursement System



KMG Infotech Limited, India

The Competent People

www.kmgln.com

Client

The client is a major Hospital based out of US.

Requirement

The internal employees of the company and they have to make regular official tours. The existing reimbursement process was cumbersome as it involved paper work and delay in claim disbursement due to various approval involved as well. A system was required that could help the employees to easily submit their claims for reimbursement and get the necessary disbursement in less turnaround time.

Solution Approach

A web based application was developed in that helps the client to submit their claims even on the move and get the necessary approvals and reimbursement and track it online through that application.

Technology

SharePoint, InfoPath, SQL 2008

The application is as follows:

For submitting the travel reimbursement, user need to go Travel Reimbursement - > New

TRAVEL EXPENSE VOUCHER
Authorization Matrix

Powered by: InfoPath Forms Services

REQUEST NO.: TRV22

Date: 7/25/2011 Station: New

Name: Yadav, Surender Cost Center: Department:

ALL RECEIPTS & CONFIRMATION MUST BE PROVIDED TO RECEIVE REIMBURSEMENT

PURPOSE :

REGISTRATION FEE (s): Total \$: 0.00

TRANSPORTATIONS if request mileage reimbursement please attach a detailed mileage log

Automobile	Parking	Folio	Total \$
0.00			0.00

Ground Transportation: Air Travel: Total \$: 0.00

HOTEL ACCOMMODATIONS:

Please provide Single Room Rate \$: Night: Total \$: 0.00

EMPLOYEE ONLY DAILY MEAL EXPENSE (not to exceed \$50 per day):

Date	Total Meal	Date	Total Meal

Click to insert new item

Total \$: 0.00

OTHER REIMBURSABLE EXPENSES : Total \$:

Travel Personal cell phones, fax, express, etc. Net Payable Total: 0.00

Attach supporting documents

Click here to attach a file

Click to insert new item

Employee Name	Signature	Date
Approval of Department Head	Signature	Date
Approved by Administration	Signature	Date
Approved by Finance	Signature	Date

ALL APPROVALS ARE IN ACCORDANCE WITH BQHC SIGNATURE AUTHORIZATION MATRIX

Submit Close

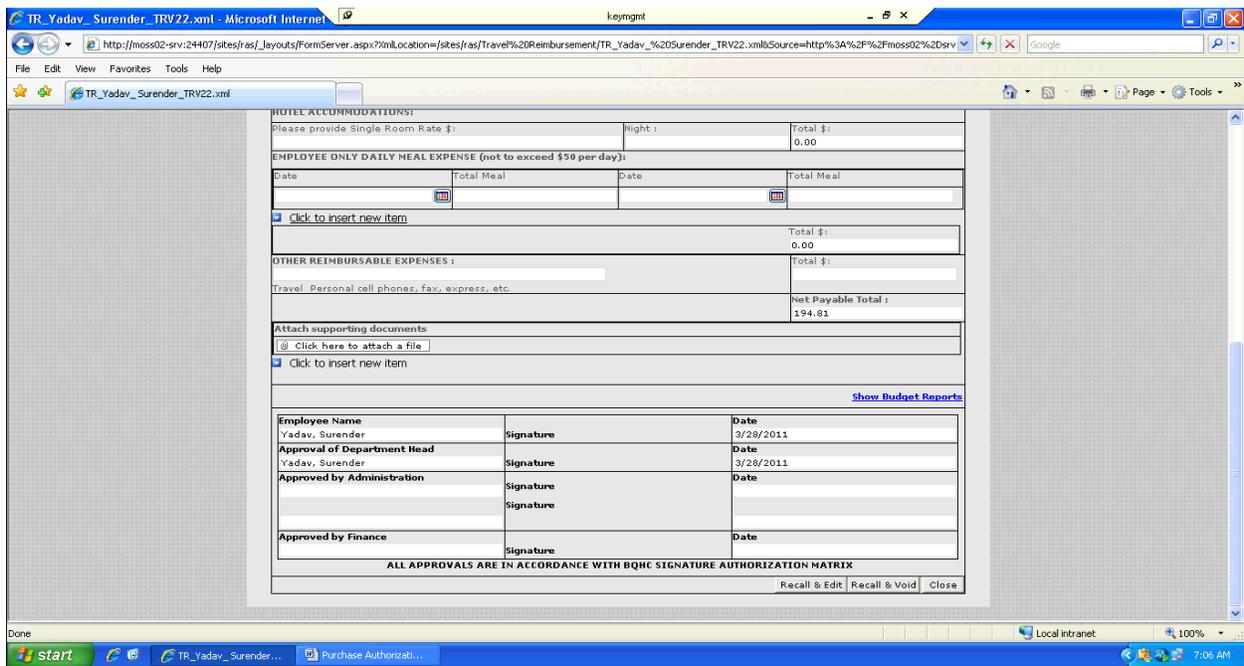
1. Date: This is the default date for travel request. User can change this if they want to submit the future/ past requests.
2. Name: Default value is the logged in user. If the user want to submit the request for another person, they can select the user by clicking on the button(next to Name).
3. Cost Center: Select the cost center for appropriate budget.
4. Department: Select the appropriate department for approval of designated VP's
5. Purpose: User can type the purpose of the travel request.
6. Registration Fee: If they have paid any registration Fee, they can enter it over here with appropriate description.
7. Transportation:
 - a. Automobile: Enter the mileage in this section. System will automatically calculate based on the rates defined in the policy and populate the amount automatically.
 - b. Parking: Please enter the parking charges (if any).
 - c. Tolls: Please enter the toll charges (if any).
 - d. Ground Transportation: if you have paid any ground transportation, please enter it here.
 - e. Air Travel: Please enter the Airfare you have paid.
 - f. Total: System will automatically calculate the entire amount for transportation and display in the total box.
8. Hotel Accommodation:
 - a. Single Room Rate: Please enter the room rate per night.
 - b. Night: Please provide the number of night stays in the hotel.
 - c. Total: System will automatically calculate the total based on the rates and number of nights.
9. Meal Expenses:
 - a. Date: Please provide the date for the meal
 - b. Total Meal: Please provide the total amount you have spent on the meal. Make sure the amount should not exceed with \$50.
 - c. You can insert multiple records for entering meals for multiple days by clicking "Click to Insert Item".
10. Other Reimbursable Expense: Please enter the details of other reimbursable expenses like cell phone charges, fax charges etc and amount to be charged in the total section.
11. Net Payable Total: System will automatically calculate the net payable amount for the current request.
12. Attach Supporting Documents: You can attach the receipts or any other supporting documents for the current request. For attaching multiple documents, please click on the "Click to inert new item".

After that, click on the "Submit" to submit the request.

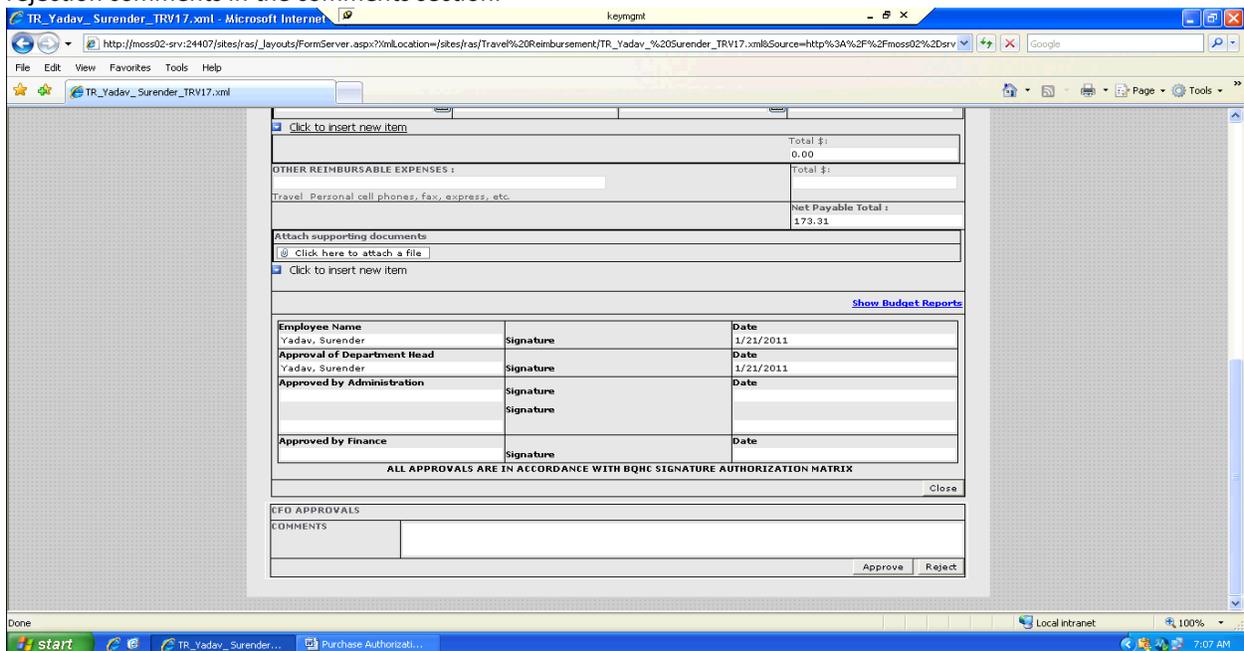
Recall Option

Recall and Edit: After submitting, user cannot make any changes to the request. If they want to make the changes to the request, they need to open the request and click on the "Recall & Edit". Once the requested recalled, they can re submit the request again. This option is only available if the assigned person(VP, CFO) doesn't take any action so far.

Recall and Void: If the user mistakenly submitted the request, they can simply void the request by clicking "ReCall & Void" option.



VP / CFO Approval: Once the request assigned to the VP / CFO, they can open the request either through the email, or they can go the system and click on the “Assigned Request” by clicking appropriate type (Purchase, Capital etc). After clicking on the appropriate link they are able to see all the request assigned to them. They can open the request and take the appropriate action. They can “Approve” the request, Rejected the request or “Approve and ReAssign” to another VP by selecting another VP from dropdown. They can put their approval or rejection comments in the comments section.



Note: If the VP is not able to see the approval section, than might be the request is not assigned to him/ her or they can talk to the system administrator.

Request Completed: Once the request approved from CFO, than it marked as request completed and can be viewed under “Completed Request” section.

Accounts Payable: Once the request gets completed, it sends an email to accounts payable. Authorized person from accounts Payable can view the request through Accounts Payable section. They can make the changes in the request or reject the request. If accounts payable are not getting the box for saving /rejecting option, they need to contact the system administrator for getting authorization.