

FFIN TRAVEL AND REIMBURSEMENT PORTAL

Travel Approval Request Workflow



1. LOGIN Page

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- Internal URL: http://192.168.1.213/TelematicsApp/Login.aspx
- External URL: <u>http://125.20.36.157/TelematicsApp/Login.aspx</u>



- 1. New user can register by clicking here.
- 2. If User already has username and password then fill here and submit for login.
- 3. Click on the links shown for changing the password or for creating the new password User forgets the password.

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2. User Home Page

- After login User will reach the home page as shown below.



1. To plan your travel click on tab 'Travel'.

2. Choose the date on which User want to travel.

- After clicking on the date on which User is planning to travel, user will see the screen shown in next slide.

3a. Travel Plan Request Creation

avel Mangement				
avel Plan Request Form				
1 From Date : 7/6/2015	8	To Date :	7/10/2015	9
2 Travel Type : Domestic	•]	3 VISA Required :	Ves No	
4 From Country : India	•	To Country :	India	•
5 From City : Agartala	•	To City :	Visakhapatnam	•
Other From City :		Other To City :		
6 Currency Type : INR	•	Budget Amount :	15000	
B Comment :		g Select Reason :	Select One	•
		Back		
	Save	DdCK		

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1.'From Date' will be selected from calendar on which User clicked in the calendar. "To Date", is the date on which User's travel is ending.

2. 'Travel Type', select the travel type from the dropdown, whether it is Domestic or International travel.

3.'Visa required', filed is disabled when Domestic is selected, 'Visa ' equired' filed will be enabled only in International travel. You can select 'Yes' if you want to apply visa otherwise select 'No'.

4.'From Country, "To Country" will be filled by default in case of Domestic travel. In case of International travel select the countries from dropdown.

3b. Travel Plan Request Creation

1 From Date : 7/6/2015	8	To Date : 7/10/2015
2 Travel Type : Domestic		3 VISA Required : Ves No
4 From Country : India	۲	To Country : India
5 From City : Agartala	•	To City : Visakhapatnam
Other From City :		Other To City :
Currency Type : INR	•	Budget Amount : 15000
8 Comment :		g Select Reason :Select One

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5.'From City', 'To City' is used to select the cities from dropdown, if the city from/to which User is travelling is not present in dropdown then one can manually fill the "Other from City" and "Other To City".

6. 'Currency Type', is used to select the currency in which User will travel.

7. 'Budget Amount' is the estimated amount of Users travel.

8. In 'Comment' section, User can write some description about the travel or any extra information which User need to tell to the travel desk.

9. " eason' is used to select the reason of the travel from the dropdown.

10. '"Submit' is used to submit your travel plan for approval.

3d. Travel Plan Request Creation

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- After pressing '"Submit' button User can see his plan on the calendar as 'r ed' marked.
- User can also see all the filled details on hovering mouse over the starting date of plan.



3e. Travel Plan Request Creation

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-If User wants to cancel the travel plan after '"submitting' & before Approval, User can do it by putting tick mark in checkbox.

- Enter comment on the provided space for cancellation.
- Click CANCEL

	Travel	Leav	/e					
-	ſ			August 2015			> >	
	S	М	т	w	т	F	S	172
31		0					1	Write Comment
32	2	3 (T)	4	5	8	7	8	
33	9	10	11	12	13	14	15	CANCEL
34	16	17	18	19	20	21	22	TCK Travel Ticket H Holiday
35	23	24	25	26	27	28	29	T Travel Saturday,Sunday Not-Approved
36	30	31						Approved Rejected Hold

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4. Colour Coding



5a. Travel Desk Request Form

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- After User get approval from their respective approvers for the travel plan, User needs to select travel plant from "Select Travel Plan Number" as shown below.

		Logout	Welcome skeltalevel0@gmail.com
HRMS > TMS	new Configure Help Dashboard		
Travel Mangement			
Travel Desk Information I	Request Form		
Select Travel Plan Number:	Select One	Plan Number :	
From Date :	Select One Agartala (To)Visakhapatnam	To Date :	
Travel Type :	Agartala (To)Warangal	VISA Required :	
Country :	Agartala (To)Ahmednagar Mackay Mo(To)Charleville Airport	Reason :	ż.
From City :	Charleville Airport(To)Rockhampton Airpo	To City :	
Currency Type :		Budget Amount :	
Comment :		Mode Of Travel :	Air
Request Priority : [Medium 🔻	Hotel Stay Required :	Ves 🖲 No
Preferred Time Departure :	MA C	Preferred Time Return :	AM T
Travel Comment :		o	
		Guest House(Gurgaon Only)):
	Submit to Travel Desk	Back	

- After selecting the travel plan, screen is auto-populated as shown in next slide.

5b. Travel Desk Request Form

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Travel Mangement			
Travel Desk Information	Request Form		
Select Travel Plan Number:	Agartala (To)Visakhapatnam	Plan Number :	296
From Date :	10/06/2015	To Date :	10/11/2015
Travel Type :	Domestic	VISA Required :	No
Country :	India	Reason :	Internal Meeting
From City :	Agartala	To City :	Visakhapatnam
Currency Type :	INR	Budget Amount :	15000
Comment :		Mode Of Travel :	Air
Request Priority :	Medium 🔻	Hotel Stay Required :	🔘 Yes 🖲 No
Preferred Time Departure :	9 AM T	Preferred Time Return :	9 AM
Travel Comment :		Guest House(Gurgaon Only	y):
	Submit to Travel Desk	Back	
	Site Powered by:FUJIFILM	INDIA	

- "Select "Mode Of Travel" from the dropdown.

Comment :			Mode Of Travel	Air	•
Request Priority : [Medium	•	Hotel Stay Required :	Air Bus	
Preferred Time Departure :	9 AM	•	Preferred Time Return :	Train Other	

5c. Travel Desk Request Form

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- Select the priority of your travel from ' 'equest Priority' as shown.

Request Priority :	Medium	Hotel Stay Required :	⊘ Yes ● No	
Preferred Time Departure :	Medium High Low	Preferred Time Return : [9 AM	۲.

- Select your time of Departure and Return from the dropdown shown.
- Check 'Guest House', if required (Only for Gurgaon location).

	 Vial data Mandalfari 	144	the second se	and the set	_
Preferred Time Departure :	10 PM	•	Preferred Time Return :	12 AM	•
				A CARGERAN	
	1				

- "Select 'Yes' in 'Hotel Stay ' equired' tab, if hotel stay is required, by default it will remain 'No'.

Request Priority : [Medium	•	Hotel Stay Required :	🖲 Yes 🔘 No	
Preferred Time Departure : [10 PM	•	Preferred Time Return :	12 AM	•
Travel Comment :					
	Sub	mit to Travel Desk	Back		

- Click '"ubmit to Travel Desk' for submitting your plan to travel desk for booking.

6. User Travel Request Track

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- By clicking Track Travel Request and Reimbursement link under Track user can see the details of all the travel request raised in the system..

	Л (New	Mana	oer T	Fack	Dashba			Welcome asif.arshad@fujifilm.com	
		non	indi ici		den	Dasmoor			1. Travel Plan is mandatory for all FFIN travel!	
Trac	ck Trave	el & Reim	bursemen	t Request						
	Travel Id	FromCity	/ ToCity	FromDate	ToDate	Amount	Reason	Comments	Status	
=	86189	Delhi	Kolkata	04/29/2019	04/29/2019	20000	Internal Meeting	test	Pending	
	83353	Delhi	Kolkata	02/28/2019	03/02/2019	20000	Sales Conference	test	Pending	
	82090	Delhi	Chennai	01/30/2019	01/31/2019	15000	Internal Meeting	testing only	Pending	
	81164	Delhi	Kolkata	12/27/2018	12/29/2018	20000	Internal Meeting	test	Pending	
	79445	Delhi	Agartala	11/23/2018	11/23/2018	4455	Internal Meeting	testing purpose only	Approved and Submitted to Traveldesk	
÷	79368	Delhi	Ahmedabao	d 11/20/2018	11/21/2018	5252	Internal Meeting	test	Approved and Not Submitted to Traveldesk	
	74268	Delhi	Mumbai	09/27/2018	09/29/2018	20000	Internal Meeting	testing	Pending	
÷	74285	Delhi	Chandigarh	h 09/25/2018	09/25/2018	9999	Internal Meeting	test	Pending	
	71641	Delhi	Ahmedabad	d 08/21/2018	08/21/2018	4444	Internal Meeting	test.	Pending	
	58379	Delhi	Mumbai	03/21/2018	03/23/2018	20000	Internal Meeting		Approved and Not Submitted to Traveldesk	

1a. Travel Request Approval Process

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- For Approving their subordinates Travel ' equest, HODs need to click on 'Manager' tab.



- Either select dropdown 'subordinates' to select the subordinate or click on 'Pending request' to see the list of all travel requests created by user's subordinates pending for approval.



1b. Travel Request Approval Process

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- From Pending Request list select the subordinate whose request needs to be approved.

		Pending Travel Request
Name	From Date	To Date
Skelta Level0	6/5/2015 12:00:00 AM	6/8/2015 12:00:00 AM
Skelta Level0	6/10/2015 12:00:00 AM	6/11/2015 12:00:00 AM
Skelta Level0	8/17/2015 12:00:00 AM	8/18/2015 12:00:00 AM
Skelta Level0	9/8/2015 12:00:00 AM	9/10/2015 12:00:00 AM
Skelta Level0	5/11/2015 12:00:00 AM	5/12/2015 12:00:00 AM
Skelta Level0	5/13/2015 12:00:00 AM	5/14/2015 12:00:00 AM
Skelta Level0	5/15/2015 12:00:00 AM	5/17/2015 12:00:00 AM
Skelta Level0	4/15/2015 12:00:00 AM	4/16/2015 12:00:00 AM



Requests Pending for Approval will have checkbox.

1c. Travel Request Approval Process

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- Check the box for the day on which travel request needs to be approved.
- Approver has following 3 options.
- a. <u>Approve</u>: Travel Request will be approved. Requester can proceed with creation of Travel Desk Request Form.
- b. <u>Reject</u>: Travel Request is rejected & the request is closed.
- c. <u>Hold</u>: Approver may hold since action requires further discussion with Requester (Offline). Mail will be triggered to requester when approver 'Hold' the request. Once Approver gives go-ahead, requester can resubmit the request via mail.
- Approver can enter the reason for action in Remarks column.
- The approver can also approve/Reject/Hold the request from the approval mail itself which he receives when the user submits a request.



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- Outstation travel reimbursement can be filed for each approved travel request for which there is no reimbursement request already submitted in the system.
- Requestor can go to New > Outstation Travel Reimbursement



- Requestor can then select the travel from dropdown against which the reimbursement needs to be submitted.

			tional now, please	book through system!
Travel Reimbursement Cla	aim Form			
Name	: Asif Ar	shad	Employee ID	: 1581
Email	: Asif.An	shad@fujifilm.com	Designation	: Manager- IT (Business Systems)
Grade	: C1		Department	: Information Technology
Select Travel Number :		Empty	•	
Upload From Excel:		Choose File No file of	chosen	Attach Bills
Download Sample		Upload		

- 1. User needs to attach soft copies of all the expense bills for the selected travel here.
- 2. Daily Allowance Tab
- 3. Expenditure Details Tab.



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- For each expense done on the selected travel the user has to add the line item one by one by filling following fields under **Daily Allowance**:
- 1. Date of expense.
- 2. Allowance Category
- 3. Expense Amount
- 4. Comments describing the expense.
- 5. Need to select **Bill Attached checkbox** in case the bill is attached for each expense entered.
- 6. Add button adds the line item to the request and needs to be done for each expense done on the travel.

Daily Allowance	Expenditure Details	3		4	6
Select Date :	Allowance : Select BREAKFAST LUNCH DINNER OTHER LODGING	Amount :		Comments	Bill Attached :
Settlement Deta	PHONE-FAX LAUNDRY				
Total Expenditure : Daily Allowance : Advance Taken : Settlement Amount	MISCELLANEOUS SELF-LODGING				Amount 0 0 0
		Save	Submit	Cancel	

- For each expense done on the selected travel the user has to add the line item one by one by filling following fields under **Expenditure Details** Tab:

- 1. Date of expense.
- 2. Expense Amount
- 3. Expenditure Category
- 4. Expenditure Sub-category.
- 5. City of Expense
- 6. Comments describing the expense.
- 7. From Location of the commute.
- 8. To Location of the commute
- 9. Need to select Bill Attached checkbox in case the bill is attached for each expense entered.
- 10. Add button adds the line item to the request and needs to be done for each expense done on the travel.

Daily Allowance Expenditure	Details	
1 Select Date :	8	2 Amount :
Type Of Expenditure : 5 Select City : From Location : Bill Attached :	Select One V Select One AIR BUS PARKING/TOLL RAIL SELF VEHICLE TAXI/CAR RENTAL	4 Sub-Type : T Comment : To Location : Select here T
9 rom Location : Bill Attached :	Select here Select here Dealer Location Customer Location Vendor Location Hotel	Add 8 To Location : Select here Add Add
Settlement Details Total Expenditure : Daily Allowance : Advance Taken : Settlement Amount :	Office Warehouse Service Center Airport Railway Station Metro Station Bus Stand Home Other Save	Amount 0 0 0 - Submit Cancel

- After adding all the line items for the expense user can either Save or submit the request.

- **1. Save** button will save all the details entered and can be reviewed and submitted anytime in future.
- 2. Submit button is used to submit the request for approval.

Once submitted the request goes for the approval with all the details entered.

Settlement Details Amount Total Expenditure : 0 Daily Allowance : 0 Advance Taken : 0 Settlement Amount : 1 Save Submit

- The manager can approve the claim from the mail itself or the approver can do it from the system by going to: Manager > Click on Pending Request



- The user can track the outstation reimbursement request from the link **Track Travel request and Reimbursement**
- The reimbursement request can be accessed under the Travel request by clicking (+) sign beside the travel request.



- After the approval the user receives a notification that the request has been approved.
- The user then needs to download the reimbursement summary report from the system and take the print out of the same from the track (See below screenshot for your reference)
- The Reimbursement report printout along with the hard copies of all the expense bills need to be submitted to finance in order to process the claim.

4	41439	Delhi	Chennai	10/06/201	17 10/08/2017	10000	Internal Meeting	SF	DC/Skelta aining/discussio.	<u>more</u>	Approved and	d Submitted to Travel
eimbursement Details												
	Reque	stor	ReimbID	TravelId	l Amount	Creat	edDate	Sta	itus		Form	Attachments
	Asif Arshad 32009		32009	41439	1801	10/17	0/17/2017 Pending at Finance(TPV)		Reimbursement Form		<u>Attachments</u>	
Expenditure Details												
	Id	E	xpenditure	Туре	Amount	City	FromLocation		ToLocation		Date	CreatedDate
Γ	163089	Т	AXI/CAR REI	NTAL	1027	Delhi	Home		Airport	10	/06/2017	10/17/2017
	163090	Т	AXI/CAR REI	NTAL	300	Delhi	Airport		Airport	10	/06/2017	10/17/2017
AI	lowance [Details								I		
	Id AllowanceType				Amount Date		CreatedDat		eatedDate			
134270 LU		LUNG	сн	224			10/06/2017		10/17/2017			
	13427	1		OTHE	ER.		250	10/06/2017		10/17/2017		

Local Travel Reimbursement Process

- Local travel reimbursement can be filed for a time interval in the past.
- Requestor can go to New > Local Travel Reimbursement



- Requestor can then select **To date** and **From date** for which the claim request needs to be submitted.
- Only one request can be submitted for a time interval and all the expense during that interval needs to be submitted in the same request.
- The local travel reimbursement request is very similar to the outstation travel reimbursement the only difference is that in local request we select a time interval while in outstation we select the travel request.
- Rest all the process remains the same.

Local Travel Reimbursement	Request Form		
Name	: Asif Arshad	Employee ID	: 1581
Email	: Asif.Arshad@fujifilm.com	Designation	: Manager- IT (Business Systems)
Grade	: C1	Department	: Information Technology
From Date :	9	To Date :	8
Select Reason :	Select One V	Comment :	
Upload From Excel:	Choose File No file chosen		Attach Bills
Download Sample	Upload		
Allowance Expenditure Details			
Settlement Details			
Total Expenditure :		Amount 0	Total INR
	Save	Submit Cancel	

- The user can track the local reimbursement request from the link Track Local Travel Reimbursement
- After the approval the user receives a notification that the request has been approved.
- The user then needs to download the reimbursement summary report from the system and take the print out of the same from the track (See below screenshot for your reference)
- The Reimbursement report printout along with the hard copies of all the expense bills need to be submitted to finance in order to process the claim.

Т	Track Local Travel Reimbursement Request									
	TravelId	Requestor From Date To	Date CreatedDate		Comment		Form Attachments	Sta	itus	
E	46749	Asif Arshad 05/04/2019 05/	04/2019 05/07/2019	Skelt	ta DB Migration Saturday.	work on	Report Attachments	Pending	at Finance	
E	Image: Support State of the							at Finance		
Image: 15672 Asif Arshad 03/09/2017 03/09/2017 03/10/2017 Visit to Noida WareHouse for providing LES training to WH Report Attachments Pending at Finance staff. Staff.							at Finance			
	Id	ExpenditureType	ExpenditureTyp	e	Amount	City	FromLocation	ToLocation	Date	
	119983	Self Vehicle	Four wheeler		549	Delhi	Home	Warehouse	03/09/2017	
	119984	Self Vehicle	Four wheeler		549	Delhi	Warehouse	Home	03/09/2017	
E	Tube Tube Report Attachments Report Attachments Attachments Attachments									

Other Claims Reimbursement Process

- Other Claims reimbursement can be filed from New > Other Claims Request



- Requestor can then select the expense date Expense type, description and comments and submit the claim request.
- The bills need to be attached in the request.
- Rest all the process remains the same for reimbursement.

Other Claims Request I	Form		
Name	: Asif Arshad	Employee ID	: 1581
Email	: Asif.Arshad@fujifilm.com	Designation	: Manager- IT (Business Systems)
Grade	: C1	Department	: Information Technology
Overall Remarks :			Attach Bills
Expense Details			
Expense Date :	Expense : Amount : SelectSelect		Comments : Add
Settlement Details	Staff Welfare Mobile Hand Set Legal And Professional Expenses Repair And Maintenance Other Entertainment Expenses	Jbmit Cancel	Total INR
	Data Network Expenses Membership fees Courier Printing And Stationery Other	wered by:FUJIFILM INDI	A

Other Claim Reimbursement Process

- The user can track the Other Claim reimbursement request from the link Track Other Claims Request
- After the approval the user receives a notification that the request has been approved.
- The user then needs to download the reimbursement summary report from the system and take the print out of the same from the track (See below screenshot for your reference)
- The Reimbursement report printout along with the hard copies of all the expense bills need to be submitted to finance in order to process the claim.

Track All Other Claims Reimbursement Request										
	ClaimId	cityid	Created Date	Remarks		Form	Attachments	Status	History	
	13767	Asif Arshad	11/12/2018	reimbursement for new mo	bile handset.	<u>Report</u>	<u>Attachments</u>	Pending at Finance	<u>History</u>	
	Id	Expe	nse Date	Expense Type	Amount			Comments		
	17938	01/11/201	8	Mobile Hand Set	14000	reimb	ursement for new r	mobile handset.		
Ð	2046	Asif Arshad	07/25/2017	testing testing testing testing	testing testing	Report	<u>Attachments</u>		<u>History</u>	
÷	2045	Asif Arshad	07/25/2017	test		Report	Attachments		<u>History</u>	
÷	2047	Asif Arshad	07/25/2017	test test test test test	st test	Report	<u>Attachments</u>		<u>History</u>	
Ŧ	25	Asif Arshad	06/08/2017	testing testing	I	Report	<u>Attachments</u>	Pending at Finance	<u>History</u>	
=	26	Asif Arshad	06/08/2017	test555 test ddddf	df d	Report	<u>Attachments</u>		<u>History</u>	
=	24	Asif Arshad	06/07/2017	testing. 123456	7	Report	Attachments	Pending at Finance	History	

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