# Travel & Advance

- Manage employee travel & advance fund

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**Flow without fund:**
1. Employee do Travel Request
2. Company approve the request

**Flow with fund:**
1. Employee do Travel & Fund Request
2. Company Approve plan of Travel & Fund Request
3. Employee do the travel
4. Employee comeback and fill the fund settlement
5. Company approve & system calculate plus or minus of fund

*No Balance, No Limit*

# Travel & Advance

My subordinate history request

Create New Request

My Data history request & status

**Request payment date**

**reason**

**From To Date**

check if need fund

destination

Note

Submit

add new button appear if user check "Need Cash Advance"