



Travel & Advance

- Manage employee travel & advance fund

[BACK](#)

Travel & Advance

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

Travel & Advance

My Subordinate

New

Q

Rows 50

Actions

Request No	Request Date	Required Date	Travel Name
24090001	05-09-2024	05-09-2024	Office Travel
24080003	22-08-2024	22-08-2024	Office Travel
24080002	16-08-2024	16-08-2024	Office Travel
24070003	26-07-2024	26-07-2024	Office Travel
24040002	16-04-2024	16-04-2024	
24040001	01-04-2024	19-03-2024	

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Travel & Advance

Back

Required Date

Request payment date

Travel Reason

reason

From

To

From To Date

Need Cash Advance

check if need fund

Destination

destination

Latitude

Longitude

Country

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Travel & Advance

Back

Currency

IDR

Total Amount

Actual Amount

Department

Note

Delete

Save

Add New

Submit

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

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Note

Submit