LABHYANSH
ACCOUNTING SIMPLIFIED
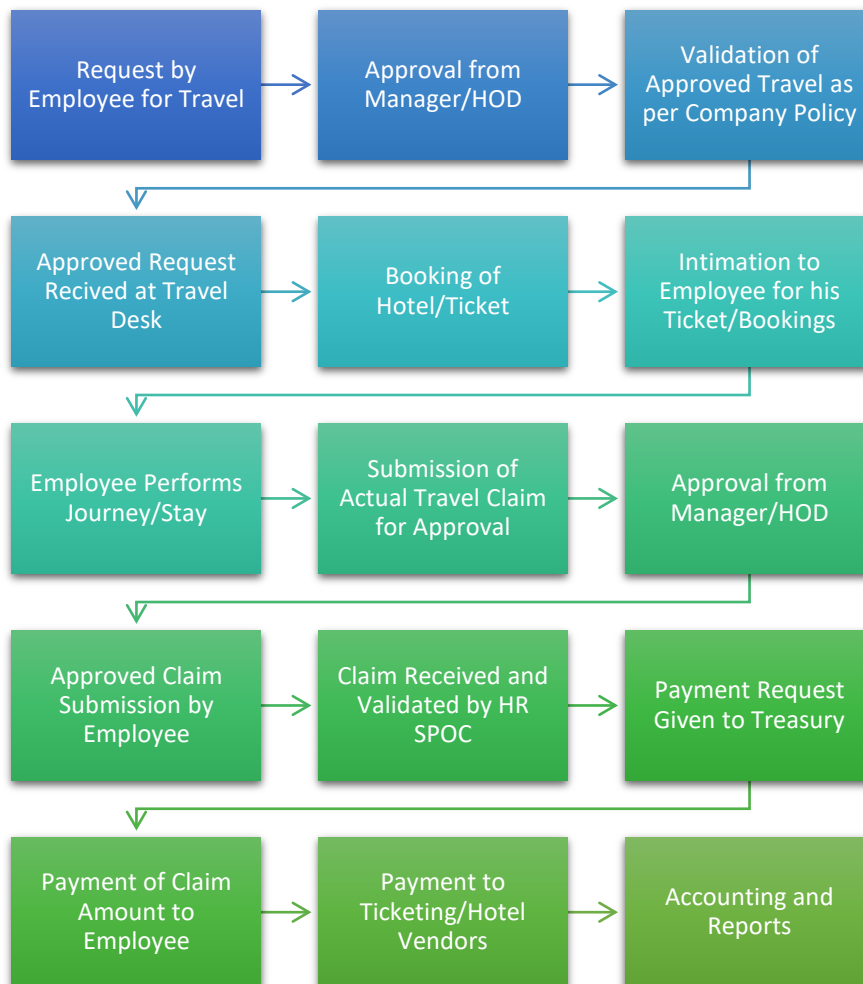
Process:
Travel and Reimbursements

Travel and Reimbursement Process:

Business entities are required to make payments for travel, hotel and conveyance expenses for its employees. Employees are required to travel in course of business, sometime with very short notice. In some sectors, mainly service sector, such travel and conveyance expenditure on are than 20% of total expenditures. Thus it became need of every business entity to keep cost controls over such expenses with well-defined policies, centralized processing and corporate level tie-ups for cost effectiveness.

Most of entities which follows traditional manual processes for Travel process, face challenges in meeting timelines as required, lacks controlling over payments, chances of double or missed payments, weak treasury projection etc. Such situations ultimately leads to hampering of core business functions, higher travel costs, uncontrolled expenditures, etc.

Thus, it became very crucial for businesses to automate core accounting functions such as, Travel Reimbursements. On automation, business entities will not only experience efficiency in the process but this will also lead to cost saving.

Overall Process:

Process key points

➢ Request by Employee for Travel
- Request will be raised online on Travel Portal
- A unique TRF (Travel Requisition Form) number will be generated
- Employee inputs basic informations, such as –
    o Date of Journey
    o City to travel (from/to)
    o Mode of Journey
    o Ticket/hotel by self or company paid
    o Purpose of Journey
- Basic checks may be placed before generation of TRF based on company travel policy, such as–
    o Mode of travel allowed to particular class of employee
    o Cost allowed for Hotel/daily fooding and such allied expenses maximum allowed to him.
- Budgetary check may also be placed in system

➢ Approval from Manager/HOD
- Request raised by Employee will reach to Manger/HOD desk for approval
- The approval will be online on travel portal, based on Employee -Manager/HOD mapping in system

➢ Validation as per Travel Policy
- Approved travel claim will be validated by system SPOC as per Company travel policy.

➢ Post approval of TRF
- Ticket Booking: either a link may be generated and sent to Ticketing vendor for booking of Flight/Train/Bus/etc ticket or ticket can be booked by inhouse admin/travel desk.
- For Hotel Booking: A link will be generated and sent to admin desk/vendor for booking of hotel for the employee based on his eligibility.
- Hotel and Travel booking will be confirmed by admin desk/vendor to employee via portal and an auto mail will also generate from system.

    *Cost of Ticket & Hotel against each TRF to be updated in Travel portal.

➢ Employee performs the Journey

➢ Submission of actual Travel Claim
- The TRF will be showing open on employee level for submission of actual claim.
- Employee fills the actual expense amount into various heads such as Fooding, Local Conveyance, marketing expenses, etc.
- Where TRF is selected as company paid, Field for Ticket cost and Hotel cost will be non-editable at employee level. In other cases hotel and ticket cost will be inputted by employee, subject to maximum allowed to him.
- The amount of claim in each head will be restricted to maximum of his eligibility.

- Approval from Manager/HOD
  - Claim submitted by employee will reach to Manger/HOD desk for approval
  - The approval will be online, based on Employee -Manager/HOD mapping in system

- Post approval of Claim by HOD/Manager
  - Employee take printout of approved TRF and attach all supporting documents with it.
  - Claim form with supporting to be submitted with department for processing. Claim form may also be put down into drop boxes at each location.

- Payment of Claim amount to Employee
  - Post validation check and approval of claim forms as per applicable company policy by HR SPOC, same is processed for payment by Treasury department.
  - Travel Claim may be settled weekly/fortnightly

- Payment to Ticketing/Hotel Vendors
  - Details by vendor to be submitted in line with TRF Form.
  - Detail submitted by vendor to be updated in travel portal and payment will be made in reconciliation with travel portal data.

- Reports
  - Various reports may be generated from portal, such as department wise cost, employee wise cost, head wise cost, month/year wise cost, etc.
  - Using a unique TRF number for all travel related expense will give true & complete picture and helps in better data checking.

Process key features:

- Process developed to cater end to end e-based processing.

- Design based on existing business practices & processes, focus on to automate activities involving movement of manual documentation, tracking & reporting of travel process.

- All approval, supporting will be in digital form (this will minimize the physical document movement).

- Real time reports with status of invoice will be available.

Requisite

- A well-defined Travel portal.

- Policy for travel giving clear detail of employee wise eligibility

- Ticketing vendor: Centralized for PAN India

- Admin desk/vendor for hotel booking: Centralized for PAN India. Also can have PAN India tie ups with hotel chains/travel portals.

- Employee and Manager/HOD mapping

- Travel expense will be allowed through claim in Travel portal only.

Advantage of Centralized eProcessing:

- Removal of physical document movement

- Speed up the Travel Process

- Cost saving and efficiency

- Better transparency in the process
  - Real time status available to users
  - SLA monitoring

- Automation of reporting

- Automation of communication to employees

About Us: LABHYANSH is a professionally managed Finance & Accounting service provider having presence in India. Provide Finance & Accounting Outsourcing Services, Taxation and Other Allied Services that are timely, accurate and cost effective using well defined processes. Our team seek to serve every clients in the most efficient manner. Size doesn't make a difference for us and every client is equally important. We incorporate a passion for client satisfaction and support in their success. Our services enables clients business to enhance operational and financial agility by streamlining and optimizing key processes.

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