



TRAVEL EXPENSE MANAGEMENT SYSTEM

An Innovative End to End Software Solution

Skyfinch – Executive Summary

**Skyfinch - A cutting edge unit devised by
Roadmap IT Solutions Pvt. Ltd.**

Skyfinch is an intelligent amalgamation of systems with functionalities that are expected to address complex business requirements. This cost-effective, customizable system is absolutely deemed fit for any manufacturing, service & trading industries.

The Company is a known specialist in developing & delivering customized software solutions to a plethora of manufacturing & service industries; imparting value to customers and exceeding their expectations by providing unique & digitally adaptable solutions.



SkyFinch

Travel & Expense Management System (TEMS)

Traveling for work shouldn't be hard at this time & age, whether it's an individual traveling within the country or a group of employees traveling abroad, it is important to streamline reservations, transit & accommodation check-ins well in advance. SkyFinch TEMS is the first step in helping firms around the world piece together, price and execute their ideal office travels.

SkyFinch Travel & Expense Management Application tends to ease the facilitation of business trips in strict adherence to company policies. The system streamlines the travel & its corresponding expense details through a sequential workflow to accomplish authenticated reimbursements & subsequent report generation. SkyFinch TEMS covers the complete functionality from employee travel requests to financial settlements.

The strategic functioning of the modules individually as well as collectively simplifies the entire workflow by integrating the concerned personnel and their corresponding business units.



Salient Features

- Web-based software
- IOS / Android compatible mobile application
- Travel plan suggestion
- One time entry
- Instant notification
- Eligibility mapping: Criteria (Employee-wise – Metro/Non-Metro/Urban)
- Dynamic approvals
- Maintenance of advance amount
- Travel Desk
- Tracking of bills & expenses
- Tracking of pending settlements
- Budgeting
- Productivity control viz. submitting, approving, & reimbursing expenses
- Enhanced travel data awareness for the reference of the top management
- One-Stop Data Bank to just get more things done
- API / Web Service application programming & other web services compatible
- The application can be easily integrated with SAP / ERP/ Legacy System



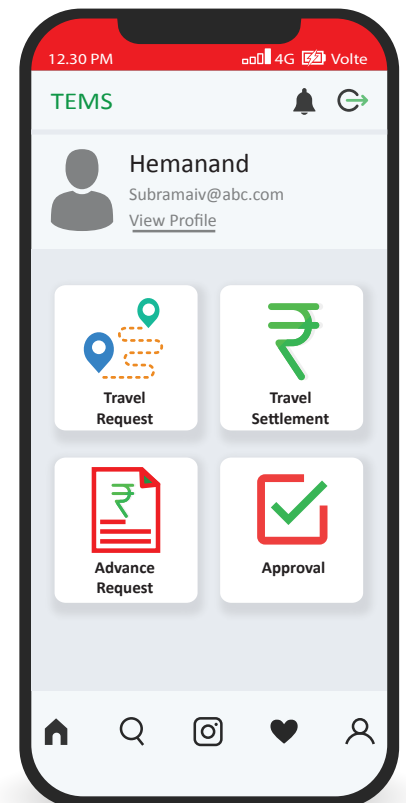
Travel Request

- The system enables the employees scheduled for travel to register the source, course, & the destination of travel along with the travel duration & preferred services (hotel, cab, coach, etc.) required in due course of the travel.
- The Travel Request is automatically forwarded to the pre-defined employee-specific Approver(s).
- The Requests are verified pertaining to the eligibility criteria formulated in light of the respective Company Policies; which could be overridden in exceptional situations with prior approval from the top management and the approved requests are then sent to the Travel Desk, if not, rejected, or sent back to the applicant with suggested corrections.



Budget

- SkyFinch TEMS enables the monthly budget fixation (department-wise) for travel expenses. The system carries out intelligent validation while approving the travel requests as well as expense bills.
- When allocated budget is consumed by the department within the financial year, the system is flexible to cater to budget revision and further approval.





Advance Request

- The system automatically creates advance payment requests for the employee(s) against the business trip request, when business trip request is approved.
- These requests are then sent to the designated authorities for approval and upon approval, finance department tenders the payment to employee(s) and successfully updates in the system.



Travel Settlement

- After the successful completion of a business trip, the expense details from all the travel bills are entered into the system for further approval.
- The approved 'settlement claims' are then forwarded to the Finance Department for verification & reimbursement.

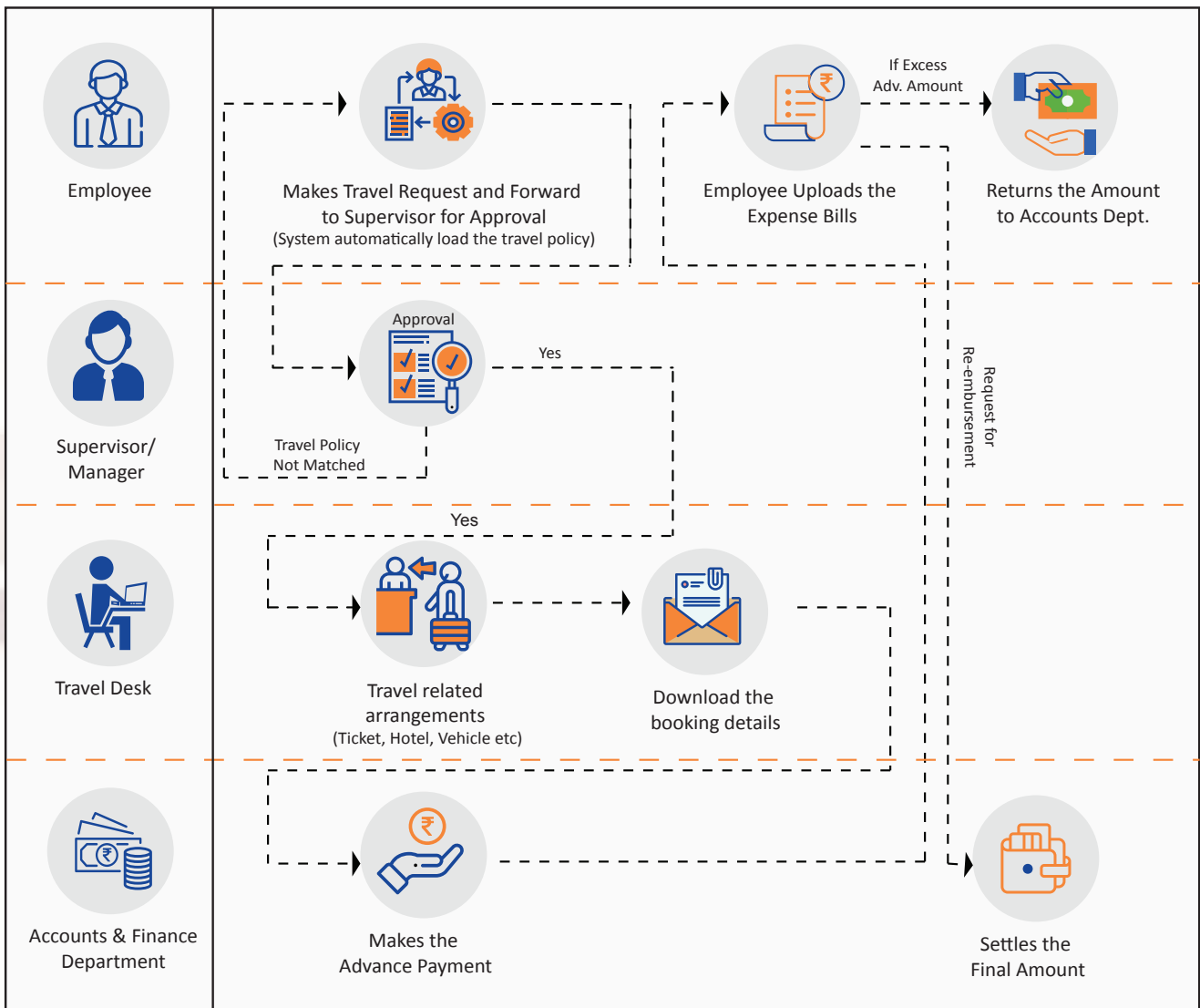


Reports

- Travel Requests & Settlement Report
- Travel Expenses Report (Dept-wise, Employee-wise)
- Expenses summary by Travel Request
- Deviation Report
- Budget Vs Actual
- Budget Transactions
- Approval logs



TEMS - Workflow

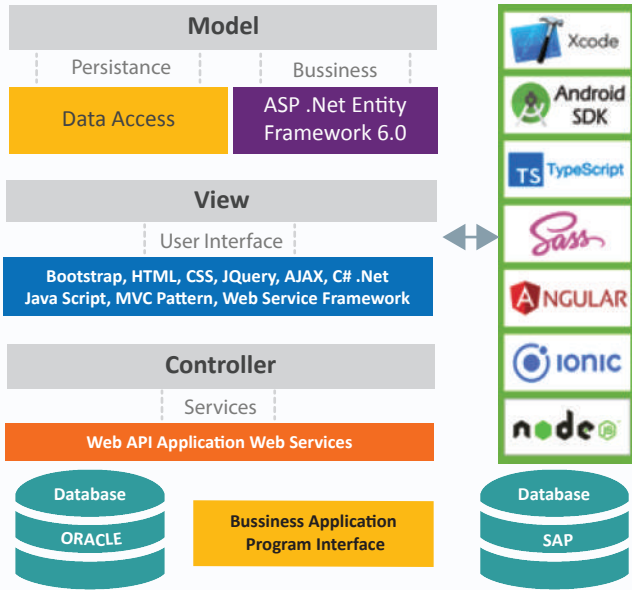


Travel Desk

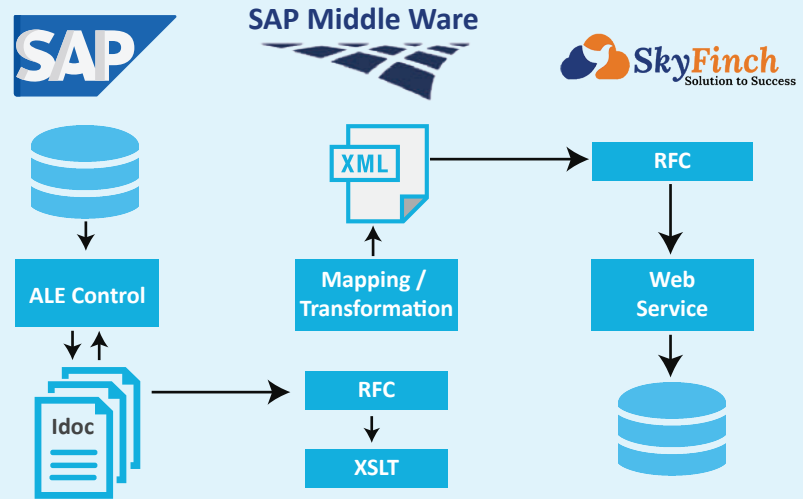
- Travel Desk will receive a notification about the approved travel requests.
- The Travel Desk takes the responsibility of arranging transit, accommodation, and other travel essentials as requested and attaches ticket, passes & other relevant documents, which are then sent to the employee(s) via email as attachments.
- At the stage of approval, the system provides the provision to verify the Travel Requests and Settlement claims against the role-based eligibility criteria of the respective staff.
- If any Travel Request or Claim exceeds the scope of the concerned employee's pre-defined eligibility parameters, the system effectively notifies a rejection prompt for such Requests/Claims.



Technology Utilized



SAP Integration



Few Of Our Clients



Easy to Interpret

SkyFinch TEMS helps in maintaining & recording travel-related expenses. This cutting-edge product is beneficial in tracking employee's daily travel activities viz. transit & accommodation check-ins and recording its respective invoices.

SkyFinch TEMS is just the right solution your company needs for streamlined processing & tracking of business travel expenses.

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