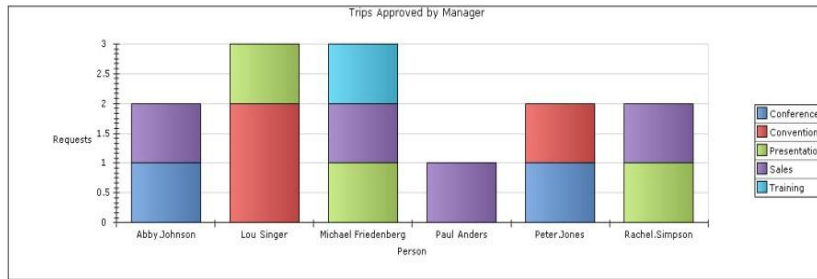


# R3 Business Solutions

*building modular, reusable solutions for SharePoint*

## Travel Request Management Application Data Sheet



The Travel Request Management application automates and tracks the process of submitting and approving travel requests. It allows employees to submit and managers to approve or deny travel requests in real-time and online. Employees can monitor and manage their travel requests and requests can be organized by type such as conference or training. Managers are informed of pending requests via email and can then review the request to make their approval decision. They can add comments to the request and add an expense limit. A shared calendar of approved requests is also available to allow everyone to see who is out of the office.

## Features

- Easy creation and submission of requests with automatic email notification and the ability to re-submit requests which were canceled or put on hold
- Instant access to the status of My Requests with the ability to send email reminders to managers and other users
- Various reports of My Requests both submitted and approved
- Simple review and approval process enabling managers to see all their work, thus allowing them to send emails, review, modify, approve or deny requests
- A shared calendar is available which enables departmental users to keep track of their own and other employees travel schedules
- Cost summations enabling managers to track approved travel expenses by time and type of travel
- Variety of reports options using both grids and charts
- Secure management environment which can be implemented to suit unique security requirements
- Tabs, displays, forms, and end-user actions that are customizable using point-and-click wizards
- Ability to distribute both end user and approval functionality to department dashboards, user consoles, or locations in your environment

## Specifications

- Requires CorasWorks Workplace Suite v10 or AppEngine
- Does not contain additional compiled code to install
- Upload of application requires Site Collection Administrator rights

## Also Available:

**Document Set Approval:** Manage documents as a set and run them through a review and approval process that can be easily customized.

**Budget Change Request:** Manage the process of submitting and approving budget change requests allowing funds to be reallocated from one source to another.

**Purchase Request:** Manage the process of entering, reviewing, and approving purchase requests. Documents can be attached throughout the process from submission to archive.

**Time-Off Request:** Manage the process of submitting and approving time-off requests. Submissions can be organized by type (vacation, sick, personal). Approved requests can be published to a shared calendar.

**R3BS Business Process Suite:** Includes the following applications integrated with a dashboard

- Budget Change Request
- Purchase Request
- Time-Off Request
- Travel Request

Instantly see all of the work assigned to you for review as well the status of requests you've already submitted.

**To learn more, please contact:**

**Michael Friedenberg**

President / Founder

703.629.4864 – Direct

[mfriedenberg@r3bsolutions.com](mailto:mfriedenberg@r3bsolutions.com)

or visit our website

[www.r3bsolutions.com](http://www.r3bsolutions.com)