



Travel Module

Manage Business Travel Efficiently



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CHALLENGES



- Manual Process

- Consolidated reports with real time status

- Co-ordination with Multiple Teams
(Accounts, Travel Desk, Immigration, Admin etc.)

- Lack of defined & transparent workflow

- Tracking Advance Paid & Reimbursements

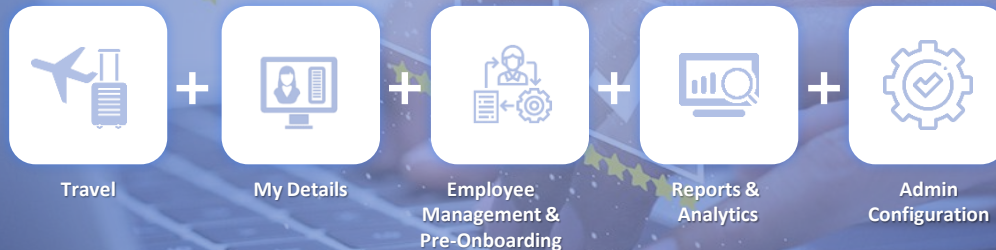
- Travel Document Readiness

HOW TRAVEL PLATFORM HELPS

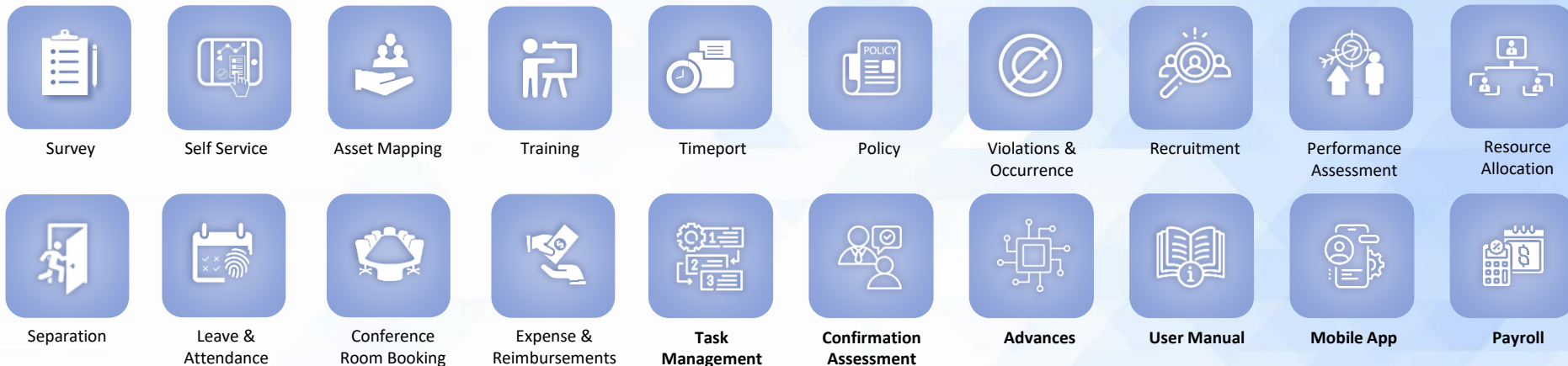
- Seamless automation of Travel request processing
- Transparent monitoring of travel requests with ease
- Quick and detailed reports on the travel requests
- Systematic tracking of Travel requests and advance processing
- Automated email notifications to all stakeholders for every step
- Quick sorting of existing requests
- Provision for multilevel approval process for Travel & itinerary options



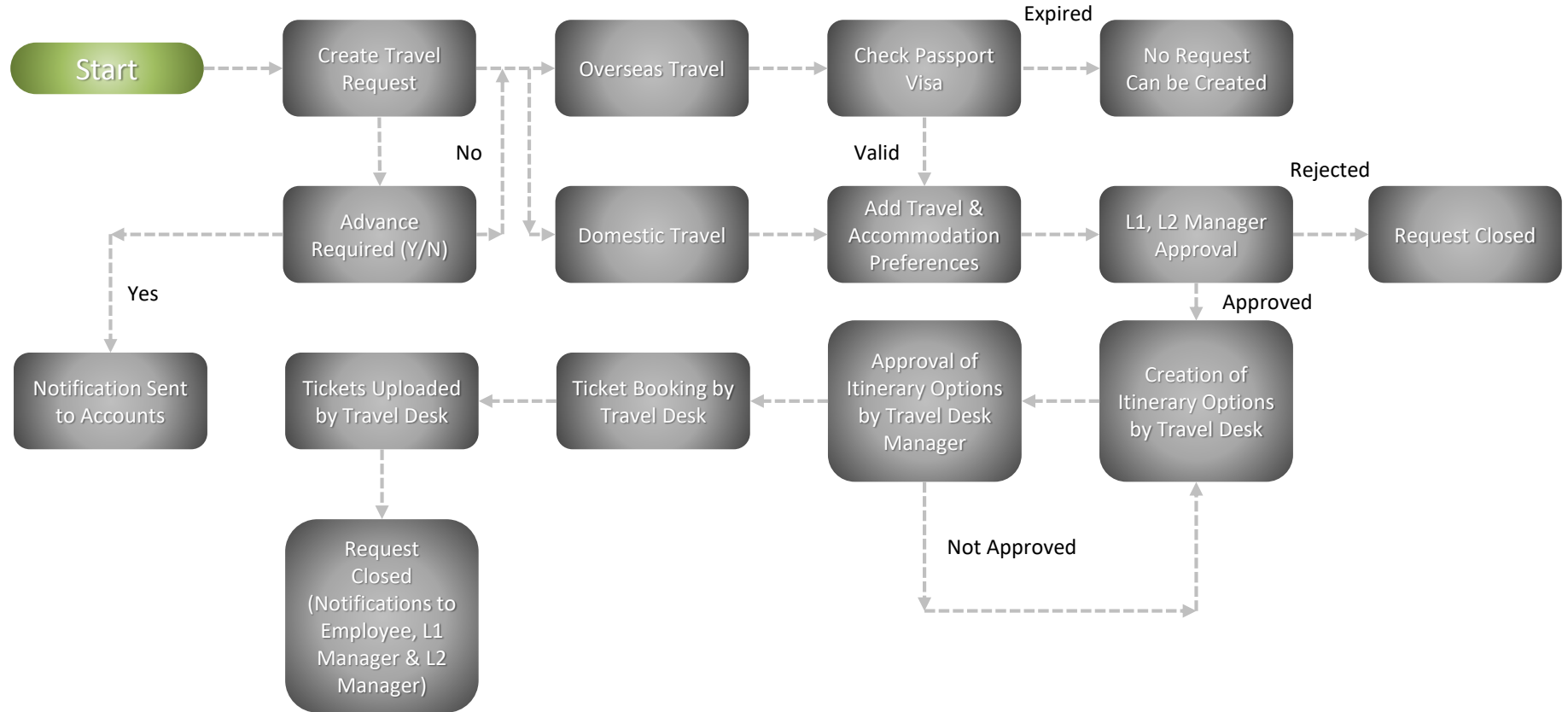
DIGITAL HRMS TRAVEL SUIT



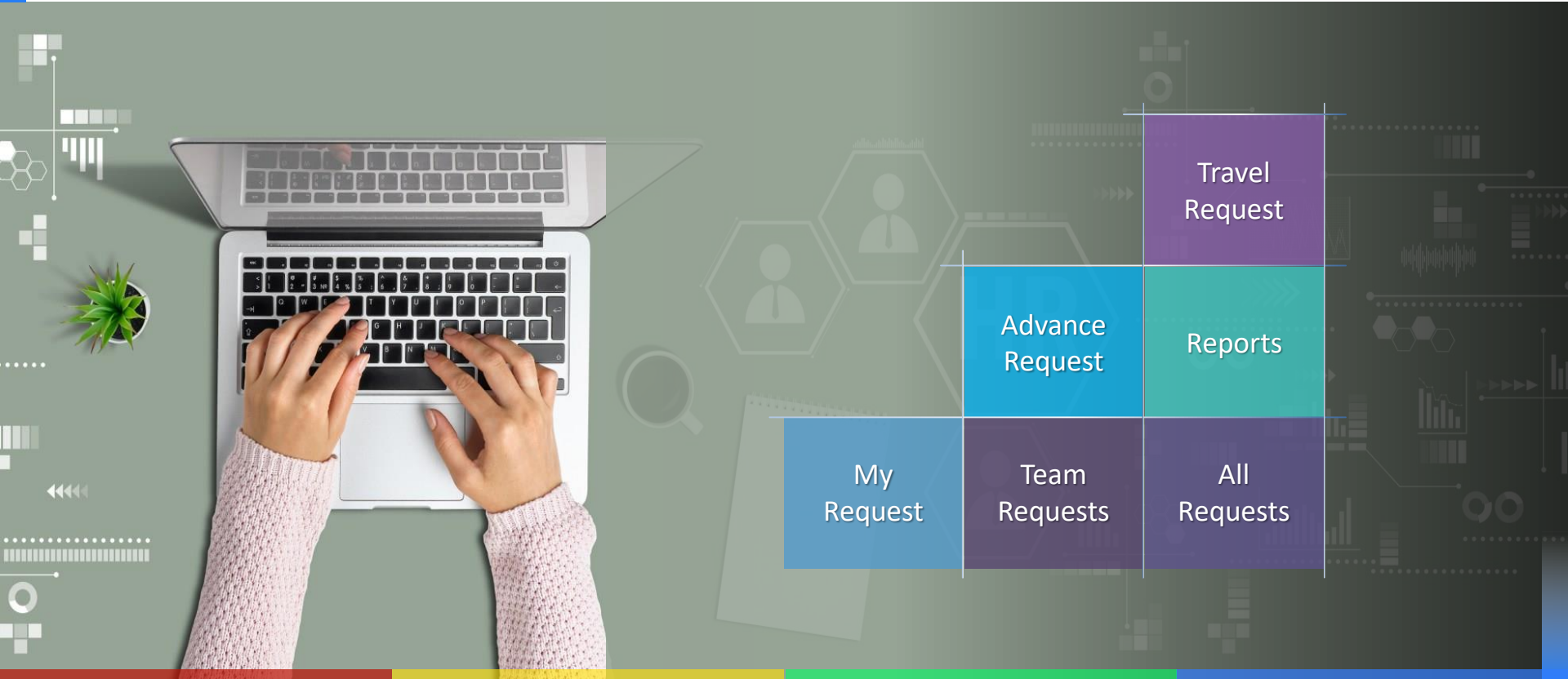
Get the Flexibility to Choose More Modules & Build your Customized Platform for every HR function.



TRAVEL PROCESS OUTLINE



BUILDING BLOCKS OF TRAVEL



Travel
Request

Advance
Request

Reports

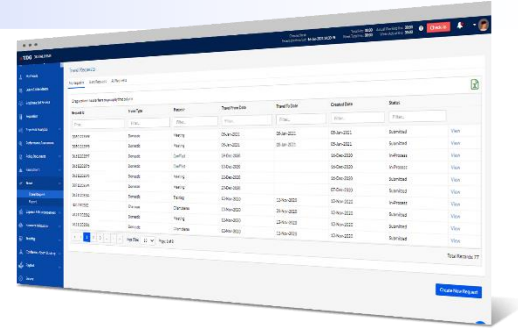
My
Request

Team
Requests

All
Requests

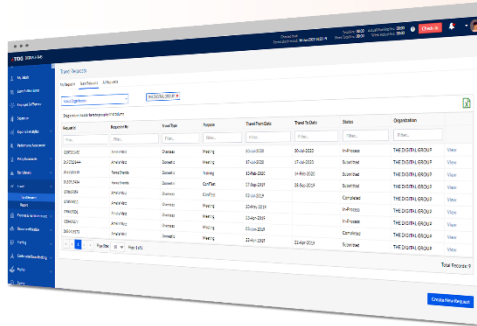
My Request

- Employee can create a travel request for both Domestic & Overseas Travel
- Employee can select whether booking required from Organization Travel Desk or self booking
- Employee can request for Advance for travel
- Employee can give preferences for Travel and Accommodation



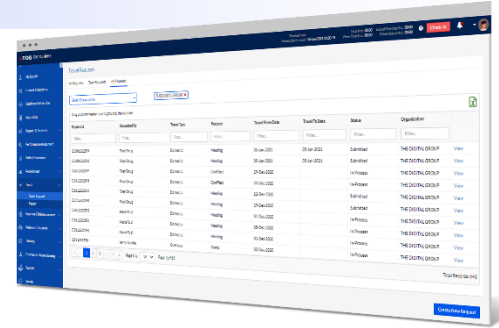
Team Requests

- Manager will be able to check all requests raised by his team members
- Manager can see status of request and approve or reject the travel requests from list

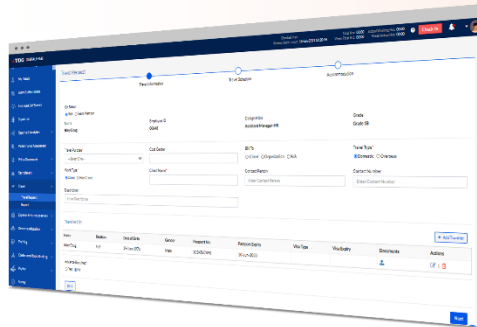


All Requests

- Admin will be able to check all travel request in the Organization
- Admin can check status of request and approve or reject on behalf of Managers
- Admin can take a call on approving advance amount for Travel



Advance Request



- Admin, Manager & Accounts can check who all have asked for advance against travel request
- Can approve or reject advance request or can edit amount as well
- After approval advance request will go to Accounts team for payment process

ROLE BASED ACCESS

Travel module has multiple Logins/Roles – Employee, Manager, Accounts Department, Travel Desk, Immigration, HR & Admin.



ROLE BASED ACCESS

Manager



- Create New Request
- View Self Requests
- View Team Requests
- Approve Requests

Accounts Department



- Create New Request
- View Self Requests
- View Team Requests
- View All Requests
- Process Advance Payments
- Issue Reimbursements

Travel Desk/Immigration



- View Advance Payment Requests
- Make Ticket & Accommodation bookings based on preferences
- Change Travel Request Status to Ticket Booked

Employee



- Create New Request
- Cancel Request
- Raise Request to Reissue/Cancel Ticket Booked
- Raise Advance Request

Admin



- Create New Request
- Modify Requests
- Approve Requests
- View Self Requests
- View Team Requests
- View All Requests
- View Advance Requests

KEY FEATURES

Self-check feature for automated verification of Passport validity for request creation



Streamlined approval process from Manager till Travel Desk



Eligibility or limits based on Employee Category



Easy management of any number of co-travellers



Smooth co-ordination with multiple departments



Multi Entities & Multi Locations in one Application



On-Cloud (Azure), On-Premise & Mobile (Android & IOS)



Cashless Travel & Hotel Bookings



Multi Currency Advance Processes



Dynamic Workflows & Role-Based Access



OUR SELECT CLIENTELE



OUR SELECT CLIENTELE



MULTIPLE INDUSTRIES. ONE HR SOLUTION



HEALTH CARE



IT / ITES



AUTOMOBILE



EDUCATION



REAL ESTATE



MANUFACTURING



RECRUITMENT
AGENCY



CONSULTANCY
FIRM



MEDIA &
PUBLISHING



FACILITY
MANAGEMENT



DEALERS &
DISTRIBUTORS



BANKING & FINANCIAL
SERVICES



HOSPITALITY



UTILITIES

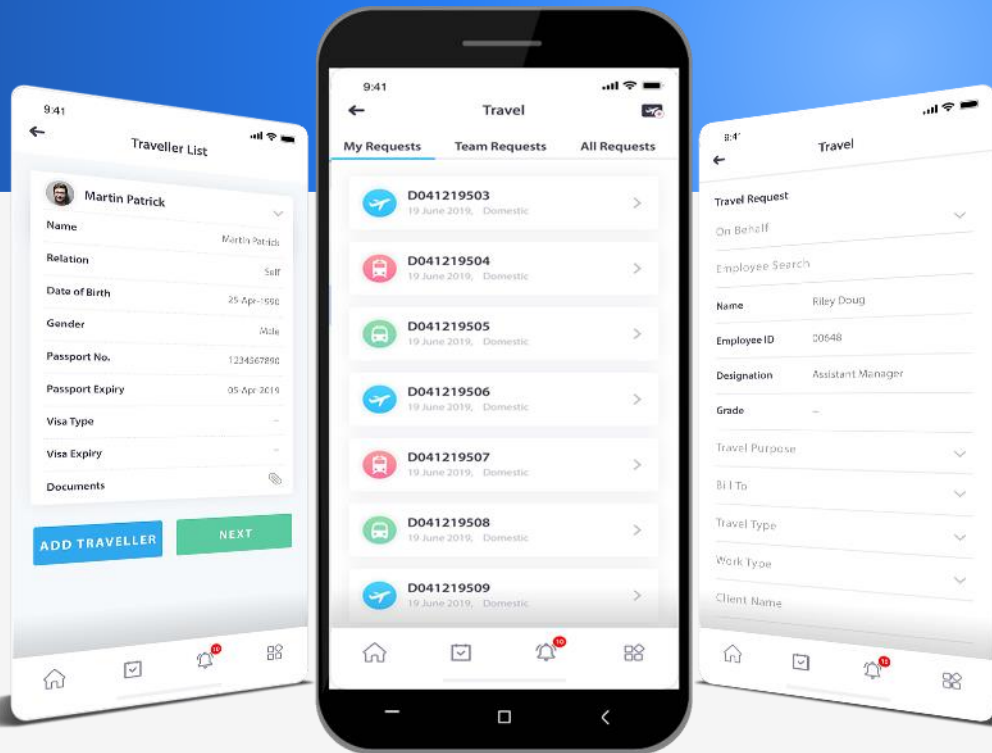


PHARMA

And many more other industries to which we cater HRMS as a solution.

GO MOBILE WITH YOUR HR PROCESSES

Discover Digital HRMS App
on Google Play & App Store
with advanced features for mobile users.



Geo Fencing



Fingerprint Signature



Chat Bot



Timesheet Recorder



Voice Command



Face Recognition



ABOUT US

Digital HRMS is an one-stop solution for all HR needs. It is a modular customizable HR software platform, developed by T/DG, that empowers your workforce, simplifies your operations and drives your business goals. For more information, visit www.digitalhrms.com

The Digital Group (T/DG) is a MNC and leading provider of a broad range of Information Technology services having software products across domains like HR, enterprise search, automation testing, telehealth, and more. It was incorporated in 1999 and Head-Quartered at Princeton, US. T/DG is a CMMI 5 level company with 1000+ employees and has IT Service Projects & Products as major business. For more information, visit www.thedigitalgroup.com

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