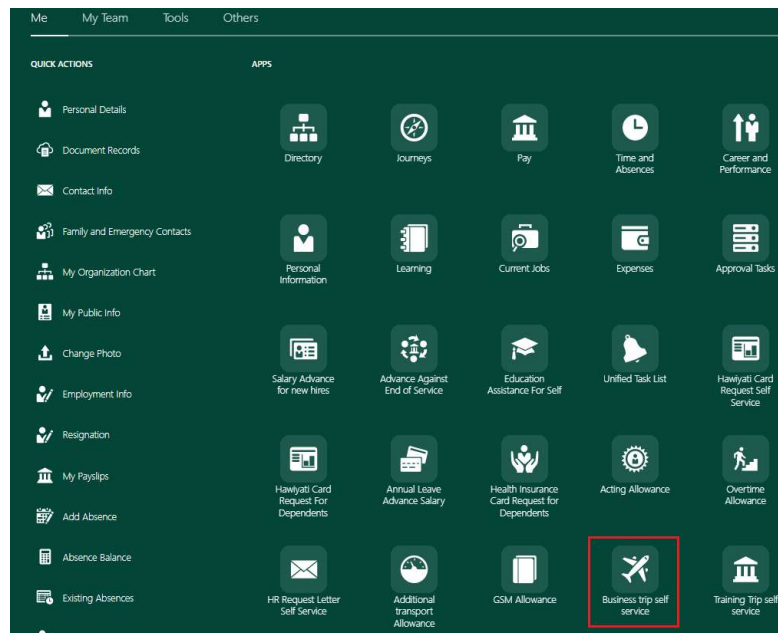


Program agenda

Business Trip Self Service

Business Trip Self Service

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Business Trip Self Service** icon.



- In order to add a new request, click on Add Request.



Business Trip Self Service

- Click on Add Event, to add the details of the event. Then click on the pencil icon to enter the relevant details such as Event start date, Event end date etc.,
- For continuous trips, you can add multiple Events to different destinations.

- Upload mandatory documents such as itinerary for validation in Drag and Drop section.
- Click **Next**.

Business Trip Request

Cancel Next

Requester Details

Employee Name : Miss Emma Geller Employee Email Address : 100201@worktest.com
 Employee Mobile No. : 917588335480 Position :
 Grade : G.05 Person Number : 100201
 Department/Center : Section :

Business Trip Details

Add Event

Trip Details	Start Date	End Date	Duration	Departure Date	Return Date	Source Country	Source City	Destination Country	Destination City	Mode Of travel	Accommodation
test1	2022-10-01	2022-11-29	60	2022-09-30	2022-11-29	QATAR	test	AUSTRALIA	test	By Air	Own Arrangement
test2	30-11-2022	29-01-2023	60	30-11-2022	29-01-2023	QATAR	test	AUSTRALIA	test	By Air	Own Arrangement

Requesting For

Employee Name	Visa Required	Employee Number	Employee ID	Mobile Number	Email Id	Position	Grade	Department	Section	Nationality
Miss Emma Geller	Yes	100201	300090005770721	917588335480	100201@worktest.com		G.05			QA

Upload Documents :

Drag and Drop
 Select or drop files here.

Business Trip Request

Cancel Next

Requester Details

Employee Name : Miss Emma Geller Employee Email Address : 100201@worktest.com
 Employee Mobile No. : 917588335480 Position :
 Grade : G.05 Person Number : 100201
 Department/Center : Section :

Business Trip Details

Add Event

Trip Details	Start Date	End Date	Duration	Departure Date	Return Date	Source Country	Source City	Destination Country	Destination City	Mode Of travel	Accommodation
test	2022-10-01	2022-10-11	11	2022-09-30	2022-10-12	QATAR	test	AUSTRALIA	test	By Air	Own Arrangement

Requesting For

Employee Name	Visa Required	Employee Number	Employee ID	Mobile Number	Email Id	Position	Grade	Department	Section	Nationality
Miss Emma Geller	Yes	100201	300090005770721	917588335480	100201@worktest.com		G.05			QA

Upload Documents :

Drag and Drop
 Select or drop files here.

File Name : thumbnail_image (9).png Action

Business Trip Self Service

- Review the details entered and click **Submit**.
- Once submitted, it is sent for approvals.

Business Trip Request

Cancel Back Save For Later Submit

Requester Details

Employee Name : Miss Emma Geller	Employee Email Address : 100201@worktest.com
Employee Mobile No. : 917588335480	Position :
Grade : G.05	Person Number : 100201
Department/Center :	Section :

Business Trip Details

Trip Details	Start Date	End Date	Duration	Departure Date	Return Date	Source Country	Source City	Destination Country	Destination City	Mode Of travel	Accommodation
test1	2022-10-01	2022-11-29	60	2022-09-30	2022-11-30	QATAR	test	AUSTRALIA	test	By Air	Own Arrangement
test2	2022-11-30	2023-01-28	60	2022-11-30	2023-01-29	QATAR	test	AUSTRALIA	test	By Air	Own Arrangement

Requesting For

Employee Name	Visa Required	Employee Number	Employee ID	Mobile Number	Email Id	Position	Grade	Department	Section	Nationality
Miss Emma Geller	Yes	100201	300000005770721	917588335480	100201@worktest.com		G.05			QA

- The employee may search the submitted requests using Status/Request ID/Created From/Created To

Search

Search Reset