Program agenda

Business Trip Self Service
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- 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 Self Service

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

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