

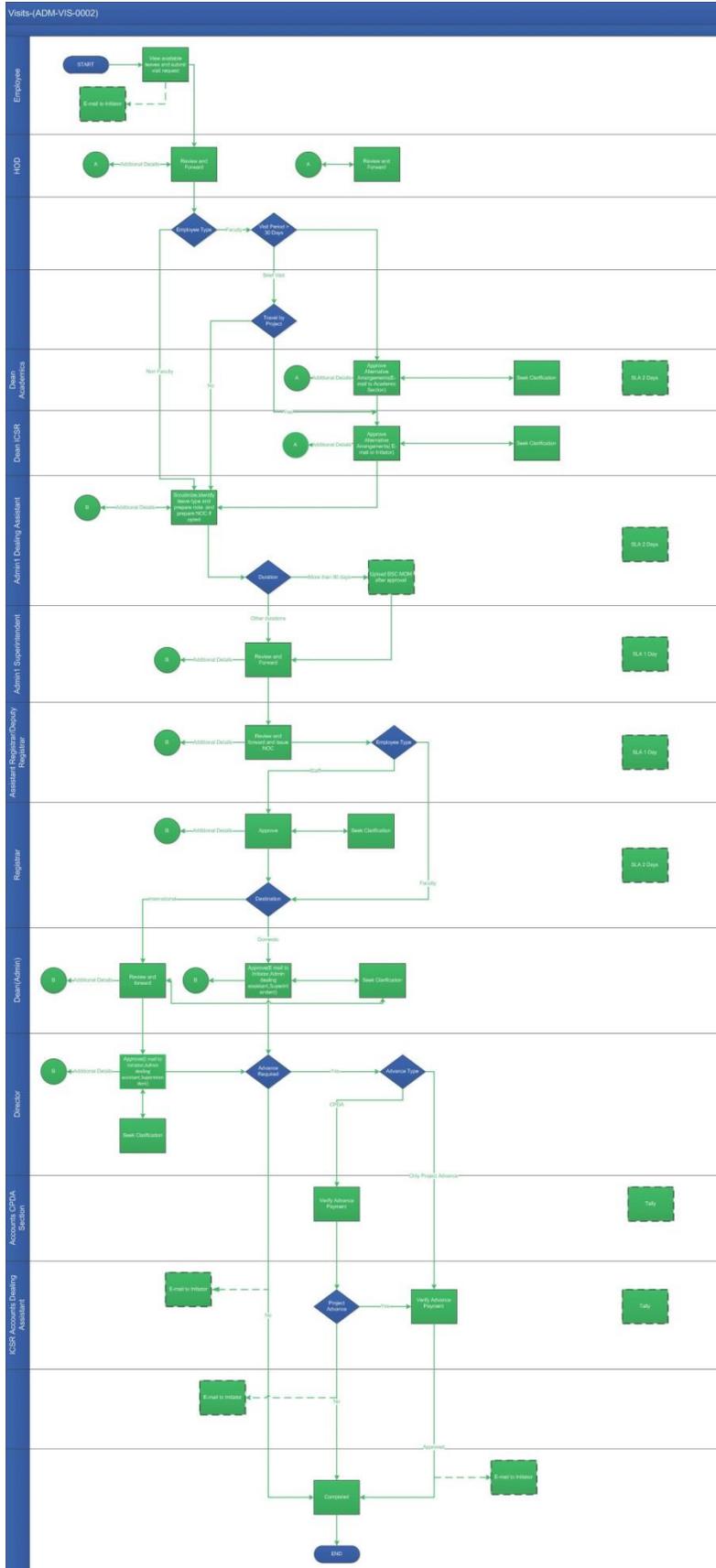
|| NATIONAL AND INTERNATIONAL TRAVEL

OVERVIEW

1.1 Scope

This process describes the procedure involved by the Employee in submitting the National and International Travel process.

1.2 Process Flow



2.2.1 Process Description

2.2.1.1 Key Information Captured

The following are the Key Fields in this process.

1. Details of the Proposed.
 - Destination Type.
 - Nature of Visit.
 - Visit Period.
 - From Date.
 - To Date.
 - Title of the Event.
2. Details of Current Visit.
3. Travel Details.
4. Document Attachment.

2.2.1.2 Functional Specifications

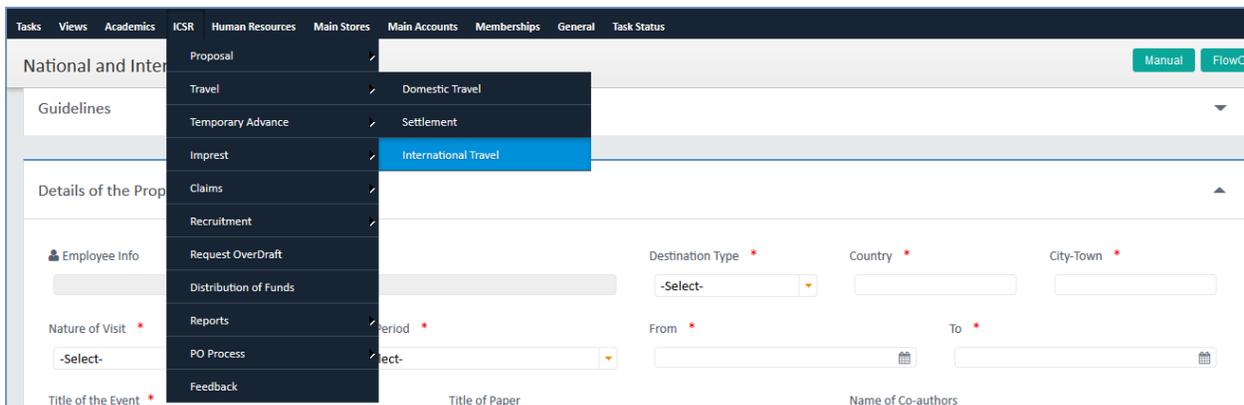
1. When the user invokes the 'National and International Travel' process, the system generates the 'National and International Travel' details screen.
 - This screen enables the Employee to enter the National and International Travel in the ICSR Module.
2. System allows the user to enter the proposed details such as:
 - **Destination Type:** Destination Type can be selected from the drop down menu. The Destination Type can be either 'Domestic' or 'International'.
 - **Country:** System allows the user to enter the 'Country' in the required text field.
 - **City-Town:** System allows the user to enter the 'City-Town' in the required text field.
 - **Nature of Visit:** System allows the user to select the 'Nature of Visit' from the dropdown menu.
 - **Visit Period:** System allows the user to select the 'Visit Period' from the drop down.
 - **From and To Date:** System allows the user to select the 'From' date and 'To' date.
 - **Title of the Event:** System allows the user to enter the 'Title of the Event' in the required text field.

3. System allows the user to enter the current visit details in the ‘Details of Current Visit’ grid by clicking on the  icon.
 - **Leave Type:** Leave Type can be selected from the drop down menu.
 - **From and To Date:** System allows the user select the ‘From’ date and ‘To’ date.
 - **Details of Proposed Visit:** Proposed Visit details can be selected from the drop down menu.
4. System allows the user to enter travel details in the ‘Travel Details’ grid by clicking on the  icon
 - **Claim Type:** Claim Type can be selected from the drop down menu.
 - **Claim From:** User can be select any one of the following either ‘CPDA’ or ‘Project’ or ‘Others’ from the drop down menu.
 - **Claim Amount:** System allows the user to enter the ‘Claim Amount’ in the required text field.
5. System allows the user to attach the required document in the ‘Document’ grid.
6. System allows the user to enter the remarks and finally submit the task.

2.2.1.3 User Interface Design

For Employee:

When the user invokes the ‘National and International’ process, the system generates the ‘National and International’ details screen.



Details of the Proposed

Employee Info: PROFESSOR

Destination Type: International

Country: germany

City-Town: chennai

Nature of Visit: Oral Presentation

Visit Period: Short(30-90 days)

From: 01/11/2016

To: 28/11/2016

Title of the Event: Test

Title of Paper: project

Name of Co-authors: test123

Earned Leave Balance: 271.00

HalfPay Leave Balance: 485.00

Current SCL Balance: 14

SCL Balance of Next Year: 15

User shall enter the proposal details such as Destination Type, Country, City-Town, Nature of Visit, Visit Period, From Date, and To Date, Title of the Event, Title of Paper and Name of co-authors.

Details of Current Visit

S.No.	Leave Type	From	To	Duration	Details of the Proposed Visit
1	Earned Leave	01-11-2016	30-12-2016	60	Conference

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Total Duration: 60

‘Details of Current Visit’ grid shall allow the user to enter the current visit details by clicking on the  icon. User shall select the ‘Leave Type’ from the drop down menu. User shall select the ‘From’ date and ‘To’ date .By clicking on the dates ‘Total Duration’ will be auto populated. User shall select the ‘Details of the Proposed Visit’ from the drop down menu.

Travel Details								
S.No.	Claim Type *	Journey From	Journey To	Start Date	End Date	Claim From *	Claim Amount *	Journey Distance
1	Air	chennai	germany	01-11-2016	30-12-2016	CPDA	50,000	1283

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Block Year: 2015-2017 The CPDA balance shown here is indicative. Please contact Accounts for actuals.

CPDA Advance Required CPDA Advance Amount: 50,000 CPDA Balance Amount: 2,75,458

Project Advance Required Project Number: -Select- Project Advance Amount: 0

‘Travel Details’ grid allows the user to enter the travel details by clicking on the  icon. User shall select the ‘Claim Type’ and ‘Claim From’ from the drop down menu. User shall enter the required ‘Claim Amount’.

If CPDA advance is required, user shall click on the ‘CPDA Advance Required’ check box and also enter the ‘CPDA Advance Amount’ in the required text box provided.

If Project advance is required, user shall click on the ‘Project Advance Required’ check box and also enter the ‘Project Advance Amount’ in the required text box provided. User shall also select the ‘Project Number’ from the drop down menu.

Document Attachment

Document	
Document Name	Document
TEST	 test.pdf 

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User shall attach the required document in the ‘Document’ grid.

Recommended Actions

NOTE: Before departure, please use HumanResources->Delegate Task and assign guides for your research scholars and substitute PIs for projects, after obtaining their concurrence. You can also get access to IITM intranet following instructions on vpn2.iitm.ac.in

Please use the ICSR->Travel Sanction process, if travel is domestic, and only for project activities

Remarks:

User shall enter the remarks and finally submit the task.

For HOD:

HOD reviews the details

The screenshot shows a 'Recommended Actions' window. At the top, there are two checkboxes: 'Review' (checked) and 'Incomplete Data' (unchecked). Below these is a 'Remarks' field with a red asterisk and the text 'ok'. Underneath is a 'Remarks Summary' section containing a log entry: 'Faculty' (with a person icon) submitted a 'Submit Visit Request' (with a document icon) on '24-10-2016 10:36:52'. The entry is followed by a speech bubble icon and the text 'ok'.

User shall check either ‘Review’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. All the other information will remain un-editable. User shall enter the remarks and finally submit the task.

For Dean Academics:

Dean Academics approves the details.

The screenshot shows a 'Recommended Actions' window. At the top, there are two checkboxes: 'Approve' (checked) and 'Incomplete Data' (unchecked). Below these is a 'Remarks' field with a red asterisk and the text 'ok'. Underneath are three fields: 'Seek Clarification' (checkbox), 'Seek Clarification Department' (dropdown menu with '-Select-' selected), and 'Seek Clarification To' (text field). Below these is a 'Remarks Summary' section containing two log entries: 'HOD' (with a person icon) performed an 'HOD Review' (with a document icon) on '24-10-2016 11:10:34', and 'Faculty' (with a person icon) submitted a 'Submit Visit Request' (with a document icon) on '24-10-2016 10:36:52'. Each entry is followed by a speech bubble icon and the text 'ok'.

User shall check either ‘Approve’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. All the other information will remain un-editable. User shall also click on the ‘Seek Clarification’ check box for further clarification. User shall enter the remarks and submit the task.

For Dean ICSR:

Dean ICSR approves the details

The screenshot shows a web application interface for Dean ICSR approval. At the top, there are two checkboxes: 'Approve' (checked) and 'Incomplete Data'. Below this is a 'Remarks' field containing the text 'ok'. There is also a 'Seek Clarification' checkbox and a 'Seek Clarification Department' dropdown menu set to '-Select-'. Below these elements is a 'Remarks Summary' table with the following entries:

User	Action	Timestamp
Dean Academics	Dean Academics Approval	24-10-2016 14:05:50
HOD	HOD Review	24-10-2016 14:03:18
Faculty	Submit Visit Request	24-10-2016 13:57:10

User shall check either ‘Approve’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. All the other information will remain un-editable. User shall also click on the ‘Seek Clarification’ check box for further clarification. User shall enter the remarks and submit the task.

For Admin Dealing Assistant – (Scrutinize And Identify Leave Type) :

Dealing Assistant reviews the details.

The screenshot shows a web application interface for Admin Dealing Assistant review. At the top, there are two checkboxes: 'Review' (checked) and 'Incomplete Data'. Below this is a 'Remarks' field containing the text 'ok'. There is also a 'Review' checkbox. Below these elements is a 'Remarks Summary' table with the following entries:

User	Action	Timestamp
Dean ICSR	Dean ICSR Approval	24-10-2016 14:07:51
Dean Academics	Dean Academics Approval	24-10-2016 14:05:50
HOD	HOD Review	24-10-2016 14:03:18

User shall check either ‘Review’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. All the other information will remain un-editable. User shall enter the remarks and submit the task.

For Superintendent:

Superintendent reviews the details.

Recommended Actions

Review Incomplete Data

Remarks *

Remarks Summary

Admin DA	Admin DA Review	24-10-2016 14:18:45
Dean ICSR	Dean ICSR Approval	24-10-2016 14:07:51
Dean Academics	Dean Academics Approval	24-10-2016 14:05:50

User shall check either ‘Review’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. All the other information will remain un-editable. User shall enter the remarks and submit the task.

For Assistant Registrar / Deputy Registrar:

Assistant Registrar/ Deputy Registrar reviews the details.

Recommended Actions

Review Incomplete Data

Remarks *

Remarks Summary

Superintendent	Admin Superintendent Review	24-10-2016 14:27:53
Admin DA	Admin DA Review	24-10-2016 14:18:45
Dean ICSR	Dean ICSR Approval	24-10-2016 14:07:51

User shall check either ‘Review’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. All the other information will remain un-editable. User shall enter the remarks and submit the task.

For Registrar:

Registrar approves the details.

Approve Incomplete Data

Remarks * ok

Seek Clarification Seek Clarification Department Seek Clarification To

Remarks Summary		
AR / DR	AR/DR Review	24-10-2016 16:42:26
ok		
Superintendent	Admin Superintendent Review	24-10-2016 16:33:20
ok		
Admin DA	Admin DA Review	24-10-2016 16:30:41
ok		

User shall check either ‘Approve’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. User shall also click on the ‘Seek Clarification’ check box for further clarification. All the other information will remain un-editable. User shall enter the remarks and submit the task.

For Dean:

Dean reviews / approves the details.

Review Incomplete Data

Remarks * ok

Seek Clarification Seek Clarification Department Seek Clarification To

Remarks Summary		
Registrar	Registrar Approval	24-10-2016 16:45:11
ok		
AR / DR	AR/DR Review	24-10-2016 16:42:26
ok		
Superintendent	Admin Superintendent Review	24-10-2016 16:33:20
ok		

User shall check either ‘Review’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. All the other information will remain un-editable. If ‘Destination Type’ is ‘International’ travel, The Dean reviews and forwards the details to the Director for further approval. If ‘Destination Type’ is ‘Domestic’ travel, The Dean approves and forwards the details to the Director for further approval. User shall enter the remarks and submit the task.

For Director:

Director approves the details.

Approve Incomplete Data

Remarks * ok

Seek Clarification Seek Clarification Department Seek Clarification To

Remarks Summary		
Dean	Dean Admin Review	24-10-2016 16:51:16
ok		
Registrar	Registrar Approval	24-10-2016 16:45:11
ok		
AR / DR	AR/DR Review	24-10-2016 16:42:26
ok		

User shall check either ‘Approve’ option or ‘Incomplete data’ option, to route the process back to the Employee for additional details. User shall also click on the ‘Seek Clarification’ check box for further clarification. All the other information will remain un-editable. If Advance is not required the process gets completed after the Director approval. User shall enter the remarks and submit the task.

For Main Accounts CPDA Section:

CPDA Dealing Assistant reviews the details only if the CPDA advance is required.

Review Advance Incomplete Data

Remarks * ok

Remarks Summary		
Director	Director Approval	24-10-2016 16:56:20
ok		
Dean	Dean Admin Review	24-10-2016 16:51:16
ok		
Registrar	Registrar Approval	24-10-2016 16:45:11
ok		

User shall check the ‘Review Advance’ option. User shall enter the ‘Item of Expenditure’, ‘Code’, ‘Item Amount’ in the ‘Allowance Summary grid’. All the other information will remain un-editable. User shall enter the remarks and submit the task.

For ICSR Accounts DA:

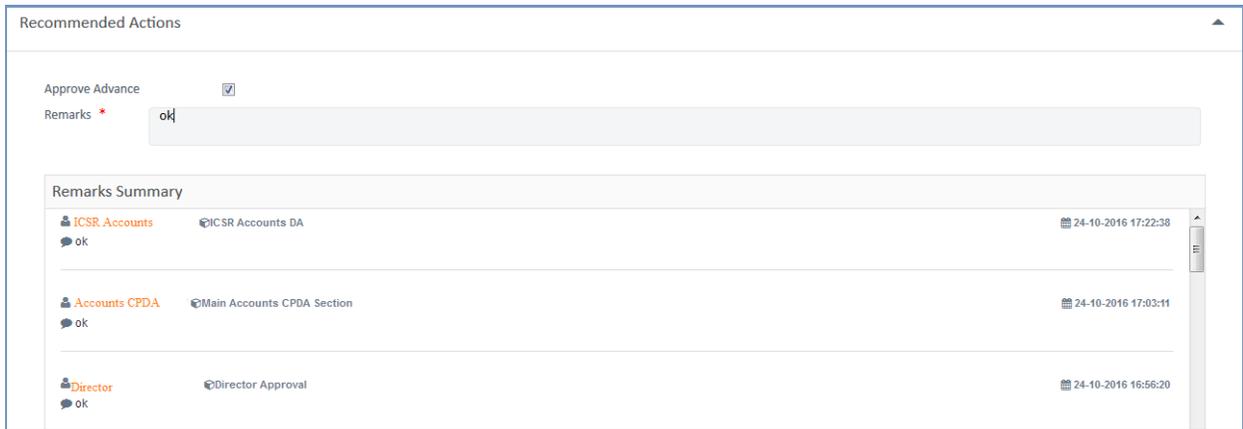
Project Dealing Assistant reviews the details only if the Project Advance is required.



User shall check the ‘Review Advance’ option. All the other information will remain un-editable. User shall enter the remarks and submit the task.

For Accounts Deputy Registrar:

Accounts Deputy Registrar approves the advance.



User shall check the ‘Approve Advance’ option. All the other information will remain un-editable. User shall enter the remarks and submit the task.