



Trip Request Solution

Reduce the risk of overspend, prevent unexpected expenses and give managers better oversight of the impact of employees' business trips with Zalaris' Trip Request Solution.

Overview of the solution:

With the Zalaris travel request process you can keep tighter control of expenditure as well as having full vision of employee absence on trips. You will improve budgetary governance by reducing overspending as managers pre-approve trips and expenses, and managers can also be confident that they know which team members are away when, to ensure they have enough staff available to carry on business.

Features of the solution:

For employees:

- ✓ All trips are pre-approved to avoid uncertainty.
- ✓ Clarity about expenses eliminates mistakes.
- ✓ Efficient payment of travel advances.
- ✓ No scramble to cover for unexpected absences.

For employers:

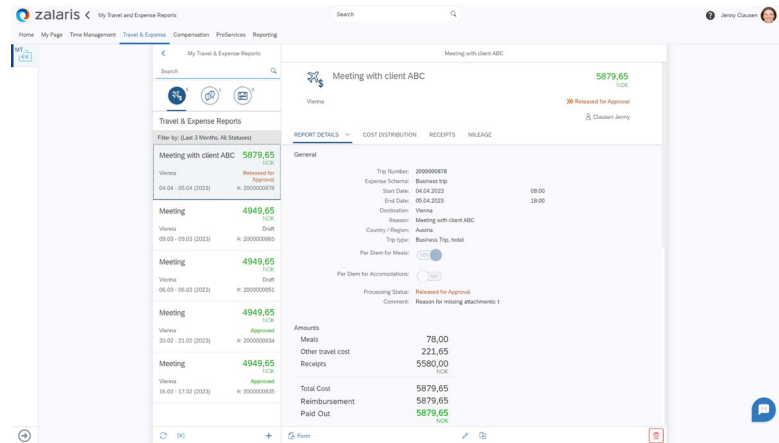
- ✓ Pre-approve trips and expenses to increase control.
- ✓ Less risk of overspend.
- ✓ Reduce unnecessary trips or expenses.
- ✓ Gain better visibility into absences from your teams.

Benefits of the Solution:

The Zalaris Trip Request solution is our tool to handle employees' requests to travel, travel advances and electronic approval of these requests. Pre-approval of employees' business trip plans can provide better control of travel-related expenses.

Our travel request process also allows your business to reduce unnecessary trips and expenses, ensuring that every time an employee travels there is real value to your company and a tight rein on how much they spend.

Zalaris travel and expense management enables employees to ask their line manager for approval of future business trips, and possibly a travel advance as well. Once the request has been approved a travel advance (if requested) can be paid out.



With our Trip Request Solution employees receive instant notification in their Zalaris PeopleHub portal or mobile inbox on the PeopleHub Application that a travel request has been approved and they may continue with travel plans. If email integration is part of your setup, the employee will also receive an email with confirmation that their request is approved.

How does it scale your HR & Payroll?

Another advantage of our travel request process is that managers benefit from an overview of planned trips and absences for their team that is visible in their Team calendar, allowing them to allocate staff to tasks more efficiently. They are not caught by surprise when employees set off on a trip – crucial when juggling rotas and travel across multiple countries as a dynamic organisation expands.

The Zalaris Trip Request solution also means staff have the reassurance of knowing their trips are adding value to the business, rather than arriving at a destination to find an event or meeting is a waste of time.

Travel requests include details such as destination of the trip, reason for travelling and estimated costs so that managers can make informed decisions and ensure their teams stick within their expenses budgets.

In addition, Zalaris' automated travel and expense management means that after each request has been approved, data that has already been entered will be used to create a travel expense report after the employee returns from their business trip. They will not have to enter the same data twice, saving time and eliminating frustrating admin tasks after tiring travel.

Want to get started? **Get in touch with our experts today.**