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# TRAVEL MODULE MANUAL

## OBJECTIVE

Develop a web portal to streamline the request, review, and approval process for foreign travel spending permissions in government offices.

## FEATURES

- **Travel type and category management:** This module contains a list of travel types and associated rates for each category of participant. It will also maintain a list of participant categories and the criteria for determining the category based on their rank or position within the organization.
- **Travel request form:** This module will allow the user to enter basic information such as their main AGA and BA, travel details including dates, destinations, travel type, and key outcomes. The user will also be able to enter the duration of the stopover if applicable.
- **Destination management:** This module contains a database of destinations and their associated DSA rates.
- **DSA calculator:** This module will calculate the DSA based on the number of days of the trip and the DSA rate for the destination, and adjust the calculation based on the user's arrival and departure times. It will also check whether the DSA is fully sponsored, partially sponsored or not sponsored, and adjust the calculation accordingly.
- **Stopover calculator:** This module will calculate the stopover expenses based on the duration of the stopover and the rules for that location. It will also consider multiple stopovers if applicable.
- **Pocket money calculator:** This module will calculate the pocket money based on the travel type and category of the participant, and add it to the estimated cost of the travel request as a separate line item.
- **Special DSA Rate Requests:** This module contains a feature to handle special DSA rate requests and approvals
- **Special DSA Request Option:** An option in the travel request form for users to request a special DSA rate. Users may provide a justification for the upgraded DSA rate and attach any relevant documents, such as a letter or additional supporting information.

- **Travel Request Summary:** This module summarizes the travel request and display it for relevant staff to review before sending it for approval. The summary will include basic information such as the participant's name, destination, travel dates, travel type, category of participant, stopover details (if applicable), estimated DSA, estimated pocket money, and total estimated cost.
- **Dashboard and Request List:** Display a list of requests with essential information on the homepage. Allow users to access request forms by Selecting on the form number

## USER ROLES

1. **Travel Officer (request):** This user role is responsible for initiating the travel request by filling out the necessary information in the travel request portal.
2. **Travel Supervisor (Checker):** This user role is responsible for verifying the accuracy of the travel request and ensuring that it meets the organization's policies and guidelines.
3. **Finance Executive (Authorize):** This user role is responsible for authorizing the travel request and ensuring that sufficient funds are available in the organization's budget to cover the travel expenses.
4. **Budget Secretariat (MOF Checker):** This user role is responsible for reviewing the travel request to ensure compliance with the Ministry of Finance's policies and guidelines.
5. **Budget Committee (Approve/Reject):** This user role is responsible for approving or rejecting the travel request based on the organization's budget allocation and priorities.
6. **Budget Execution (Processor):** This user role is responsible for processing the approved travel request and ensuring that the necessary arrangements are made for the traveler's trip.

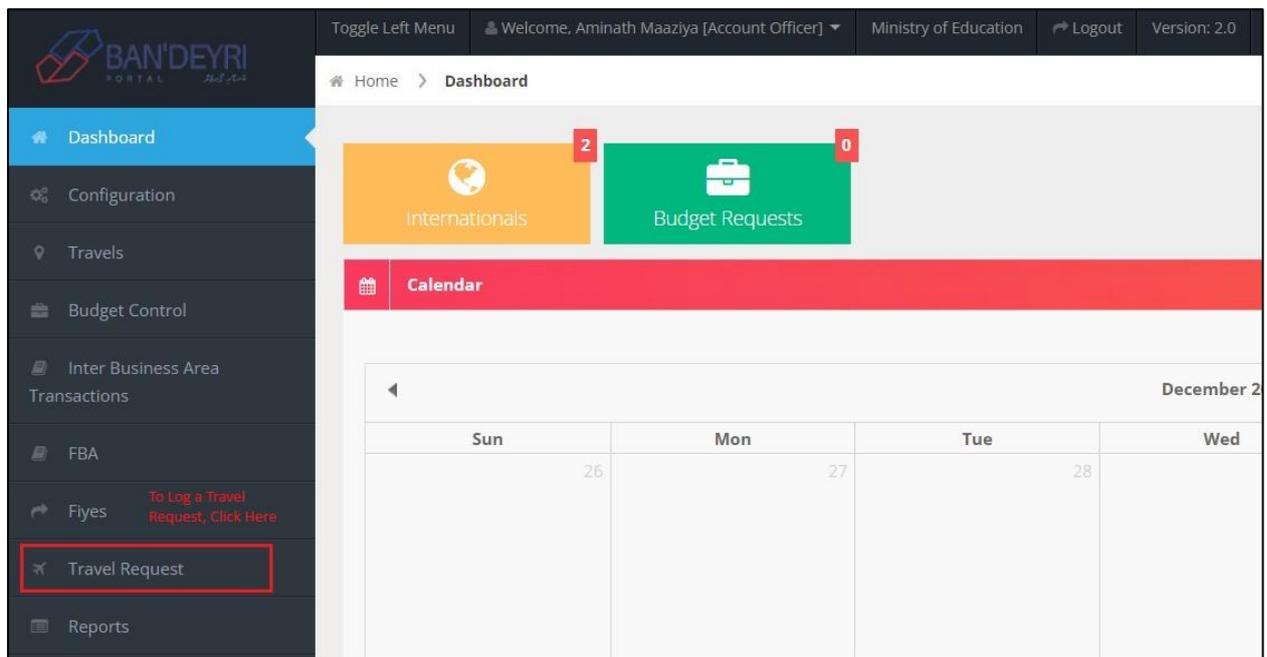
## HOW TO SUBMIT A NEW REQUEST

- ✓ Go to menu and Select **Travel Request**
- ✓ Select create request tab
- ✓ Fill out the form
- ✓ Select create and submit

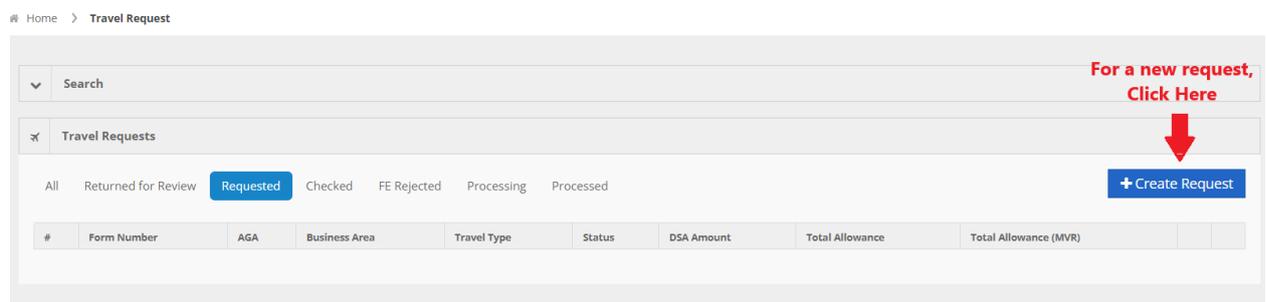
Below are the detailed steps on how to fill the form

### STEP 1

a) Log in to Bandeyri Portal and select travel request



b) For a new travel request, select "Create Request"



## STEP 2

a) Fill in all the required information to create a travel request. Attach travel invitation and other necessary/relevant documents and list out all the attached documents separately in the remarks field.

# Home > Travel Request > Create Request

← Create Travel Request

AGA: \* Ministry of Education

Business Area: \* 1058 (Ministry of Education)

Travel Type: \* Training

Travel Details: \* [Fill in the purpose of travel]  
Example: To attend exchange program in Nepal

Travel Outcome: \* [Fill in the outcome]  
Example: Exposing to new ideas and educational systems and broadening understanding of global education

Travel Policy: \* [Fill in how this relates to the function of the relevant agency]

Administrative Documents: \*  
To create a travel request, Click here

Travel Informat... Choose File

[List all documents attached]  
1) Travel Invitation from Nepal  
2) Letter from Ministry

Create

## STEP 4

Select to add participant

← Create Travel Request

Edit

Form Number:	2023/1058/BC05/8
AGA:	Ministry of Education
Business Area:	1058
Travel Type:	Training
Total DSA:	\$0.00
Total Amount:	\$0.00 (MVR 0.00)

Travel Details: [Fill in the purpose of travel]  
Example: To attend exchange program in Nepal

Travel Outcome: [Fill in the outcome]  
Example: Exposing to new ideas and educational systems and broadening understanding of global education

Travel Policy: [Fill in how this relates to the function of the relevant agency]

Admin. Documents: [Travel Invitation.pdf](#)  
[List all documents attached] 1) Travel Invitation from Nepal 2) Letter from Ministry

+ Add Participant

#	Participant	Category/Class	Outbound	Return	Sponsor	DSA Upgraded?	GL Code / Fund / Project / Program	Expenses	Attachments
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## STEP 5

Fill out the information of participants, itinerary details, and budget details of the trip and select add participant to submit.

a) Write first 2 or 3 letters of airport code in Depart Airport and Arrival airport from the dropdown (Eg: MLE/DEL)

**Outbound**

Depart Date/Time: \*

Depart Airport: \*

Arrival Date/Time: \*

Arrival Airport: \*

Country/City: \*

**Stopover**

**Return**

One-way Trip

Depart Date/Time: \*

Depart Airport: \*

Arrival Date/Time: \*

Arrival Airport: \*

Country/City: \*

**Stopover**

b) For any transits, add stopover separately for each (outbound and return)

**Outbound**

Depart Date/Time: \*

Depart Airport: \*

Arrival Date/Time: \*

Arrival Airport: \*

Country/City: \*

**Stopover**

**Return**

One-way Trip

Depart Date/Time: \*

Depart Airport: \*

Arrival Date/Time: \*

Arrival Airport: \*

Country/City: \*

**Stopover**

c) Attach documents if travel is sponsored or if DSA needs to be upgraded and upload itinerary

**Budget**

Budget Status \*

Are travel expenses sponsored? \*

Would DSA need to be upgraded? \*

GL Code: \*

Ticket Cost:

Organization name \*

Upload letter \*  
 [Choose File](#)

Upgraded DSA Rate \*

Upload letter \*  
 [Choose File](#)

Fund: \*

Project: \*

Program: \*

Upload ticket copy: \*  
 [Choose File](#)

Other cost:

d) Select **Duplicate** to add additional participant without the need to re-enter travel details

[+ Add Participant](#)

#	Participant	Category/Class	Outbound	Return	Sponsor	DSA Upgraded?	GL Code / Fund / Project / Program	Expenses	Attachments	
1	eeedee Procurement Officer	Category: Category 1 Class: Economy	Singapore - All Areas Depart: MLE → Arrive: SIN 12:00 Dec 20, 23 13:00 Dec 28, 23		No	No	Budget Status: Budgeted GL Code: 221004 Fund: C-GOM Project: Z-ZZZZZZ-ZZZ Program: S023001001001001	Trip Duration: 0 days DSA: \$0.00 Stopover: \$0.00 Pocket Money: \$0.00 Incidental: \$0.00 Other costs: \$0.00 Ticket: MVR 999,999.99 Total: \$0.00 (MVR 0.00)	<a href="#">ticket-copy.pdf</a>	<a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>

## STEP 6

Select **send request** for the verification of Travel Supervisor.

← Create Travel Request

[Edit](#) [Send Request](#)

Form Number:	2023/1058/BC05/8	Travel Details:	[Fill in the purpose of travel] Example: To attend exchange program in Nepal
AGA:	Ministry of Education	Travel Outcome:	[Fill in the outcome] Example: Exposing to new ideas and educational systems and broadening understanding of global education
Business Area:	1058	Travel Policy:	[Fill in how this relates to the function of the relevant agency]
Travel Type:	Training	Admin. Documents:	<a href="#">Travel Invitation.pdf</a> [List all documents attached] 1) Travel Invitation from Nepal 2) Letter from Ministry
Total DSA:	\$0.00		
Total Amount:	\$64,850.84 (MVR 999,999.95)		

# HOW TO TAKE ACTIONS ON REQUESTS

## TRAVEL SUPERVISOR VERIFICATION

- Select **view** on the request from Dashboard
- Select **return for review** if you need the travel officer to edit/correct the request. Choose **check** if the request is accurate.

Home > Travel Request > View Request

Travel Request
Return for Review Check

**Approved**  
By Aminah Ma'ziya

Form Number:	2023/1058/BC05/4
AGA:	Ministry of Education
Business Area:	1058 (Ministry of Education)
Travel Type:	Training
Total DSA:	\$0.00
Total Amount:	\$300.00 (MVR 4,626.00)

Travel Details:	Training program in field administration for civil servants
Travel Outcome:	Get knowledge to strengthen the administration area
Travel Policy:	-
Admin. Documents:	<a href="#">FRM459FA1302338 NC GG India trip (1).pdf</a>

**Summary** Expenses Budget Documents

#	Participant	Category/Class	Outbound	Return	Sponsor	DSA Upgraded?	GL Code / Fund / Project / Program	Expenses	Attachments
1	Mariyam Procurement Officer	Category: Category 1 Class: Economy	Maldives - Male Depart: 20:00 Arrival: 23:00 Jul 04, 23	India - New Delhi Depart: 13:00 Arrival: 17:00 Jul 10, 23	No	No	Budget Status: Budgeted GL Code: 221004 Fund: C-GOM Project: ZZZZZZ-ZZZ Program: 5023001001001001	Trip Duration: 6 days DSA: \$0.00 Stopover: \$0.00 Pocket Money: \$150.00 Incidental: \$0.00 Other costs: \$0.00 Ticket: MVR 0.00 Total: \$150.00 (MVR 2,313.00)	<a href="#">Ticket copy.pdf</a>
2	Ahmed Assistant Executive Director	Category: Category 1 Class: Economy	Maldives - Male Depart: 20:00 Arrival: 23:00 Jul 04, 23	India - New Delhi Depart: 13:00 Arrival: 17:00 Jul 10, 23	No	No	Budget Status: Budgeted GL Code: 221004 Fund: C-GOM Project: ZZZZZZ-ZZZ Program: 5023001001001001	Trip Duration: 6 days DSA: \$0.00 Stopover: \$0.00 Pocket Money: \$150.00 Incidental: \$0.00 Other costs: \$0.00 Ticket: MVR 0.00 Total: \$150.00 (MVR 2,313.00)	<a href="#">Ticket copy.pdf</a>

## FINANCE EXECUTIVE VERIFICATION

- Select **view** on the request from Dashboard
- Select **return for review** for travel officer to edit/correct the request or select **authorize** if the request is accurate and proceed to send it to Ministry of finance to take actions.

Home > Travel Request > View Request

Travel Request
Return for Review Authorize Reject

**Checked by Accounts Executive**  
By Howard Fadzlan

Form Number:	2023/1058/BC05/4
AGA:	Ministry of Education
Business Area:	1058 (Ministry of Education)
Travel Type:	Training
Total DSA:	\$0.00
Total Amount:	\$300.00 (MVR 4,626.00)

Travel Details:	Training program in field administration for civil servants
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