

ERIKS TRAVEL REQUISITION FORM MANUAL

PROCEDURE

Website URL

<http://www.eriks.com.sg/internal/forms/travelreq.php>

STEPS:

1. User need submit the Travel requisition form.
2. Upon submission an email notification will send to the immediate supervisor.
3. When immediate supervisor approve the application, an email notification will send to Office Admin and the requestor.

How to submit the IT form:

1. User need to Login into internal Portal.
2. After Login select 'Travel Req' form in the menu bar as shown below.



3. Now need to fill up the details in the form
4. In the form requestor will be the session name.
(Session name is the user who logged in the portal)
5. Logged User need to enter the destination.
6. Also need to select the departure and return date and key in the no of days required for the travel.
7. In the 'Purpose of visit' filed user can brief the purpose of the travel.
8. Now click on submit. An email notification will send to the immediate supervisor for the approval.

PICTURE:

TRAVEL REQUISITION:

Requestor:

Department:

Destination:

Period of Travel:

Departure:

Return: Total days :

Purpose of visit :

The image shows a rich text editor toolbar with various icons for text manipulation and formatting. The icons include: cut, copy, paste, undo, redo, bold (B), italic (I), strikethrough (I_x), bulleted list, numbered list, decrease indent, increase indent, quote, styles, and format. Below the toolbar, there is a 'Source' input field and a large empty text area for entering the purpose of the visit.