

Travel Authorisation

Feature

Paperless approvals, mobile convenience, and full visibility for every trip

This feature offers a paperless method of managing travel-related authorisations, including conferences, accommodation, air travel, car hire, bus or train trips, own vehicle claims as well as meals and miscellaneous claims

Epic's **Travel Authorisation** feature streamlines how organisations manage travel-related requests—replacing manual forms and email chains with a structured, mobile-enabled workflow. Whether it's a conference, hotel booking, flight, car hire, or meal claim, this feature ensures every journey is approved, documented, and aligned with policy.

It's not just about permission—it's about planning, accountability, and cost control.



Key Functions

- **Online Request Submission:** Staff submit travel requests directly through Epic, selecting from categories like: Conferences & Accommodation, Air, Bus, Train, or Own Vehicle Travel, Meals & Miscellaneous Claims
- **Estimated Cost & Cost Centre Entry:** Each request includes estimated expenses and a designated cost centre—supporting budget tracking and financial oversight.
- **Document Uploads:** Attach supporting documents (e.g. booking confirmations, itineraries, policy forms) to ensure clarity and compliance.
- **Manager Approval Workflow:** Managers receive instant email notifications and can approve, decline, or request more information—directly from their mobile device.
- **Full Approval History:** Both staff and managers can view a complete log of travel authorisations—ideal for audits, reimbursement tracking, and policy reviews.
- **Mobile App Enabled:** Submit, approve, and track travel requests on the go—perfect for fast-moving teams and multi-site operations.