

# Travel Authorisation

## Scenario

### ABC Suites (Pty) Ltd

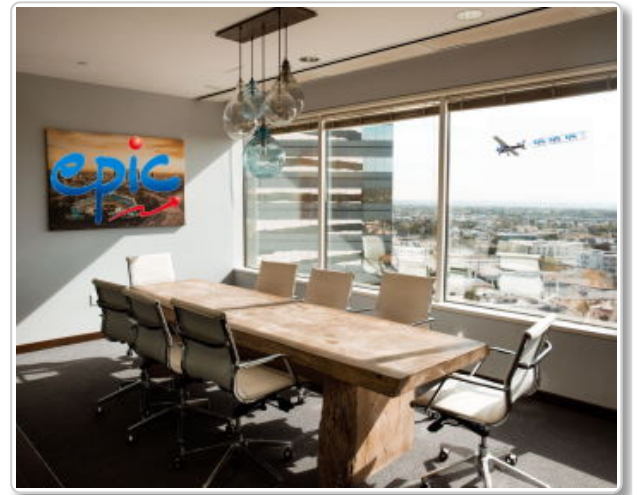
#### The Challenge:

At ABC Suites, Finance Manager Chris Cross found the travel authorisation process increasingly difficult to manage. Requests for conference attendance, accommodation, car hire, own vehicle claims, and meal reimbursements were submitted via spreadsheets and email chains—often incomplete, delayed, or misrouted.

The lack of structure made it hard to enforce travel policies, track budgets, or ensure timely approvals. With no central record, visibility was poor, and last-minute travel chaos became a recurring theme. Chris knew that to support ABC Suites' growth, travel coordination needed to be faster, clearer, and aligned with company goals.

#### How ABC Suites uses epic

Epic's **Travel Authorisation** feature gave ABC Suites the automation, transparency, and mobile flexibility to streamline travel requests from start to finish.



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**Online Request Portal:** Staff now submit travel requests directly through Epic—covering everything from air travel and accommodation to meals, car hire, and miscellaneous claims. Each request includes comments and supporting documentation.

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**Instant Manager Notifications:** Managers receive requests immediately and can approve or decline online, with full visibility into budget limits and policy alignment.

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**Mobile App Enabled:** Whether on-site or offsite, staff and managers can manage travel authorisations via Epic’s mobile app—ensuring speed and convenience without compromising control.

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**Full History & Audit Trail:** Every request is logged with a timestamp, approval status, and attached documents, creating a searchable archive for finance and compliance teams.

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**Policy Enforcement & Spend Visibility:** With structured workflows and real-time reporting, ABC Suites now enforces travel policies consistently and tracks spend against budgets with confidence.

The result? Travel authorisation is no longer a bottleneck—it’s a smooth, scalable process that supports operational agility and financial discipline.

*“From paperwork to policy clarity—Epic’s Travel Authorisation feature helped ABC Suites turn travel requests into a streamlined, mobile-first experience.”*