

UTP Travel Claims Approval System

By

Lim Qi Hua

Dissertation submitted in partial fulfilment of
requirements for the
Bachelor of Technology (Hons)
Business Information System

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CERTIFICATION OF APPROVAL

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A project dissertation submitted to the
Business Information System Programme
Universiti Teknologi PETRONAS
in partial fulfilment of the requirement for the
Bachelor OF Technology (Hons)
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Approved by,


(En. Ahmad Izuddin Bin Zainal Abidin)

UNIVERSITI TEKNOLOGI PETRONAS

TRONOH, PERAK

July 2007

CERTIFICATION OF ORIGINALITY

This is to certify that I am responsible for the work submitted in this project, that the original work is my own except as specified in the references and acknowledgements, and that the original work contained herein have not been undertaken or done by unspecified sources or persons.



LIM QI HUA

ABSTRACT

This preliminary report is prepared to present the background study and initial ideas and planning of TAB3012 Final Year Project (Part II). The paper begins with background discussion on problem statement of the project; about the availability of travel and claim system for staffs in UTP. Following that, further explanation on the research project including features of product to be developed, tools required and the flow of the product is being presented. For this project, there would be three main activities to take place which is of research and prototyping and user feedback for final product for this project. Details on project works can be found in methodology section of this report.

ACKNOWLEDGEMENT

First and foremost, the author would like to express her gratitude to the almighty God for giving the strength to complete the Final Year Project based on her interest. She would like to take this opportunity to thank the people who are involved in this project directly and indirectly. Through out these past two semesters, the author had met a lot of people in order to improve the understanding towards the project. Without the guidance and support from this special group of people, it is impossible for her to complete her final mission as a student of Universiti Teknologi PETRONAS. It is a great pleasure for the author to take this opportunity to express her deepest gratitude to her supervisor, En. Ahmad Izuddin bin Zainal Abidin for his continuous support and guidance for these two semesters. Next is to her friends, Dicky Ekklesia and Dismas Bismo for helping her in programming parts of her system. Besides that, she would like to thank her sister, Qi Su for always being there for her. Thank you to everyone who has helped through tough times shared their thoughts and supported the writer from behind all the while. Last but not least, she would like to pay a special gratitude to her family members for their support and blessing. Thank you.

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CHAPTER 1

INTRODUCTION

This chapter contains brief information of the project which includes the background study of this project, problem statements that lead to the design of this project, its objectives as well as the project scope.

1.1 Background of Study

Typically administrative innovation lags behind technological innovation, hence the study has been focused on changing the manual business process into a more efficient computer-automated system. Many multinational organizations have already implemented paperless working environment to ensure efficiency in operations. Companies such as Intel have already practiced using e-forms in their organization, which comprises leave processing system, online pay checks, discussion room bookings and claim systems.

Currently there is no computer-automated travel and claims approval system for UTP employees. Manual approval systems are time consuming and do not encourage efficiency at work. In fact, it is not convenient for the employees as they will actually need to spend more time to fill up forms manually and making unnecessary phone calls. A computer-automated system would solve the problems that arose from manual systems.

1.2 Problem Statement

The current system is very paper intensive. It requires a great deal of copies of paper to be stapled to together and manually carried throughout the processing system. All data entry into local database is entered by limited personnel, which creates a bottleneck and single point of failure in the system. Many redundant functions will cause unnecessary waste of time.

The existing system is a very manual method, which requires the employees to fill up the Requisition for Travel form and Petty Cash form, submit to their Head of Department, and then wait for approval from them. After the first approval, they will have to submit the approved forms to the HR department. Following it, they are required to call HR department to check if the claim has been approved.

Sometimes employees might need to book for hotel or air ticket together for the travel as well. This will become an extra hassle if their forms got approved at different timing and their forms were submitted to HR at different time. There might be some occasions where the approval did not get approved because the head of the department is on leave. Sometimes the form might be lost at any part of the approval procedure.

1.3 Objective

The objective of this project is to increase efficiency during work in order to simplify the travel approval manual approach. It will also improve employees' efficiency and they are able to concentrate during work. Furthermore it will reduce any probability of any miscommunication if the form is lost at any part of the procedure. Moreover, employees are able to apply and check their travel approval claims at their convenience. This can avoid the hassle of calling or going personally to the HR department.

The target users for this system are UTP employees. Currently the employees enjoy a new system, Leave Processing System, which allows them to apply leave by filling up online applications in their shared workspace.

1.4 Scope of Study

This system is going to be developed by using PHP. PHP generally runs on a web server, taking PHP code as its input and creating Web pages as output. However, it can also be used for command-line scripting and client-side GUI applications. PHP can be deployed on most web servers and on almost every operating system and platform free of charge. The PHP Group also provides the complete source code for users to build, customize and extend for their own use. Licensing issue should not be a problem as PHP is an open source code. The software that the developer is using is Macromedia Dreamweaver MX.

1.5 Relevancy of Project

This project would require students to put what they have learned in past 4 years in UTP into a practice. First and foremost is the programming skills and creativity of creating a system and its interface. The details pertaining this have been picked up from subjects like Object Oriented Programming, Advance Database System and Internet Programming. The early exposure now would prove advantageous and would serve to further enhance students' understanding and knowledge on computer programming and problem solving techniques.

1.6 Feasibility of Project within Scope and Time Frame

This project was being developed within a specified time frame given. There were limitations and constraints faced throughout the development of this project. However, the main goal is to create the main system which allows users to login, filling up the e-forms and submit it for administrator's approval and administrator to login and approve the forms.

CHAPTER 2

LITERATURE REVIEW

This chapter contains previous and existing studies; and applications that are related to this project.

2.1 Significance of Project

This study will result in creating a new business process to help UTP employees to apply their travel approval and claims using the intranet services provided. With the system prototype, hopefully it will reduce the miscommunication breakdown between the employees, Head of Department and the HR department.

2.2 Literature Review and Theory

The travel approval system has been also done in the University of Texas. Their system is a very comprehensive one where they have integrated their system together with a local traveling agency, credit card companies and car rentals to further help employees to simplify their work and extend more choices to them. However they do not implement a feature called e-form, hence employees still have to do the manual fax methods in order to apply for an approval.

The University of Washington highlighted that the security is a concern but proposed to use electronic signatures as a solution. Emails will be used as part of the approval process to inform the employees regarding the status of their approval. Digital signature technology promises assurance at least equal to written signatures (Brown, 1993). "Travelers will be able to use the system anytime of day, every day of the week... Trip approvals by the traveler's supervisor and budget officer will also be electronic..." (University of Washington, 2002).

Since UTP's existing travel claim system is a manual one, by converting it into an automated system will result in changing the business process. Hence a business process reengineering (BPR) is involved. BPR involves understanding current processes, designing and prototyping, and measuring process performance (Tennant, Wu 2005).

2.3 Hypertext Preprocessor (PHP)

PHP is a reflective programming language originally designed for producing dynamic web pages. PHP is used mainly in server-side scripting, but can be used from a command line interface or in standalone graphical applications. PHP is a recursive initialism for PHP: Hypertext Preprocessor.

PHP is a widely-used general-purpose scripting language that is especially suited for Web development and can be embedded into HTML. PHP generally runs on a web server, taking PHP code as its input and creating Web pages as output. However, it can also be used for command-line scripting and client-side GUI applications. PHP can be deployed on most web servers for free of charge. The PHP Group also provides the complete source code for users to build, customize and extend for their own use.

PHP primarily acts as a filter. The PHP program takes input from a file or stream containing text and special PHP instructions and outputs another stream of data for display. As with many scripting languages, PHP scripts are normally kept as human-readable source code, even on production web servers. While this allows flexibility, it can raise issues with security and performance.

Encoders hinder source code reverse engineering. Encoders fall broadly into two types; those that hide source code and those that compile code into "opcode". The downside of this latter approach is that a special extension has to be installed on the server in order to run encoded scripts; however the approach of encoding compiled code and use of an extension offers typically the best performance, security and opportunity for additional features that may be useful for developers. Compiled code solutions may exploit the potential for increased security through the use of their own

execution engine, although some simpler solutions rely on the regular PHP engine to execute the compiled code.

Code optimizers improve the quality of the compiled code by reducing its size and making changes that can reduce the execution time and improve performance. The nature of the PHP compiler is such that there are often many opportunities for code optimization.

CHAPTER 3

METHODOLOGY

In this chapter, the methodology that is used for the project will be described briefly. In consideration of the time frame given, Rapid Application Development was chosen for this project.

3.1 Methodology

There are three main tasks in order to complete this project, which are research, prototyping and interview. The purpose of doing the research is to have concrete understanding on proper requirements needed by users and the relevant technologies to be used in the project. A prototype system would be developed to meet the objective of the project, which is to create the travel approval and claim system. Then the project developer must acquire information about the project's prototype from users through interview in order to constantly reaffirm the user requirements.

3.1.1 Research

Research work for this project would focus on study of creating and updating a web forms in the UTP intranet and its database design for flexible data storing and retrieving. The developer has been conducting research by studying journals, articles, books from various sources on the website development.

The developer have found out that the currently UTP have one application processing system, which is the Leave Processing System. The system is created using IBM's LotusNote@. After much research, the developer has decided to use Macromedia Dreamweaver to create the system, using PHP coding as it can be deployed on most web servers and on almost every operating system and platform free of charge.

3.1.2 Prototyping

Evolutionary prototyping focuses on gathering a correct and consistent set of requirements. The strength of this process is to build quality software by means of the ongoing clarification of existing requirements, which will allow developer to discover previously missing or unknown requirements (Carter, Anton, Williams, Dagnino 2001). This technique allows the developer to add features, or make changes that couldn't be conceived during the requirements and design phase.

This project will be using Evolutionary Prototyping as the methodology to create this system. Developer can focus themselves to develop parts of the system that she understands instead of working on developing a whole system.

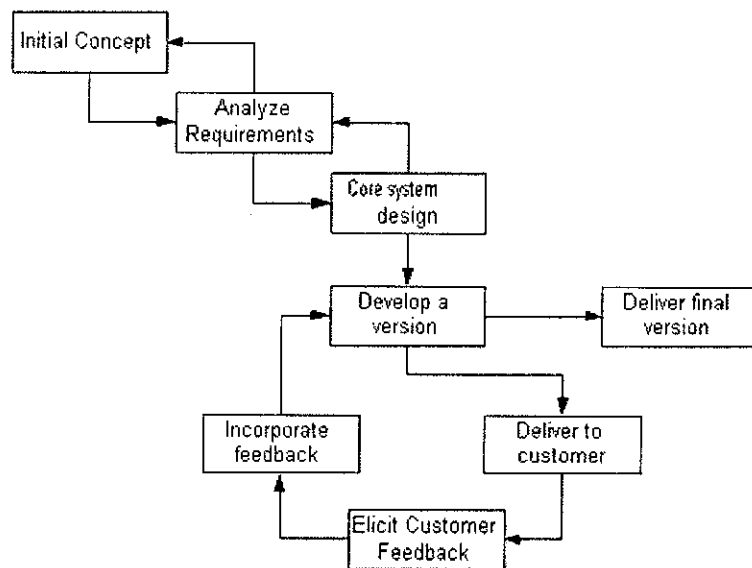


Figure 1: Evolutionary Prototyping

There are many advantages to using prototyping in software development:

1. **Reduced time and costs:** Prototyping can improve the quality of requirements and specifications provided to developers. Because changes cost exponentially more to implement as they are detected later in development, the early determination of what the user really wants can result in faster and less expensive software.
2. **Improved and increased user involvement:** Prototyping requires user involvement and allows them to see and interact with a prototype thus allowing them to provide better and more complete feedback and specifications. The presence of the prototype being examined by the user prevents many misunderstandings and miscommunications that occur when each side believe the other understands what they said. The final product is more likely to satisfy the users' desire for look, feel and performance.

3.1.3 Interview

The qualitative interview is one of the most important data gathering tools in qualitative research. Interview is conducted with the purpose of finding out and gaining firsthand and different knowledge and information, also to get their opinion about the on-going project. The project developer are required to conduct several interview sessions with UTP employees as this may enable her to deepen her findings.

When the final product is reaching the completed status, the developer should consult several lecturers for feedbacks to the product, as this is an evolutionary prototype. The developer will then adhere to the feedback and alter the system accordingly.

3.2 Gantt Chart

3.2.1 FYPI

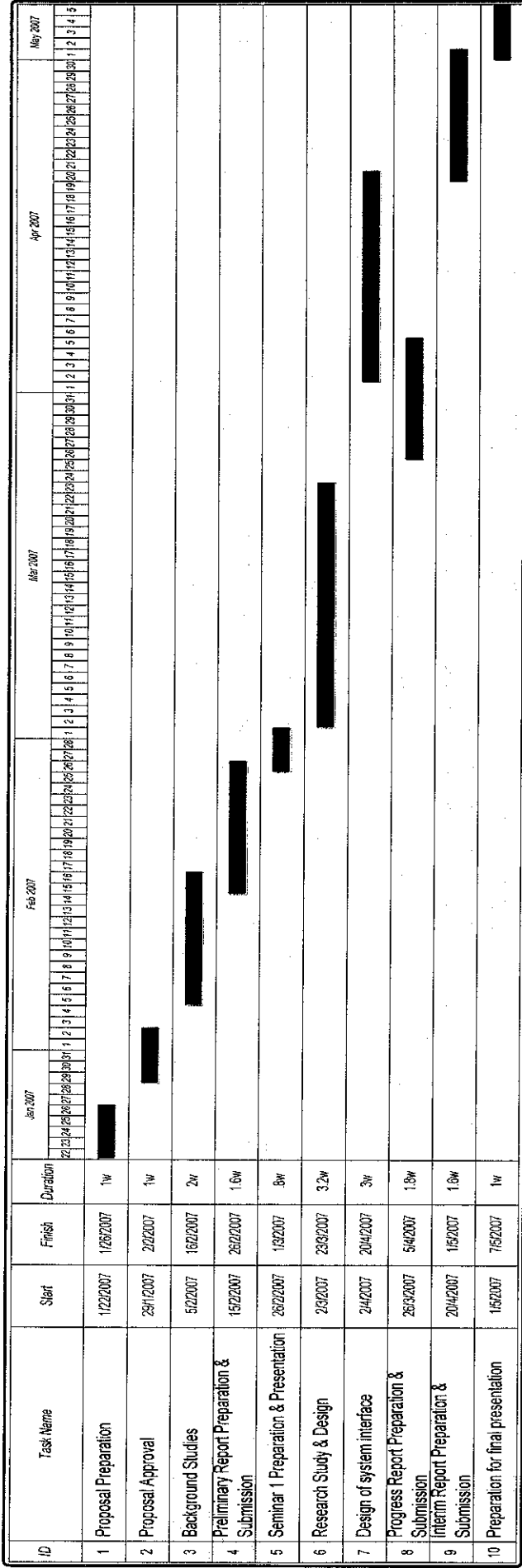


Figure 2: Gantt Chart for FYPI

Table 1: Gantt chart description for FYP I

Task ID	Task Description	Start Date	Duration	Progress
Task 1	Proposal Preparation	22-Jan-07	1 week	100%
Task 2	Proposal Approval	29-Jan-07	1 week	100%
Task 3	Background Studies	5-Feb-07	2 weeks	100%
Task 4	Preliminary Report Preparation & Submission	15-Feb-07	11 days	100%
Task 5	Seminar 1 Preparation & Presentation	26-Feb-07	6 days	100%
Task 6	Research Study & Design	2-Mar-07	3 weeks	100%
Task 7	Progress Report Preparation & Submission	26-Mar-07	2 weeks	100%
Task 8	Design of system interface	2-April-07	3 weeks	100%
Task 9	Interim Report Preparation & Submission	20-Apr-07	11 days	100%
Task 10	Preparation for final presentation	1-May-07	1 week	100%

3.2.2 FYP II

ID	Task Name	Start	Finish	Duration	Aug 2007							Sep 2007							Oct 2007						
					22/7	29/7	5/8	12/8	19/8	26/8	2/9	9/9	16/9	23/9	30/9	7/10	14/10	21/10	28/10	4/11					
1	Submit Progress Report 1	23/7/2007	13/8/2007	3.2w	████████████████████																				
2	Submit Progress Report 2	13/8/2007	19/9/2007	5.6w	████████████████████							████████████████████													
3	Seminar/Progress Reporting	24/9/2007	1/10/2007	1.2w								████████████████████													
4	Exhibition/Pre EDX	24/9/2007	3/10/2007	1.6w								████████████████████													
5	Final Report Submission	24/9/2007	5/10/2007	2w								████████████████████													
6	Preparing final prototype	3/10/2007	26/10/2007	3.6w								████████████████████							████████████████████						
7	Oral Presentation	22/10/2007	26/10/2007	1w															████████████████████						
8	Submit final dissertation	26/10/2007	2/11/2007	1.2w															████████████████████						

Figure 3: Gantt Chart for FYP II

Table 2: Gantt chart description for FYP II

Task ID	Task Description	Start Date	Duration	Progress
Task 1	Submit Progress Report 1	23/7/2007	3.2 weeks	100%
Task 2	Submit Progress Report 2	13/8/2007	5.6 weeks	100%
Task 3	Seminar/Progress Reporting	24/9/2007	1.2 weeks	100%
Task 4	Exhibition/Pre EDX	24/9/2007	1.6 weeks	100%
Task 5	Final Report submission	24/9/2007	2 weeks	100%
Task 6	Preparing final prototype	3/10/2007	3.6 weeks	100%
Task 7	Oral presentation	22/10/2007	1 week	100%
Task 8	Submit final dissertation	19/11/2007	1.2 weeks	100%

3.3 Tools/Equipment Needed

Development of the software or component of the system requires a web server to be installed in the computer. The developer will use open source software called WinLamp. WinLamp is a complete software package allowing user to have all the power and the flexibility that offers the dynamic language PHP and the efficient use of databases under Windows. This package includes an Apache server, a MySQL database, a fully PHP execution, as well as easy development tools for your web site or your applications. To develop the system, the developer will use Macromedia Dreamweaver MX and PHP, Javascript and HTML as the main code.

CHAPTER 4

RESULTS AND DISCUSSIONS

4.1 System Analysis

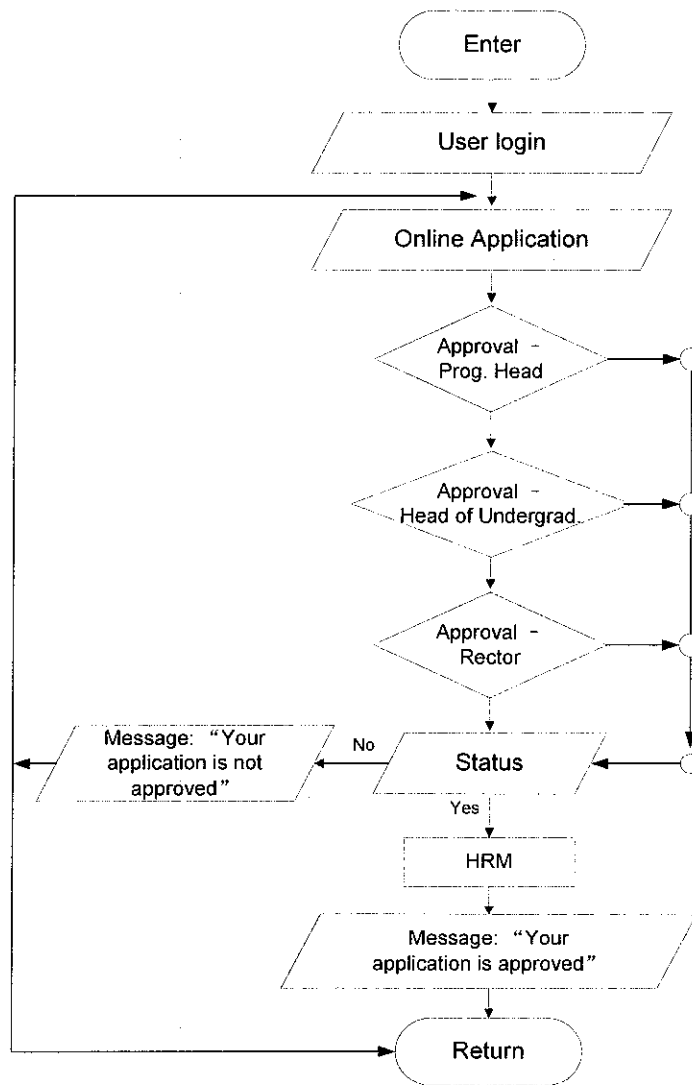


Figure 4: Flowchart of system

User need to login into the website, using their personal id and password. After successful login, user will click on the online application form. After filling up the form, they will submit the form. These forms will be routed to the approvals of Programme Head, Head of Undergraduate Studies and Rector. If the status is “approved”, then the form will be sent to HRM to be processed. However if the status is “not approved”, user can either reapply or exit the system.

Not all forms have to be approved by all the three Heads (Programme Head, Head of Undergraduate Studies, Rector). For example, requisition for local travel is only being approved by Programme Head and Head of Undergraduate Studies, whereas requisition for overseas travel has to be approved by all the three Heads. So once the application has been checked by the required personnel, the form will be routed to HRM or a message will be sent to the user informing them of the “Not Approved” status.

This whole process of approving an application can take a long time to be done if either of the Head is not around to approve it. So the developer would like to suggest that the Head could appoint a substitute to replace him temporarily. The substitute will decide whether to approve the application on behalf of the Head. They do not log into the Head’s account in order to check the application forms. The forms will be sent to their account to be approved.

The user will also be able to check their status of approval, whether it is up to Programme Head, Head of Undergraduate Studies or Rector. This adds assurance to the user because they know the stage of their application.

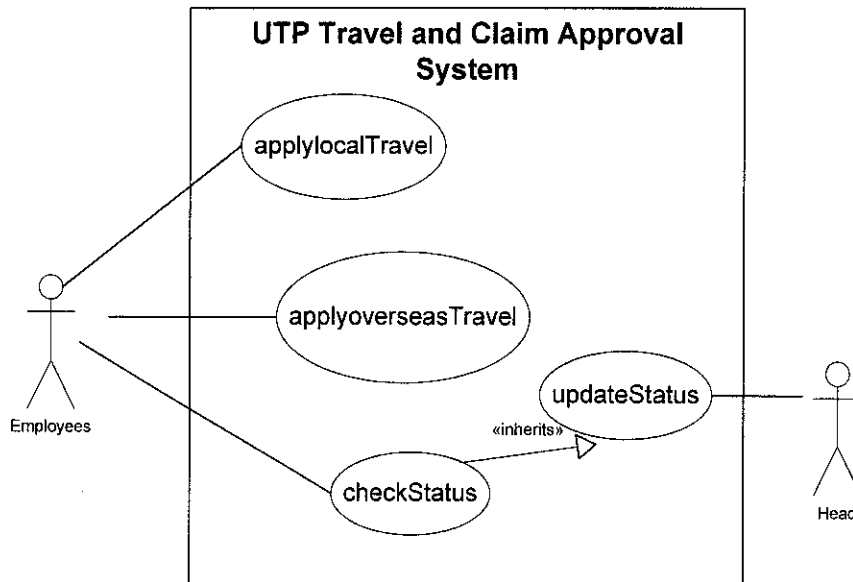


Figure 5: Use Case for the System

4.2 Database Development

The developer has developed the MySQL database using PHPMyAdmin. There are four tables, namely users, administrator, localclaim and overclaim. The primary keys for each table is **members – id**, **administrators – admin_id**, **loc_claim – loc_ID**, **over_claim – over_ID**.

Table 3: Database table – members

Field	Type
id	varchar(10)
username	varchar(30)
name	varchar(50)
password	varchar(30)
email	varchar(20)
pwdAnswer	varchar(30)
dept	varchar(40)
phone	varchar(10)

4.3 System Prototype

There are two users for this system, one is user or staff of UTP and the other is admin or Head of Departments. Head of Departments have a higher level of authority to approve or reject the application filled out by staffs.

4.3.1 User Login

The system begins with the homepage, where user will login into the system with their username and password.

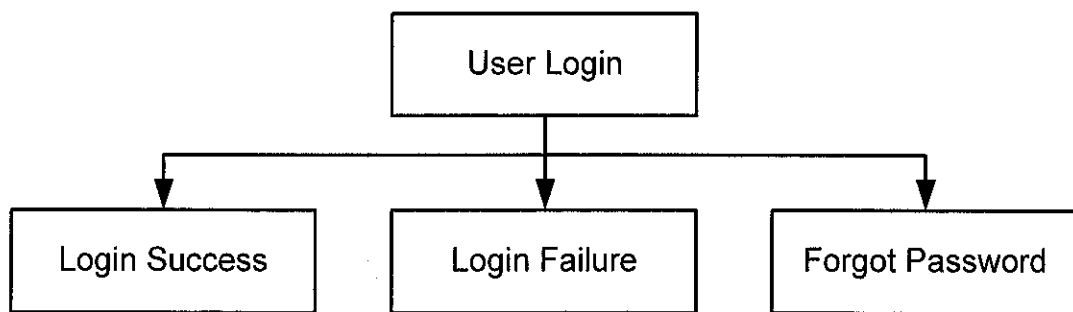


Figure 6: Login System Framework

There are three possibilities of scenarios in user login, as shown above. When user has successfully login into the system, they will be directed to a page which states their status of application and the links to apply for claims. The second possibility is user key in wrong username, password or both. User will be asked to login again with the correct password. Should the user forgot the password, (the third possibility), they can click on the "Forget your password?" to key in their email address so that their password will be sent to their email address directly. Their password should be given to users, meaning users do not need to register for it.

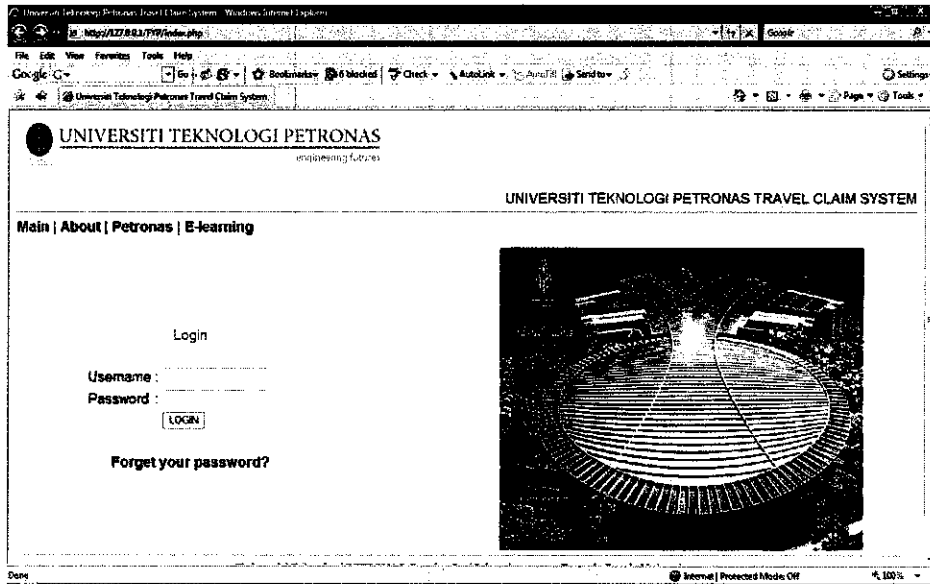


Figure 7: UTP Travel Claim System Homepage

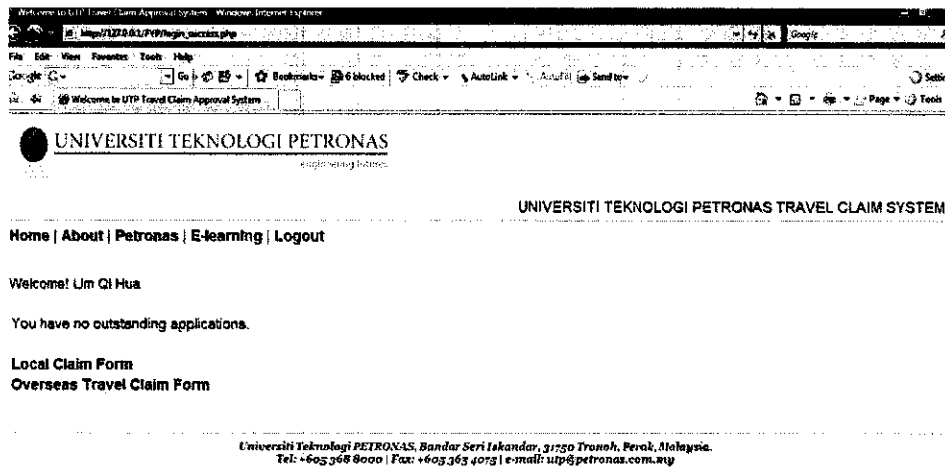


Figure 8: Login Success

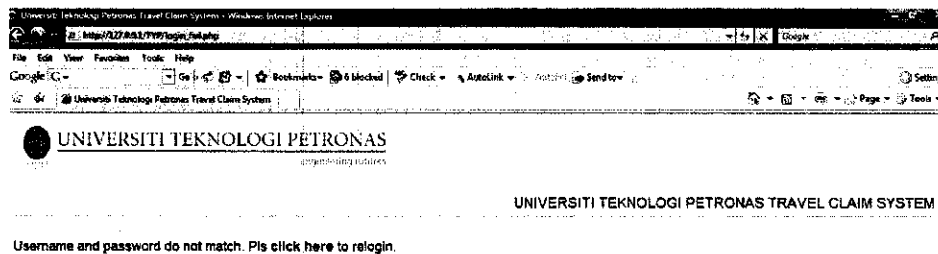


Figure 9: Login Failure

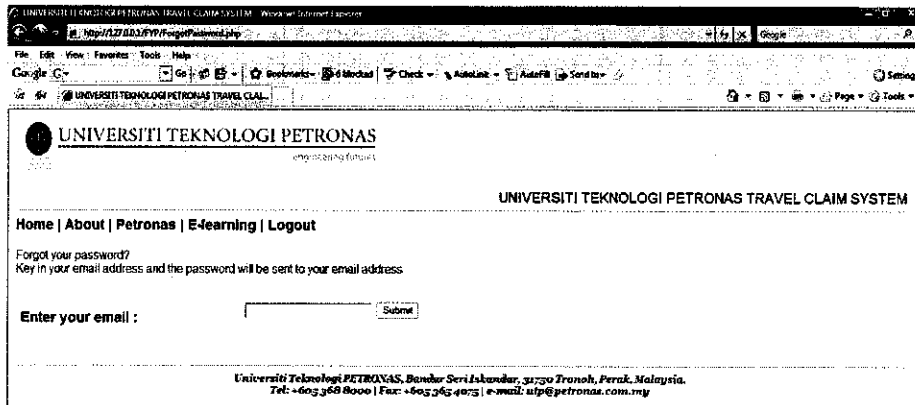


Figure 10: Forgot Password

After the user has successfully login, they will be able to see their status of application and apply for any travel claim (Refer to Figure 8).

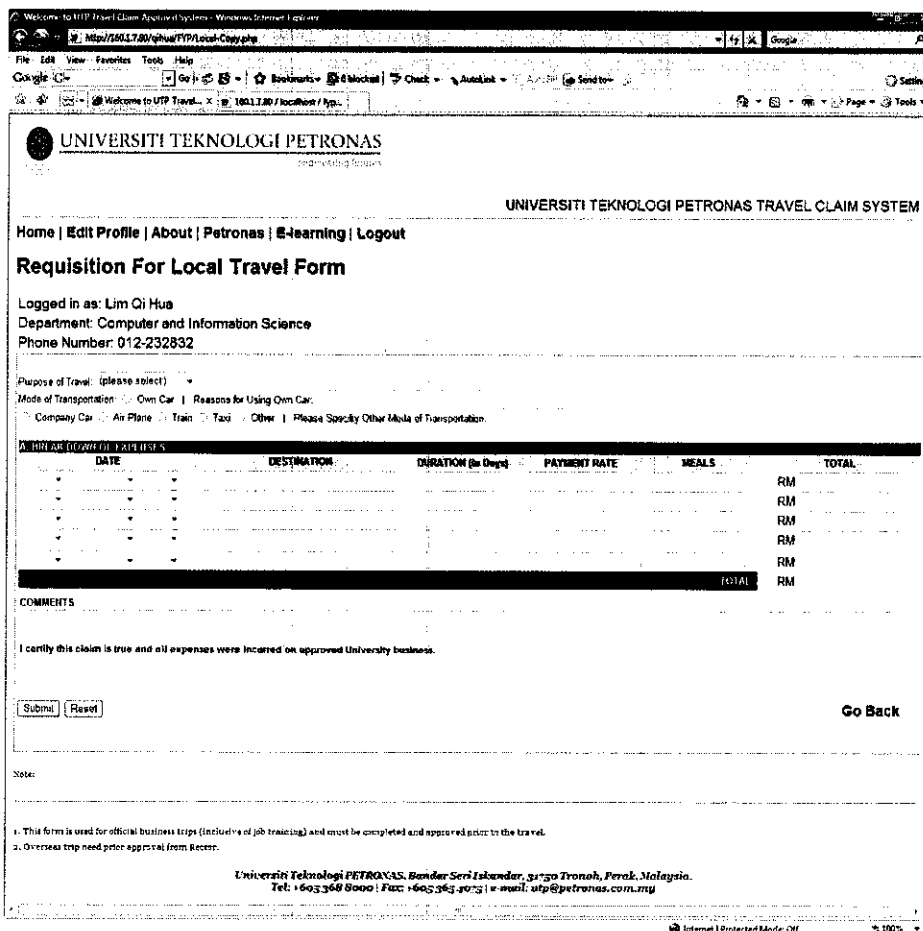


Figure 11: Requisition for Local Travel Form

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UNIVERSITI TEKNOLOGI PETRONAS TRAVEL CLAIM SYSTEM

Home | Edit Profile | About | Petronas | E-learning | Logout

Requisition For Overseas Travel Form

Logged in as: Lim Qi Hua
Department: Computer and Information Science
Phone Number: 012-232832

Purpose of Travel: (Please select)

Mode of Transportation: Own Car | Reasons for Using Own Car:
 Company Car | Air Plane | Train | Taxi | Other | Please Specify Other Mode of Transportation:

DATE	DESTINATION	DURATION (in Days)	PAYMENT RATE	MEALS	TOTAL
					RM
					RM
					RM
					RM
					RM
TOTAL:					RM

COMMENTS

I certify this claim is true and all expenses were incurred on approved University business.

Note:

- This form is used for official business trip (inclusive of job training) and must be completed and approved prior to the travel.
- Overseas trip need prior approval from Rector.

Universiti Teknologi PETRONAS, Bandar Seri Iskandar, 31750 Tronoh, Perak, Malaysia.
Tel: +605 368 8000 | Fax: +605 365 4075 | e-mail: utp@petronas.com.my

Figure 12: Requisition for Overseas Travel Form

UNIVERSITI TEKNOLOGI PETRONAS
engineering futures

UNIVERSITI TEKNOLOGI PETRONAS TRAVEL CLAIM SYSTEM

Home | Edit Profile | About | Petronas | E-learning | Logout

Logged in as Lim Qi Hua

About UTP Travel Claim System

- The travel expense claim must be done without delay and at least within two months after the end of the business trip.
- Travel expense claims are done on a university travel expense claim form. This form is available as a hard copy in each respective department.
- Receipts showing the expenses more than RM100 must be appended to the travel expense claim.
- If the reimbursement of travel expenses are to be given on the basis of travel other than using public transportation tariffs (e.g. taxi, your own car), an explanation must be in the claim. In general, travel on public carriers will be reimbursed at economy rate only.
- When requesting reimbursement for air travel you must include the invoice from the travel agent and the ticket stub.
- The one who is doing the entry verification of travel expense claims must check that the travel expense claim complies with Travel Regulations and that the appropriate attachments are in the claim. The administrative manager in the finances unit of the Rector's Office will stipulate the entry verification of travel expense claims as complete. If the department has been divided into units which have their own superiors or directors, the department director can authorise them to approve the expenses of their own units. The one named as the responsible director of the project has decision-making authority over the expenses of the project.
- For rented cars, rental cost and gasoline will be reimbursed according to the rate RM0.60 per kilometer.

Figure 13: About UTP Travel Claim System

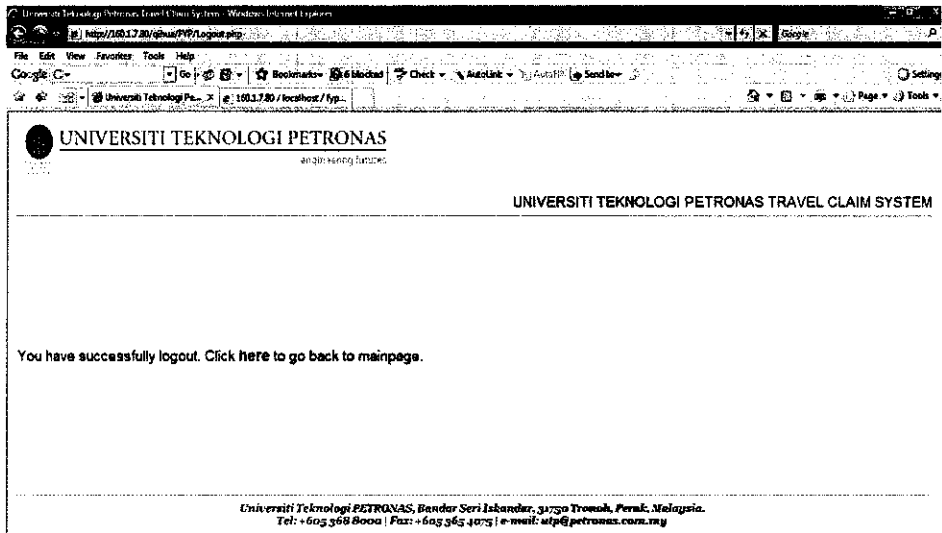


Figure 14: User logout

4.3.2 Admin Login

The system begins with the homepage, where administrator will login into the system with their username and password.

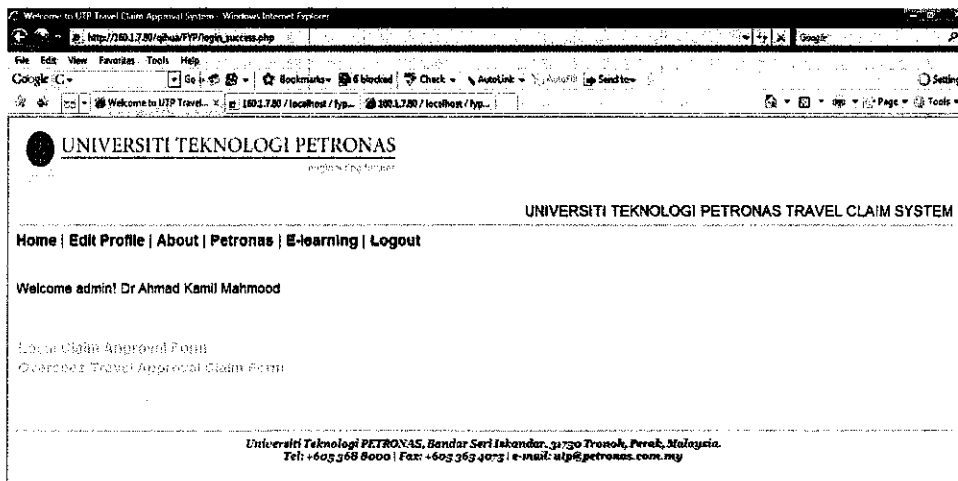


Figure 15: Admin login success

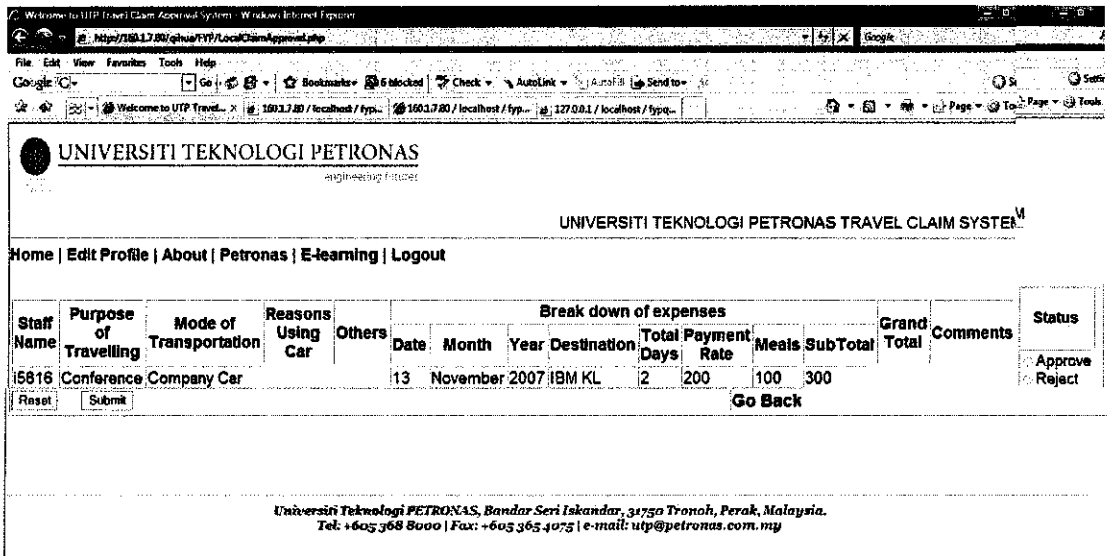


Figure 16: Admin can view applications

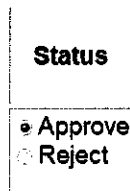


Figure 17: Admin to approve or reject applications

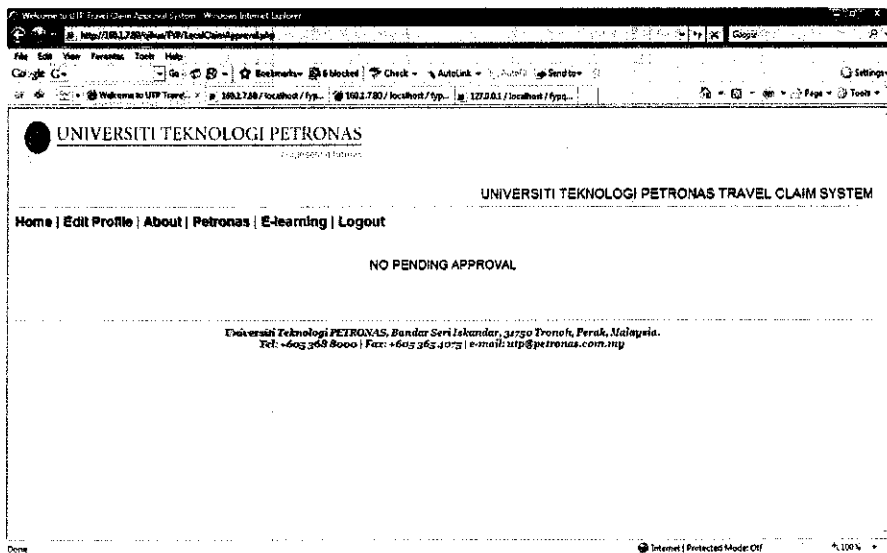


Figure 18: Admin has no pending approval

4.4 Recommendations

4.4.1 Security

The system should not lack in security and network problems in order for users to utilize it. There should be a prompt for users every three months to change their password so that users will be protected. UTP network should increase their security by adding firewall programs in their systems as it protect computers and computer networks from attack and subsequent intrusion by restricting the network traffic which can pass through them, based on a set of system administrator defined rules.

Encryption can be used to protect the password from the eyes of others. It can be done in several ways by switching the characters around, replacing characters with others, and even removing characters from the message. These have to be used in combination to make the encryption secure enough that is to say, sufficiently difficult to crack.

4.4.2 Extra features

Having a stand alone program for a travel approval claim might be a hassle to users as they have a lot of other forms to fill up, such as hotel claim, flight ticket claim, food catering form, etc. They will need to login into each and every system, with same username and perhaps a different password. A very good enhancement of the system is to combine every functions of the organisation and make it into a content management system. With just one successful login, users are able to complete more than just one function.

CHAPTER 5

CONCLUSION

As for conclusion, the proposed project of developing a computer-automated system for UTP Travel and Claim Approval system will be able to successfully to cater for UTP employees, which creates convenience, saves time and lesser hassle to all parties involved. This project will also change the business process from the manual way of application to a computer-automated system, in other words this project is a Business Process Reengineering project. This type of system may not be the first one in any corporate companies or other universities but in University Technology Petronas, this is a first one. Hence this system is encompassed with innovation and the want of technological improvements.

This project has the aim to improve the current functionality of the travel claim system. The developer strongly believes that user testing ought to be done to test if users are to accept or reject the system. Too much technological transformation may not be feasible especially for users who are computer illiterate, hence user manual should be solve users' problems in using the system. Furthermore the system should not lack security and network problems, lest users will even more ignore it.

This project is worth continuing, if the developer is not able to complete in the constituted time frame because it adds business value to the business process.

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APPENDICES

config.php

```
<?php
$db_host = "localhost";
$db_name= "fypqihua";
$db_user = "root";
$db_password = "";
?>
```

localclaimform.php

```
<?php session_start(); ?>
<html>
<head>
<title>Welcome to UTP Travel Claim Approval System</title>
<link href = "style.css" rel="stylesheet" type="text/css">
<?php $user = $_SESSION['session_user']; ?>

<script LANGUAGE="JavaScript1.1">
//function to round to two decimal places
function FormatMoney(A,W)
{
var N=Math.round(A*100);
var S=(N<0||N>=Math.pow(10,W-1)-1)?"ERR ":((N<10)?"00":(N<100)?"0":"")+N;
return S.substring(0,(S.length-2))+"."+S.substring((S.length-2),S.length);
}

//function to total expenses per row
function RowTotal1()
{
document.claim.Total1.value=FormatMoney(parseFloat(document.claim.rate1.value*1 +
document.claim.Meals1.value*1));
if(document.claim.rate1.value==0){document.claim.rate1.value="";}
if(document.claim.Meals1.value==0){document.claim.Meals1.value="";}
ATotal();
}

function RowTotal2()
{
document.claim.Total2.value=FormatMoney(parseFloat(document.claim.rate2.value*1 +
document.claim.Meals2.value*1));
if(document.claim.rate2.value==0){document.claim.rate2.value="";}
if(document.claim.Meals2.value==0){document.claim.Meals2.value="";}
ATotal();
}

function RowTotal3()
{
document.claim.Total3.value=FormatMoney(parseFloat(document.claim.rate3.value*1 +
document.claim.Meals3.value*1));
if(document.claim.rate3.value==0){document.claim.rate3.value="";}
if(document.claim.Meals3.value==0){document.claim.Meals3.value="";}
ATotal();
}

function RowTotal4()
```

```

{
document.claim.Total4.value=FormatMoney(parseFloat(document.claim.rate4.value*1 +
document.claim.Meals4.value*1));
if(document.claim.Meals4.value==0){document.claim.Meals4.value=""};
if(document.claim.rate4.value==0){document.claim.rate4.value=""};
ATotal();
}

function RowTotal5()
{
document.claim.Total5.value=FormatMoney(parseFloat(document.claim.rate5.value*1 +
document.claim.Meals5.value*1));
if(document.claim.rate5.value==0){document.claim.rate5.value=""};
if(document.claim.Meals5.value==0){document.claim.Meals5.value=""};
ATotal();
}

//function to calculate A rows grand total
function ATotal()
{
document.claim.Total6.value=FormatMoney(parseFloat(document.claim.Total1.value*1 +
document.claim.Total2.value*1 + document.claim.Total3.value*1 +
document.claim.Total4.value*1 + document.claim.Total5.value*1));
if(document.claim.Total1.value==0){document.claim.Total1.value=""};
if(document.claim.Total2.value==0){document.claim.Total2.value=""};
if(document.claim.Total3.value==0){document.claim.Total3.value=""};
if(document.claim.Total4.value==0){document.claim.Total4.value=""};
if(document.claim.Total5.value==0){document.claim.Total5.value=""};
if(document.claim.Total6.value==0){document.claim.Total6.value=""};
}

function setReadOnly(obj)
{
if(obj.value == "OwnCar")
{
document.forms[0].reason.readOnly = 0;
document.forms[0].otherMode.readOnly = 1;
document.forms[0].reason.value = "";
document.forms[0].otherMode.value = "";
document.forms[0].reason.style.backgroundColor = "#ffffff";
}
if(obj.value == "CompanyVehicle")
{
document.forms[0].reason.readOnly = 1;
document.forms[0].otherMode.readOnly = 1;
document.forms[0].reason.value = "";
document.forms[0].otherMode.value = "";
}
if(obj.value == "Plane")
{
document.forms[0].reason.readOnly = 1;
document.forms[0].otherMode.readOnly = 1;
document.forms[0].reason.value = "";
document.forms[0].otherMode.value = "";
}
if(obj.value == "Train")
{
document.forms[0].reason.readOnly = 1;
document.forms[0].otherMode.readOnly = 1;
document.forms[0].ship_amt.value = "";
}
if(obj.value == "Taxi")
{
document.forms[0].reason.readOnly = 1;
document.forms[0].otherMode.readOnly = 1;
document.forms[0].reason.value = "";
document.forms[0].otherMode.value = "";
}
if(obj.value == "Others")
{
document.forms[0].reason.readOnly = 1;
document.forms[0].otherMode.readOnly = 0;
document.forms[0].reason.value = "";
document.forms[0].otherMode.value = "";
document.forms[0].otherMode.style.backgroundColor = "#ffffff";
}
}
}

```

```

function finalCheck(form) {
    // check if a quantity entered
    if (form.purpose.value == 0) {
        alert("You did not select a purpose of Internship");
        form.purpose.focus();
        return false;
    }
    else if (form.vehicle.value == ""){
        alert( "Please select a mode of transportation.");
        form.vehicle.focus();
        return false;
    }
    else if (form.vehicle.value == "OwnCar" && form.reason.value == ""){
        alert( "Please write the reason of using own car.");
        form.reason.focus();
        return false;
    }
    else if (form.vehicle.value == "Others" && form.otherMode.value == ""){
        alert( "Please write other mode of transportation.");
        form.otherMode.focus();
        return false;
    }
    else if (form.Datel.value == "" || form.Month1.value == "" || form.Year1.value
== ""){
        alert( "Please complete the date section.");
        form.Datel.focus();
        return false;
    }
    else if (form.Dest1.value == ""){
        alert( "Please enter your destination.");
        form.Dest1.focus();
        return false;
    }
    else if (form.Day1.value == ""){
        alert( "Please enter the total days of travel.");
        form.Day1.focus();
        return false;
    }
    else if (form.ratel.value == "" || form.Meals1.value == ""){
        alert( "Please enter the rate of your expenses.");
        if (form.ratel.value == "") {
            form.ratel.focus();
        }
        else {
            form.Meals1.focus();
        }
        return false;
    }
}
// without problems, it's ok and submit the form
return true;
}

</script>
</head>

<body bgcolor="#FFFFFF">
<div id="header">
    <p><img src = "UTP_Banner.jpg" alt="UTP Logo"> </p>
    <h1>UNIVERSITI TEKNOLOGI PETRONAS TRAVEL CLAIM SYSTEM</h1>
    <hr/>
</div>
<table width='100%' cellpadding='0' cellspacing='0'>
<tr>
    <td valign='bottom' align='left'> <a href='home.php' ><font
color="#000033">Home</font></a> | <a href='editProfile.php'> <font
color="#000033">Edit Profile</font></a> | <a href="about.php"><font
color="#000033">About</font></a> | <a href="www.petronas.com.my"><font
color="#000033">Petronas</font></a> | <a href="http://elearning.utp.edu.my"><font
color="#000033">E-learning</font></a> | <a href='logoutProcess.php' ><font
color="#000033">Logout</font></a></td>
</tr>
</table>

<p>
<h2>Requisition For Local Travel Form</h2>
</p>
<table> <tr><td>Logged in as:
</td>
</tr>
</table>
<?php

```

```

require_once 'config.php';
$tb_member="members";
$con = mysql_connect("$db_host", "$db_user", "$db_password")or die("cannot connect");
$db = mysql_select_db("$db_name")or die("cannot select DB");

$query = "SELECT name, dept, phone FROM $tb_member WHERE user_id = '$user'";
$result = mysql_query($query, $con) or die("cannot query");
while ($db_field = mysql_fetch_assoc($result)){
print ($db_field['name']);
echo'</td></tr>';

echo'<tr><td>Department: ';
print($db_field['dept']);
echo'</td></tr>';

echo'<tr><td>Phone Number: ';
print($db_field['phone']);
};
mysql_close(); ?>
</td></tr>
</table>

<table border="1" cellspacing="0" cellpadding="2" width="100%">
<tr>
<td>
<td>
<form name="claim" method="post" action="SubmitLoc_form_test.php">
<table border="0" cellspacing="0" cellpadding="0" width="100%">
<tr>
<td colspan="12" valign="top"> <p><br>
<font face="Arial, Helvetica, sans-serif" size="2"><small>Purpose
of Travel:
<select name="purpose">
<option value="0" selected>(please select:)</option>
<option value="Internship">Internship Visit</option>
<option value="Conference">Conference</option>
<option value="Business Trip">Business Trip</option>
<option value="Outstation Meeting">Outstation Meeting</option>
</select>
&nbsp; <br> </small>
<small> Mode of Transportation:
<input type="radio" name="vehicle" value="OwnCar"
onclick="setReadOnly(this)"> Own Car &nbsp; | &nbsp; &nbsp; Reasons for Using Own
Car:</small></font><font face="Arial, Helvetica, sans-serif" size="2"><small>
<input type="text" id="reason" name="reason" value = "" size ="60"
readonly="1"><br>
<input type="radio" name="vehicle" value ="CompanyVehicle"
onclick="setReadOnly(this)"> Company Car
<input type="radio" name="vehicle" value ="Plane"
onclick="setReadOnly(this)"> Air Plane
<input type="radio" name="vehicle" value ="Train"
onclick="setReadOnly(this)"> Train
<input type="radio" name="vehicle" value ="Taxi"
onclick="setReadOnly(this)"> Taxi
<input type="radio" name="vehicle" value ="Others"
onclick="setReadOnly(this)"> Other &nbsp; | &nbsp; &nbsp;
Please Specifiy Other Mode of Transportation:
<input type="text" name="otherMode" value = "" size ="25"
readonly="1"></small> </font> </p>
<table border="0" cellspacing="2" cellpadding="0" width="100%">
<tr bgcolor="#000000">
<td colspan="8"><font color="#FFFFFF" face="Arial, Helvetica, sans-
serif" size="2"><strong><small>A. BREAK DOWN OF EXPENSES</small></strong></font></td>
</tr>
<tr bgcolor="#CCCCCC">
<td width="20%"> <div align="center"><strong><font face="Arial,
Helvetica, sans-serif" size="2"><small>DATE</small></font></strong></div></td>
<td width="23%"> <div align="center"><strong><font face="Arial,
Helvetica, sans-serif" size="2"><small>DESTINATION</small></font></strong></div></td>
<td width="13%"> <div align="center"><strong><font face="Arial,
Helvetica, sans-serif" size="2"><small>DURATION (in Days)</small>
</font></strong></div></td>
<td width="13%"> <div align="center"><strong><font face="Arial,
Helvetica, sans-serif" size="2"><small>PAYMENT RATE</small>
</font></strong></div></td>
<td width="13%"> <div align="center"><strong><font face="Arial,
Helvetica, sans-serif" size="2"><small>MEALS</small></font></strong></div></td>

```



```

        <td width="19%"> <div align="center"><strong><font face="Arial,
Helvetica, sans-serif" size="2"><small>TOTAL</small></font></strong></div></td>
    </tr>
    <tr>
        <td bgcolor="#eeeeee"><div align="center">
            <select name="Date1" >
                <Option value="" selected></option>
                <option value="1">1</option>
                <option value="2">2</option>
                <option value="3">3</option>
                <option value="4">4</option>
                <option value="5">5</option>
                <option value="6">6</option>
                <option value="7">7</option>
                <option value="8">8</option>
                <option value="9">9</option>
                <option value="10">10</option>
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                <option value="28">28</option>
                <option value="29">29</option>
                <option value="30">30</option>
                <option value="31">31</option>
            </select>
            <SELECT NAME="Month1" >
                <Option value="" selected></option>
                <Option value="January">January</option>
                <Option value="February">February</option>
                <Option value="March">March</option>
                <Option value="April">April</option>
                <Option value="May">May</option>
                <Option value="June">June</option>
                <Option value="July">July</option>
                <Option value="August">August</option>
                <Option value="September">September</option>
                <Option value="October">October</option>
                <Option value="November">November</option>
                <Option value="December">December</option>
            </SELECT>
            <SELECT NAME="Year1" >
                <Option value="" selected></option>
                <Option value="2007">2007</option>
                <Option value="2008">2008</option>
                <Option value="2009">2009</option>
                <Option value="2010">2010</option>
            </SELECT>
        </div></td>
        <td bgcolor="#eeeeee"> <div align="center">
            <input type="text" name="Dest1" size="40" maxlength="50">
        </div></td>
        <td bgcolor="#eeeeee"> <div align="center">
            <input type="text" name="Day1" size="13" maxlength="13">
        </div></td>
        <td bgcolor="#eeeeee"> <div align="center">
            <input type="text" name="rate1" onChange="RowTotal1()"
size="20" maxlength="20"></div></td>
        <td bgcolor="#eeeeee"> <div align="center">
            <input type="text" name="Meals1" onChange="RowTotal1()"
size="17" maxlength="7"></div></td>
        <td bgcolor="#eeeeee"> <div align="center"><small>RM
            <input type="text" name="Total1" onChange="RowTotal1()"
size="19" maxlength="12" value = "0.00" readonly onfocus="this.blur()" >

```

```

        </small></div></td>
</tr>
<tr>
  <td bgcolor="#eeeeee"> <div align="center">
    <SELECT NAME="Date2" >
      <Option value="" selected></option>
      <Option value="1">1</option>
      <Option value="2">2</option>
      <Option value="3">3</option>
      <Option value="4">4</option>
      <Option value="5">5</option>
      <Option value="6">6</option>
      <Option value="7">7</option>
      <Option value="8">8</option>
      <Option value="9">9</option>
      <Option value="10">10</option>
      <Option value="11">11</option>
      <Option value="12">12</option>
      <Option value="13">13</option>
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      <Option value="May">May</option>
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      <Option value="August">August</option>
      <Option value="September">September</option>
      <Option value="October">October</option>
      <Option value="November">November</option>
      <Option value="December">December</option>
    </SELECT>
    <SELECT NAME="Year2" >
      <Option value="" selected></option>
      <Option value="2007">2007</option>
      <Option value="2008">2008</option>
      <Option value="2009">2009</option>
      <Option value="2010">2010</option>
    </SELECT></div></td>
  <td bgcolor="#eeeeee"> <div align="center">
    <input type="text" name="Dest2" size="40" maxlength="50">
  </div></td>
  <td bgcolor="#eeeeee"> <div align="center">
    <input type="text" name="Day2" size="13" maxlength="13">
  </div></td>
  <td bgcolor="#eeeeee"> <div align="center"><strong><font
face="Arial, Helvetica, sans-serif" size="2">
    <input type="text" name="rate2" onChange="RowTotal2()"
size="20" maxlength="7"></font></strong> </div></td>
  <td bgcolor="#eeeeee"> <div align="center">
    <input type="text" name="Meals2" onChange="RowTotal2()"
size="17" maxlength="7"></div></td>
  <td bgcolor="#eeeeee"> <div align="center"><small>RM
    <input type="text" name="Total2" onChange="RowTotal2()"
size="19" maxlength="12" value = "0.00" readonly onFocus="this.blur()">
    </small></div></td>

```

```

</tr>
<tr>
  <td bgcolor="#eeeeee"> <div align="center">
    <SELECT NAME="Date3" >
      <Option value="" selected></option>
      <Option value="1">1</option>
      <Option value="2">2</option>
      <Option value="3">3</option>
      <Option value="4">4</option>
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      <Option value="May">May</option>
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      <Option value="July">July</option>
      <Option value="August">August</option>
      <Option value="September">September</option>
      <Option value="October">October</option>
      <Option value="November">November</option>
      <Option value="December">December</option>
    </SELECT>
    <SELECT NAME="Year3" >
      <Option value="" selected></option>
      <Option value="2007">2007</option>
      <Option value="2008">2008</option>
      <Option value="2009">2009</option>
      <Option value="2010">2010</option>
    </SELECT> </div></td>
  <td bgcolor="#eeeeee"> <div align="center">
    <input type="text" name="Dest3" size="40" maxlength="50">
  </div></td>
  <td bgcolor="#eeeeee"> <div align="center">
    <input type="text" name="Day3" size="13" maxlength="13">
  </div></td>
  <td bgcolor="#eeeeee"> <div align="center">
    <input type="text" name="rate3" onChange="RowTotal3()"
size="20" maxlength="7"></div></td>
  <td bgcolor="#eeeeee"> <div align="center">
    <input type="text" name="Meals3" onChange="RowTotal3()"
size="17" maxlength="7"></div></td>
  <td bgcolor="#eeeeee"> <div align="center"><small>RM
<input type="text" name="Total3" onChange="RowTotal3()"
size="19" maxlength="12" value = "0.00" readonly onfocus="this.blur()">
</small></div></td>
</tr>
<tr>

```

```

<td bgcolor="#eeeeee"> <div align="center">
  <SELECT NAME="Date4" >
    <Option value="" selected></option>
    <Option value="1">1</option>
    <Option value="2">2</option>
    <Option value="3">3</option>
    <Option value="4">4</option>
    <Option value="5">5</option>
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    <Option value="31">31</option>
  </SELECT>
  <SELECT NAME="Month4" >
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    <Option value="February">February</option>
    <Option value="March">March</option>
    <Option value="April">April</option>
    <Option value="May">May</option>
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    <Option value="July">July</option>
    <Option value="August">August</option>
    <Option value="September">September</option>
    <Option value="October">October</option>
    <Option value="November">November</option>
    <Option value="December">December</option>
  </SELECT>
  <SELECT NAME="Year4" >
    <Option value="" selected></option>
    <Option value="2007">2007</option>
    <Option value="2008">2008</option>
    <Option value="2009">2009</option>
    <Option value="2010">2010</option>
  </SELECT>
</div></td>
<td bgcolor="#eeeeee"> <div align="center">
  <input type="text" name="Dest4" size="40" maxlength="50">
</div></td>
<td bgcolor="#eeeeee"> <div align="center">
  <input type="text" name="Day4" size="13" maxlength="13">
</div></td>
<td bgcolor="#eeeeee"> <div align="center">
  <input type="text" name="rate4" onChange="RowTotal4()"
size="20" maxlength="7"></div></td>
<td bgcolor="#eeeeee"> <div align="center">
  <input type="text" name="Meals4" onChange="RowTotal4()"
size="17" maxlength="7"></div></td>
<td bgcolor="#eeeeee"> <div align="center"><small>RM
  <input type="text" name="Total4" onChange="RowTotal4()"
size="19" maxlength="12" value = "0.00" readonly onfocus="this.blur()" >
</small></div></td>
</tr>
<tr>
<td bgcolor="#eeeeee"> <div align="center">

```

```

<SELECT NAME="Date5" >
  <Option value="" selected></option>
  <Option value="1">1</option>
  <Option value="2">2</option>
  <Option value="3">3</option>
  <Option value="4">4</option>
  <Option value="5">5</option>
  <Option value="6">6</option>
  <Option value="7">7</option>
  <Option value="8">8</option>
  <Option value="9">9</option>
  <Option value="10">10</option>
  <Option value="11">11</option>
  <Option value="12">12</option>
  <Option value="13">13</option>
  <Option value="14">14</option>
  <Option value="15">15</option>
  <Option value="16">16</option>
  <Option value="17">17</option>
  <Option value="18">18</option>
  <Option value="19">19</option>
  <Option value="20">20</option>
  <Option value="21">21</option>
  <Option value="22">22</option>
  <Option value="23">23</option>
  <Option value="24">24</option>
  <Option value="25">25</option>
  <Option value="26">26</option>
  <Option value="27">27</option>
  <Option value="28">28</option>
  <Option value="29">29</option>
  <Option value="30">30</option>
  <Option value="31">31</option>
</SELECT>
<SELECT NAME="Month5" >
  <Option value="" selected></option>
  <Option value="January">January</option>
  <Option value="February">February</option>
  <Option value="March">March</option>
  <Option value="April">April</option>
  <Option value="May">May</option>
  <Option value="June">June</option>
  <Option value="July">July</option>
  <Option value="August">August</option>
  <Option value="September">September</option>
  <Option value="October">October</option>
  <Option value="November">November</option>
  <Option value="December">December</option>
</SELECT>
<SELECT NAME="Year5" >
  <Option value="" selected></option>
  <Option value="2007">2007</option>
  <Option value="2008">2008</option>
  <Option value="2009">2009</option>
  <Option value="2010">2010</option>
</SELECT> </div></td>
<td bgcolor="#e0e0e0" > <div align="center">
  <input type="text" name="Dest5" size="40" maxlength="50">
</div></td>
<td bgcolor="#e0e0e0" > <div align="center">
  <input type="text" name="Day5" size="13" maxlength="13">
</div></td>
<td bgcolor="#e0e0e0" > <div align="center">
  <input type="text" name="rate5" onChange="RowTotal5()"
size="20" maxlength="7"></div></td>
<td bgcolor="#e0e0e0" > <div align="center">
  <input type="text" name="Meals5" onChange="RowTotal5()"
size="17" maxlength="7"></div></td>
<td bgcolor="#e0e0e0" > <div align="center"><small>RM
  <input type="text" name="Total5" onChange="RowTotal5()"
size="19" maxlength="12" value="0.00" readonly onfocus="this.blur()">
</small></div></td>
</tr>
<td colspan="5" bgcolor="#000000" > <div align="right"><font
color="#FFFFFF" face="Arial, Helvetica, sans-serif"
size="2"><strong><small>TOTAL:&nbsp;&nbsp;&nbsp;</small></strong></font></div></td>
<td width="18%" bgcolor="#e0e0e0" > <div align="center"><small>RM

```

```

        <input type="text" name="Total6" size="19" maxlength="12" value
= "0.00" readonly onfocus="this.blur()">
        </small></div></td>
    </tr>
</table>
<table width="100%" border="0" cellspacing="2" cellpadding="2">
    <tr>
        <td valign="top" width="100%"> <font face="Arial, Helvetica, sans-
serif" size="2"><small><strong>COMMENTS</strong></small></font>
        </div>
        <div align="left">
            <input type="text" name="Comments1" size="200" maxlength="60">
            <br>
        </div>
        <div align="left"> <b><font face="Arial, Helvetica, sans-serif"
size="2"><small>I certify this claim is true and all expenses were incurred on
approved University business.</small></font></b><font face="Arial, Helvetica, sans-
serif" size="2"><small><br></small></font> </div>
        <table width="100%" border="0" cellspacing="0" cellpadding="0">
            <tr valign="bottom">
                <td height="35" colspan="3"> <table width="100%" border="0"
cellspacing="0" cellpadding="3"></table></td>
            </tr>
            </table></td>
            <td valign="top"> <table border="0" cellspacing="2" cellpadding="0"
width="100%">
                </table></td>
            </tr>
        </table></td>
    </tr>
    <tr>
        <td colspan="12" valign="top">&nbsp;</td>
    </tr>
    <tr>
        <td colspan="11" valign="top">
            <input type="submit" name="submit" value ="Submit" onclick="return
finalCheck(this.form)">
            <input type="reset" name="return" value ="Reset">
        </td>
        <td width="24%" colspan="2"><a href="home.php">Go Back</a></td>
    </tr>
    <tr>
        <td colspan="12" valign="top"></td>
    </tr>
    <tr>
        <td colspan="12" valign="top">&nbsp;</td>
    </tr>
</table>
</form>
</td>
</tr>
</table>
</p>
<p>Note: </p> <hr/>
<p><br>
    1. This form is used for official business trips (inclusive of job training)
    and must be completed and approved prior to the travel. <br>
    2. Overseas trip need prior approval from Rector.</p>
<div id="footer">
<center>Universiti Teknologi PETRONAS, Bandar Seri Iskandar, 31750 Tronoh, Perak,
Malaysia. <br />
Tel: +605 368 8000 | Fax: +605 365 4075 | e-mail: utp@petronas.com.my</center>
</div>
</body>
</html>

```

submitlocalform.php

```

<?
session_start();
$user = $_SESSION['session_user'];
?>
<html>
<head>

```

```

<title>Welcome to UTP Travel Claim Approval System</title>
<link href = "style.css" rel="stylesheet" type="text/css">
</head>
<body>
<div id="header">
  <p><img src = "UTP_Banner.jpg" alt="UTP Logo"> </p>
  <h1>UNIVERSITI TEKNOLOGI PETRONAS TRAVEL CLAIM SYSTEM</h1>
  <hr/>
</div>
<table width='100%' cellpadding='0' cellspacing='0'>
  <tr>
    <td valign='bottom' align='left' > <a href='home.php' ><font
color="#000033">Home</font></a>
    | <a href='editProfile.php' ><font color="#000033">Edit Profile</font></a>
    | <a href="about.php"><font color="#000033">About</font></a> | <a
href="www.petronas.com.my"><font color="#000033">Petronas</font></a>
    | <a href="http://elearning.utp.edu.my"><font color="#000033">E-
learning</font></a>
    | <a href='logoutProcess.php' ><font color="#000033">Logout</font></a></td>
  </tr>
</table>
<table>
<?php
// $db_host = "localhost";
// $db_name= "fypqihua";
// $db_user = "root";
// $db_password = "";
// $tb_loc_claim="loc_claim";
require_once 'config.php';
srand ((double) microtime() * 1000000);
$random_number = rand(0,10);

$local_id = "loc_". $user. $random_number;
echo $local_id;
// Connect to server and select database.
$con = mysql_connect("$db_host", "$db_user", "$db_password") or die("Fail to connect
to server");
$sql_db = mysql_select_db("$db_name") or die("cannot select DB");

// $status = "Applying";

$query_user = "SELECT name, dept, phone FROM members WHERE user_id = '$user'";
$result_user = mysql_query($query_user, $con) or die("cannot query personal
details");
while ($db_field = mysql_fetch_assoc($result_user)){
echo'<tr><td>Logged in as: ';
print ($db_field['name']);
echo'</td></tr>';

echo'<tr><td>Department: ';
print($db_field['dept']);
echo'</td></tr>';

echo'<tr><td>Phone Number: ';
print($db_field['phone']);
echo'</td></tr>';
};

if(isset($_POST['submit']))
{
$query = "INSERT INTO `loc_claim` (`loc_id`, `loc_purpose`, `loc_vehicle`,
`loc_reason`, `loc_otherMode`,
`loc_date1`, `loc_month1`, `loc_year1`, `loc_dest1`, `loc_totday1`, `loc_rate1`,
`loc_meals1`, `loc_total1`,
`loc_date2`, `loc_month2`, `loc_year2`, `loc_dest2`, `loc_totday2`, `loc_rate2`,
`loc_meals2`, `loc_total2`,
`loc_date3`, `loc_month3`, `loc_year3`, `loc_dest3`, `loc_totday3`, `loc_rate3`,
`loc_meals3`, `loc_total3`,
`loc_date4`, `loc_month4`, `loc_year4`, `loc_dest4`, `loc_totday4`, `loc_rate4`,
`loc_meals4`, `loc_total4`,
`loc_date5`, `loc_month5`, `loc_year5`, `loc_dest5`, `loc_totday5`, `loc_rate5`,
`loc_meals5`, `loc_total5`,
`loc_GRANDTOTAL`, `loc_comment`, `loc_status`)
VALUES ('$local_id', '$_POST[purpose]', '$_POST[vehicle]', '$_POST[reason]',
'$_POST[otherMode]',
'$_POST[Date1]', '$_POST[Month1]', '$_POST[Year1]', '$_POST[Dest1]', '$_POST[Day1]',
'$_POST[rate1]', '$_POST[Meals1]', '$_POST[Total1]',

```

```

'$_POST[Date2]', '$_POST[Month2]', '$_POST[Year2]', '$_POST[Dest2]', '$_POST[Day2]',
'$_POST[rate2]', '$_POST[Meals2]', '$_POST[Total2]',
'$_POST[Date3]', '$_POST[Month3]', '$_POST[Year3]', '$_POST[Dest3]', '$_POST[Day3]',
'$_POST[rate3]', '$_POST[Meals3]', '$_POST[Total3]',
'$_POST[Date4]', '$_POST[Month4]', '$_POST[Year4]', '$_POST[Dest4]', '$_POST[Day4]',
'$_POST[rate4]', '$_POST[Meals4]', '$_POST[Total4]',
'$_POST[Date5]', '$_POST[Month5]', '$_POST[Year5]', '$_POST[Dest5]', '$_POST[Day5]',
'$_POST[rate5]', '$_POST[Meals5]', '$_POST[Total5]',
'$_POST[Total6]', '$_POST[Comments1]', 'Applying');

echo $query;
$result = mysql_query($query, $con) or die("cannot query");
$upload = "success";
}

else {
    $upload = "error";
}

if ($upload=="error") {
    echo' <tr><td colspan="2"><span class="style1">Save failed. Please try again. <a
href = "home.php">Go Back.</a></span></td></tr>';
}

if ($upload=="success") {
    echo'<tr><td colspan="2">&nbsp;&nbsp;&nbsp;</td></tr>
<tr><td colspan="2"><span class="style2">Upload file
succeed!!</span></td></tr>';
}

mysql_close();
?>
</table>

<div id="footer">
<hr>
<center>Universiti Teknologi PETRONAS, Bandar Seri Iskandar, 31750 Tronoh, Perak,
Malaysia. <br />
Tel: +605 368 8000 | Fax: +605 365 4075 | e-mail: utp@petronas.com.my</center>
</div>
</body>
</html>

```

adminLocApproval.php

```

<?php
session_start();
require_once 'config.php';
$con = mysql_connect("$db_host", "$db_user", "$db_password") or die("cannot connect");
$sql_db = mysql_select_db("$db_name") or die("cannot select DB");
if ($_REQUEST['btnSubmit']) {
    foreach ($_REQUEST['loc_id'] as $locid) {
        if (isset ($_REQUEST['approval'].$locid)) {
            //echo '<br/>'.$locid;
            //echo ' : ' . $_REQUEST['approval'].$locid;
            $query = 'UPDATE loc_claim SET loc_status =
"'.$_REQUEST['approval'].$locid.'" WHERE loc_id = "'.$locid.'"';
            $result = mysql_query($query, $con) or die("cannot query");
        }
    }
}
}??
<html>
<head><title>Welcome to UTP Travel Claim Approval System</title>
<link href = "style.css" rel="stylesheet" type="text/css">
</head>
<body>
<div id="header">
<p><img src = "UTP_Banner.jpg" alt="UTP Logo"> </p>
<h1>UNIVERSITI TEKNOLOGI PETRONAS TRAVEL CLAIM SYSTEM</h1>
<hr/>
</div>
<table width='100%' cellpadding='0' cellspacing='0'>
<tr>

```



```

        <td valign='bottom' align='left'> <a href='login_success.php' ><font
color="#000033">Home</font></a> | <a href='editProfile.php' ><font
color="#000033">Edit Profile</font></a> | <a href="about.php"><font
color="#000033">About</font></a> | <a href="www.petronas.com.my"><font
color="#000033">Petronas</font></a> | <a href="http://elearning.utp.edu.my"><font
color="#000033">E-learning</font></a> | <a href='logoutProcess.php' ><font
color="#000033">Logout</font></a></td>
    </tr>
</table>
<p>&nbsp;</p>
<?php
$tb_member="members";
// --- end of edited ---
// Connect to server and select database.
$query = "SELECT * FROM loc_claim_test WHERE loc_status='Applying'";
$result = mysql_query($query, $con) or die("cannot query");

if (mysql_num_rows ($result)) {
    echo '<form name="frmLocClaimApproval" method="post" action=""><table
border="1"><tr>';
    //for ($i=0; $i<5; $i++) {
    //    $field_name = mysql_field_name($result, $i);
    //    print("<th rowspan='2'>$field_name</th>");
    //}
    print("<th rowspan='2'>Staff ID</th>");
    print("<th rowspan='2'>Purpose of Travelling</th>");
    print("<th rowspan='2'>Mode of Travelling</th>");
    print("<th rowspan='2'>Reasons Using Car</th>");
    print("<th rowspan='2'>Other Mode</th>");

    print ("<th colspan='8'>Break down of expenses</th>");
    //print ("<th colspan='6'>loc details</th>");
    //for ($i=35; $i<37; $i++) {
    //    $field_name = mysql_field_name($result, $i);
    //    print("<th rowspan='2'>$field_name</th>");
    //}
    print("<th rowspan='2'>Grand Total</th>");
    print("<th rowspan='2'>Comments</th>");
    print("<th rowspan='2'>Status</th>");

    print ("<th rowspan='2'>&nbsp;</th>");
    print("</tr>");
    print("<tr><th>Date</th><th>Month</th><th>Year</th><th>Destination</th><th>Tot
al Days</th><th>Payment Rate</th><th>Meals</th><th>Sub Total</th></tr>");

    while ($row=mysql_fetch_row ($result)) {
        print("<tr align=left valign=top>");
        for ($i=0; $i<5; $i++) {
            print("<td rowspan='5' >$row[$i]</td>");
        }
        echo '<input type="hidden" name="loc_id[]" value="'. $row[0].'"/>';
        for ($i=5; $i<13; $i++) {
            print("<td>$row[$i]</td>");
        }
        for ($i=45; $i<47; $i++) {
            print("<td rowspan='5' >$row[$i]</td>");
        }
        echo '
            <td rowspan="5">
                <input type="radio" name="approval'. $row[0].'" value="Approved"
selected/>Approve<br/>
                <input type="radio" name="approval'. $row[0].'"
value="Rejected"/>Reject<br/>
            </td>
        ';
        print("</tr><tr>");
        for ($i=13; $i<21; $i++) {
            print("<td>$row[$i]</td>");
        }
        print("</tr><tr>");
        for ($i=21; $i<29; $i++) {
            print("<td>$row[$i]</td>");
        }
        print("</tr><tr>");
        for ($i=29; $i<37; $i++) {
            print("<td>$row[$i]</td>");
        }
    }
}

```


UTP Travel Claims Approval System

By

Lim Qi Hua

Dissertation submitted in partial fulfilment of
requirements for the
Bachelor of Technology (Hons)
Business Information System

JULY 2007

Universiti Teknologi PETRONAS
Bandar Seri Iskandar
31750 Tronoh
Perak Darul Ridzuan

BORANG UTP - 07(A)



REQUISITION FOR LOCAL TRAVEL (I)

(Permohonan Untuk Perjalanan Dalam Negara)

1	Name (Nama)	:	
2	Department (Jabatan)	:	
3	Destination (Destinasi)	:	
4	Purpose of Trip (Tujuan Perjalanan)	:	
-	Contact Person and Phone Number (Nama & nombor telefon untuk dihubungi)		

6	Duration (Including travelling days) (Tempah - termasuk hari perjalanan)	From : (Dari)	To : (Sehingga)
---	--	------------------	--------------------

7	Mode of Transportation : (Jenis Pengangkutan)	Comp. Car / Van (Kereta/Van Syarikat)	<input type="checkbox"/>	Own Car (Kereta sendiri)	<input type="checkbox"/>
Reason For Using Own Car : (Alasan menggunakan kereta sendiri)					
Please Specify : (Sila nyatakan)					
	Air Plane (Kapal Terbang)	<input type="checkbox"/>	Train (Keretapi)	<input type="checkbox"/>	Taxi (Teksi)
		<input type="checkbox"/>		<input type="checkbox"/>	Other (Lain-lain)
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

8 Pecahan Pendahuluan Perjalanan / Keraiian											
TARIKH	TEMPAT	Jumlah Hari	Elaun Kerajaan M\$	TANDA NAMA DIPERLUKAN					Kadar Belanja	Jumlah Perbelanjaan	
				EP	ELK	ESL	EKS	LE		US\$	RM

	Requested By (Permohonan Oleh)	Endorsed By (Section Heads/ Programme Heads Concerned) <small>(Disahkan Oleh - Ketua Jabatan /Ketua program Berkenaan)</small>	Approved By (Registrar/Directors Concerned) <small>(Diluluskan Oleh - Pendaftar / Pengarah Berkenaan)</small>
Signature (T/tangan)			
Rubber Stamp (Cop)			
Date (Tarikh)			

NOTE :
 1. This form is to be used for official business trips (inclusive of on-job training) in must be completed and approved prior to the travel.
 (Borang ini adalah untuk kegunaan rasmi sahaja. Termauk kerja luar atau latihan yang diarahkan dan hendaklah mendapat kelulusan sebelum perjalanan)
 2. Overseas trips need prior approval from Rector.
 (Untuk perjalanan ke luar negara perlu mendapat kelulusan dari Rektor)

BORANG UTP - 07



UNIVERSITI
TEKNOLOGI
PETRONAS

REQUISITION FOR OVERSEAS TRAVEL (Permohonan Untuk Perjalanan Luar Negara)

1	Name (Nama)	:	
2	Department (Jabatan)	:	
3	Destination (Destinasi)	:	
4	Purpose of Trip (Tujuan Perjalanan)	:	

5	Duration (Including travelling days) (Tempah - termasuk hari perjalanan)	From : (Dari)	To : (Sehingga)
---	--	------------------	--------------------

6	Mode of Transportation : (Jenis Pengangkutan)	Comp. Car / Van (Kereta/Van Syarikat)	<input type="checkbox"/>	Own Car (Kereta sendiri)	<input type="checkbox"/>
	Reason For Using Own Car : (Alasan menggunakan kereta sendiri)				
	Air Plane (Kapal Terbang)	<input type="checkbox"/>	Train (Keretapi)	<input type="checkbox"/>	Taxi (Taksi)
		<input type="checkbox"/>		<input type="checkbox"/>	Other (Lain-lain)
		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
	Please Specify : (Sila nyatakan)				

7 Pecahan Pendahuluan Perjalanan / Keraian												
TARIKH		TEMPAT	Jumlah Hari	Elaun Keraian M\$	TANDA NAMA DIPERLUKAN					Kadar Belanja	Jumlah Perbelanjaan	
DARI	HINGGA				EP	ELK	ESL	EKS	LE		US\$	RM

Signature (Tangan)	Requested By (Permohonan Oleh)	Endorsed By (Section Heads/ Programme Heads Concerned) (Disahkan Oleh - Ketua Jabatan /Ketua program Berkenaan)	Endorsed / Approved By (Registrar/Directors Concerned) (Disahkan / Diluluskan Oleh - Pendaftar / Pengarah Berkenaan)	Approved By (Rector) (Diluluskan Oleh - Rector)
	Rubber Stamp (Cop)			
	Date (Tarikh)			

NOTE :
This form is to be used for official business trips (inclusive of on job assignment or for training) and must be completed and approved prior to the travel.
Form ini adalah untuk kegunaan rasmi sahaja. Termasuk keaja luar atau latihan yang diarahkan dan hendaklah mendapat kelulusan sebelum perjalanan.
Overseas trips need prior approval from Rector.
Untuk perjalanan ke luar negara perlu mendapat kelulusan dari Rector.