POWER APP TRAVEL REQUEST

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Background

The Los Angeles County Public Defender's Office relies on paper-based processes to manage administrative tasks, including travel requests, expense reports, and petty cash reimbursements.

Manual workflows are susceptible to delays, data entry errors, and inefficiencies, which slow down the approval process and complicate the tracking and management of requests. In addition, the lack of real-time visibility and centralized oversight reduces transparency and hinders effective budget control.

Objectives

This project aims to streamline and enhance the travel request process for employees and management. Key benefits include:

- **Efficiency**: Eliminates delays and errors through direct submissions and automated workflows.
- **Budget Management**: Enables effective tracking of expenses via centralized data in SharePoint.
- **User Satisfaction**: Provides a clear and intuitive interface for a smooth, user-friendly experience.

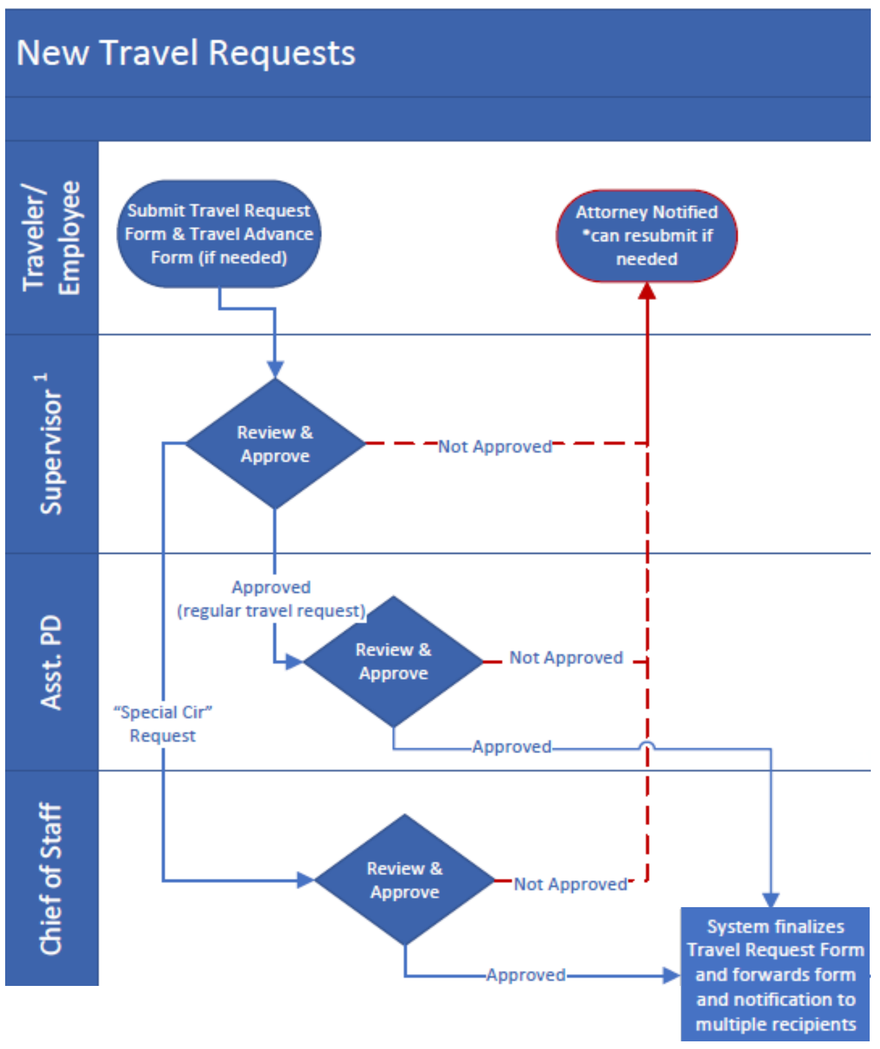
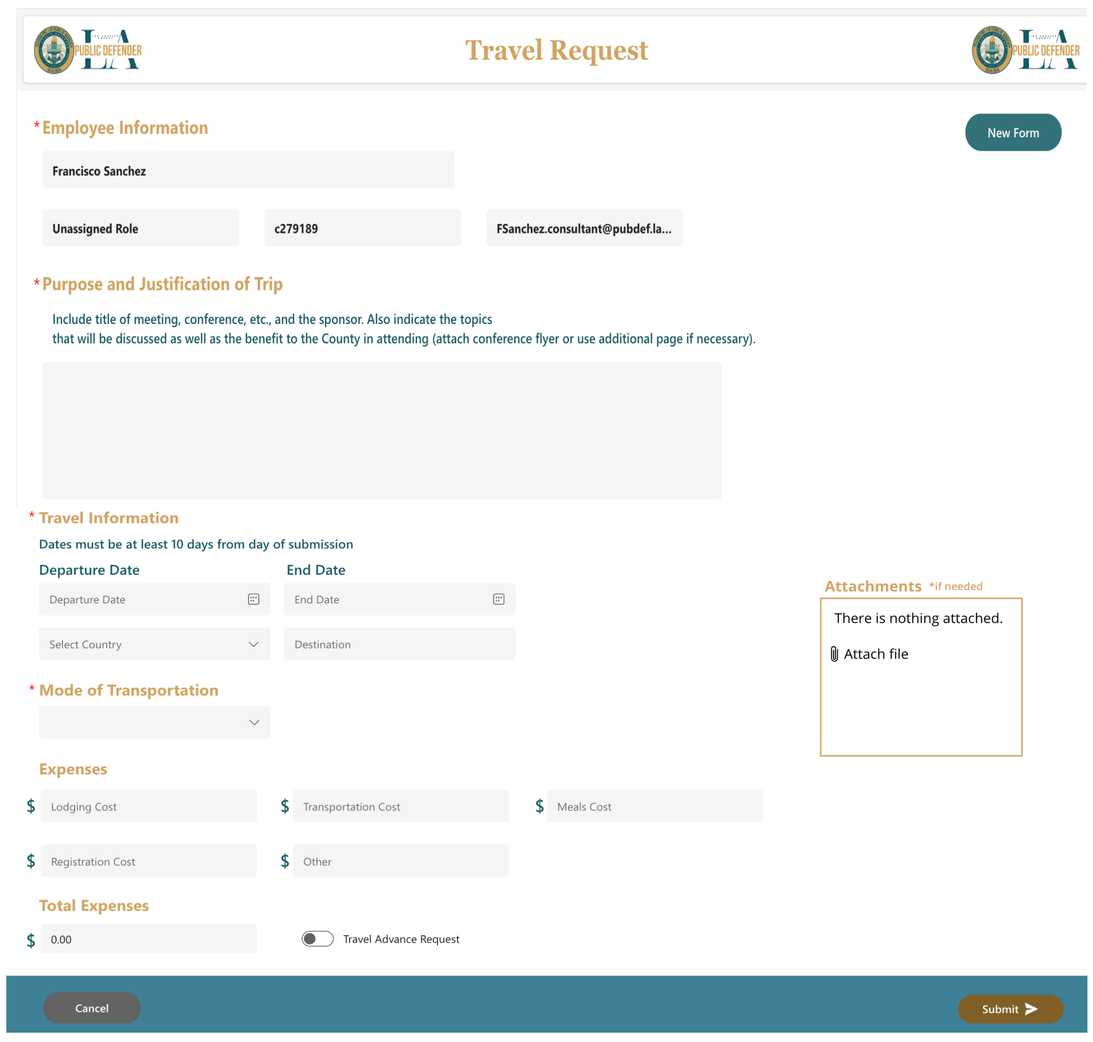
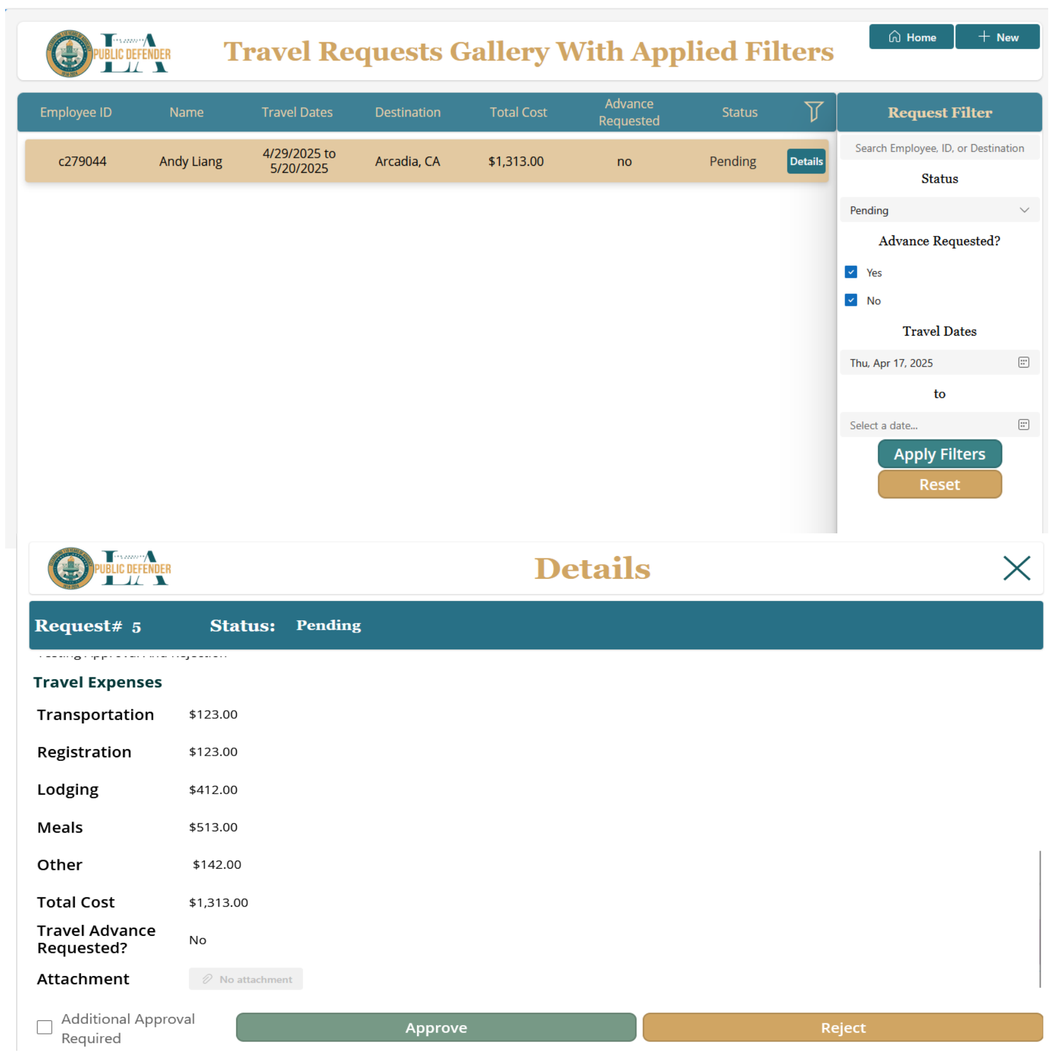


Figure 1. Travel request workflow specification

Deliverables





Implementation

Power Apps

Power Automate

SharePoint

Conclusion

This Power App streamlines the Public Defender's travel request process by replacing paper forms with a digital, trackable system. It improves accountability and efficiency, advancing the Office's shift toward digital transformation.