



## Expense Report Management Software presentation



### **Expense reports and travel management software**

This software records expense reports broken down by type of expense (travel, transport, accommodation, parking, meals, etc.). It sends approval requests to managers with automatic notification by email.

This solution's key features include the analysis of expenses by customer and project and the ability to export data to your accounting department.

# Expense Report Management

## Index card software



Octobre 2018 - John BERGSON 2018-10-01 - 2018-10-31

General Expenses Approval steps ...

Retrieve receipts pending filing

Expenses · 7 items New expense

	DATE	EXPENSE TYPE	NAME	REF	KM	TAX-EXCLUSIVE	VAT	TOTAL (TAX-INCLUSIVE)		PAYMENT METHOD	REIMB.					
	2018-10-01	Flight	A/R Lyon	1		189.00	0.00	189.00 €		Perso	189.00 €	€	↶	📧	📄	✕
	2018-10-02	Hotel (outside capital) x 2	Novotel	2		256.00	0.00	256.00 €	⚠	Perso	180.00 €	€	↶	📧	📄	✕
	2018-10-02	Taxi	Transport	3		47.50	0.00	47.50 €		Perso	47.50 €	€	↶	📧	📄	✕
		Midday meal														
	2018-10-09	Internal invitees (2)	L'entrecôte	4		200.00	30.00	230.00 €		Perso	230.00 €	€	↶	📧	📄	✕
		External invitees														
		↳ Meal (midday) 10%				100.00	10.00	110.00 €			110.00 €	€	↶			
		↳ Meal (midday) 20%				100.00	20.00	120.00 €			120.00 €	€	↶			

Tax-exclusive total: 692.50 €  
 VAT total: 30.00 € (Of which 10.0 € 10.0%, 20.0 € 20.0%)  
 Tax-inclusive total: 722.50 €  
 Total km: 0.00 km (i.e. 0.00 € inclusive of taxes)  
 No of meal vouchers to be deducted: 1

**NET TO BE REIMBURSED: 646.50 €**

Status  New  
 Do not send notification email

### Summary

- Breakdown of expenses by type (air travel, rail travel, hotel, restaurant, etc.)
- Ability to input expenses in multiple currencies with automatic application of exchange rates
- Entry of expenses by project, customer or activity account
- Email notification of approval requests to managers
- Immediate calculation of the expenses to be reimbursed based on their type
- Management of actual expenses, limits, flat rates, kilometre expenses
- Reimbursement process triggered automatically
- Summaries, dashboards (expenses by type and period, recoverable VAT, etc.)
- Data exported to accounting with one click.



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# Expense Report Management Features (1/2)



DATE	EXPENSE TYPE	AMOUNT	STATUS	REMARKS
2015-01-01	TRAVEL	100.00	Paid	
2015-01-02	TRAVEL	200.00	Paid	
2015-01-03	TRAVEL	300.00	Paid	

**400 customers (40 000 users)  
extract:**

- 20 Minutes
- Berger Levrault
- Bic
- BNP Paribas
- Cer France
- Cned
- FullSave
- Gan
- Garmin
- Gras Savoye
- Honeywell
- Humanis
- Kaspersky
- Locatel
- My Little Paris
- NetBooster
- Newrest
- Oodrive
- SAP
- SFR
- SNCF

## For Employees

Entry and recording of expense reports with breakdown of expenses by type (transport, accommodation, meals, etc.)

Ability to attach supporting documentation for each expense, or for the whole expense report

Ability to import expenses via bank statement

Allocation of expenses to different accounts: system, reason, project, expense item, etc.

Automatic calculation of expenses to be reimbursed

Request for manager approval with automatic email notification

Ability to view expense report history, track approval cycle in real time, and check expense report progress at any time.

## For Managers

Automatic notification of response sent to employee by email

Approval or rejection of expense report (with option to add explanatory comments)

Temporary or permanent delegation of authority to approve expense reports in case of absence

Ability to view expense report history by employee

Analysis and viewing of expenses by period, expense category, employee, cost account (customer, project, etc.)

Automatic expenses checks performed on the basis of predefined rules (cannot enter 2 restaurants for lunch on the same day, travel day, etc.)

Management of expense budgets (daily, weekly, monthly, annually). Ability to view a range of summaries, reports and dashboards.



# Expense Report Management Features (2/2)



DATE	EMPLOYEE	AMOUNT	CURRENCY	STATUS	TYPE	REMARKS
2015-01-01	John Doe	100.00	EUR	PAID	TRAVEL	Business trip to London
2015-01-02	John Doe	200.00	EUR	PENDING	TRAVEL	Business trip to London
2015-01-03	John Doe	150.00	EUR	PENDING	TRAVEL	Business trip to London
2015-01-04	John Doe	50.00	EUR	PENDING	TRAVEL	Business trip to London

## For Heads of Administration and Management

A quicker and simpler expenses reimbursement process

Employees responsible for entering their own expenses

Traceability of all data in case of dispute

Definition of expense reimbursement methods according to their type: Kilometre expenses schedule (calculated automatically using Google Maps and Mappy), actual costs, capped actual costs, flat rates.

Reduction in abuses and errors: Ability to configure alerts that trigger if limits are exceeded, to define shared limits, and to set rules to check that entries are consistent (e.g. two entries for lunch expenses on the same day, etc.)

Automatic calculation of recoverable VAT with the correct VAT rate applied automatically

Ability to input expenses in multiple currencies with automatic application of exchange rates (updated daily).

Management of internal and external invitees for meals

Management of several types of expense report (EU travel, Non-EU travel, etc.)

Management of the *Loi Bertrand* (French legislation regarding transparency of benefits given by companies producing health products)

Automatic calculation of the number of meal vouchers to order

Schedules for the reimbursement of kilometre expenses can be configured by company

Customer or third-party re-invoicing

Management of advances on expenses

Tracking of changes in expenses by company, department, period, type, employee or team.

Pre-invoicing and the ability to export data to accounting in a range of formats (Sage, Cegid, CCMX, ADP GSI, SAP, PeopleSoft, Ibiza Software, Excel, CSV, XML, etc.)

Generation of bank transfer orders in SEPA format

Interface with any external IT system or software (can export to Excel, CSV, PDF and XML formats), eliminating the need for any data re-entry as well as the associated risks

Multilingual (French, English, Spanish, German, Italian), multi-company and multi-currency interface.

