

**ExpenseAnywhere-Lite® is
an Easy-to-Use
Web-Based Solution that**

- ❖ Supports out-of-pocket expenses
- ❖ Supports personal card charges upload
- ❖ Provides receipt management (scan or fax)
- ❖ Automates approval workflow
- ❖ Flags expenses not in compliance with policies
- ❖ Facilitates accounting review
- ❖ Eliminates data re-entry
- ❖ Integrates with any accounting system
- ❖ Provides extensive spending reports

**NO HARDWARE OR SOFTWARE
TO BUY OR MAINTAIN**

**ALL YOU NEED IS
ACCESS TO THE INTERNET**

**Enter Expenses
Up to 60% Faster**

**Process Expenses
Up to 90% Faster**

**Drive Down Costs
Up to 80% Lower**

To begin using
ExpenseAnywhere-Lite®
visit us at

**www.ExpenseAnywhere.com
or Call US TODAY at
412 858 1111**

ExpenseAnywhere

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ExpenseAnywhere-Lite®



**Managing
Transparency,
Employee
Accountability
and
Spend Control**

**BEST-IN-CLASS WEB
SOLUTION
FOR MANAGING YOUR
EXPENSE REPORT
PROCESSING**

IN today's economy most corporate CFOs are focused on reducing costs to stay competitive and in business. Many large businesses and government organizations are using ExpenseAnywhere® "Enterprise" and "Gov" versions to manage global spend, reduce operational costs, and to increase efficiency, employee accountability and spend transparency.

ExpenseAnywhere-Lite®

Small- and medium-sized businesses can now **easily, instantly and cost effectively** exercise spend control and increase efficiency and employee satisfaction by automating manual travel & expense management processes.

Regardless of your company's location or size, ExpenseAnywhere-Lite® can reduce your operational costs by as much as

80%.

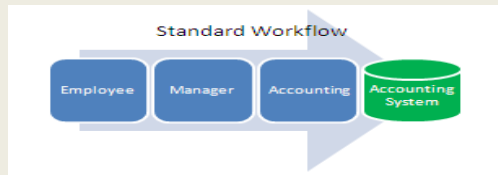
CHANGE IS TAKING HOLD

Traditionally, most businesses use costly, cumbersome, and inefficient manual processes for expense reporting. Paper-based expense reports with receipts and credit card bills are submitted by the employee to manager, then to accounting for approval, verification, and reimbursement. These paper reports require years of physical storage for audit and IRS requirements.

Market research has determined that it costs businesses \$45 to \$78 to process a single paper-based report.

ExpenseAnywhere has been altering that landscape by helping companies of all sizes across the globe benefit from unsurpassed end-to-end automation and robust functionality built in its web-based ExpenseAnywhere® software.

Hosted in our highly secure data center, ExpenseAnywhere-Lite is ready for use by small- and medium-sized businesses. With a pre-defined set of expense types and the standard approval process shown below, your company can begin to use the system in less than 30 minutes.



To use ExpenseAnywhere-Lite®, you simply need access to the internet. There is no hardware or software to buy, install or maintain. In a few simple steps, involving set up your company details, and employee data, you are on a path to recognizing process improvement with significant savings in time and money.

ExpenseAnywhere-Lite®

Ease of Use. ExpenseAnywhere -Lite is an easy-to-use, intuitive web-based system that requires no user training.

Expense Entry. Employees enter out-of-pocket expenses and upload business expenses charged to personal AMEX cards. The system supports multi-currency transactions.

Policy Compliance. Each expense entered is validated against your company policies and exceptions are flagged.

Receipt Imaging Service. Employees can upload scanned receipts or fax them to ExpenseAnywhere® fax server, for automatic linking to their reports as pdf documents. This feature alone provides phenomenal savings by eliminating manual handling, management and storing of receipts for IRS purposes.

Approval. The submitted reports are automatically directed to managers for online approval. The approved reports are forwarded to accounting for final verification and payment processing.

Download. Verified expenses can be downloaded for import into your AP software for reimbursement, eliminating keying of the data. Export options include CSV or standard QuickBooks® format.

Reporting. ExpenseAnywhere-Lite® provides extensive reporting with drill-down capabilities and download to Excel.

Finally. ExpenseAnywhere-Lite provides efficiency, simplicity, and spend visibility. Users instantly love to use it!

READY. SET. GO.