

A blurred background image of business professionals in a modern office setting, suggesting movement and a fast-paced environment. The image is overlaid with a green bar at the top and white text on the right side.

EXPENSE MANAGEMENT SOLUTIONS

TRANSPARENCY • ACCOUNTABILITY • SPEND CONTROL



Control Costs And Track Spending... ExpenseAnywhere.®



Today's organizations are in a constant battle to lead the pack. With a down economy and a customer – centric focus companies are trying to put their best foot forward – on the road and in the air – with sales forces and technical experts armed with cutting-edge automation and technology. Smart phones, wireless, Internet access, virtual offices... every corporate comfort to make business travel more efficient.

So, why are you still buried in paper-based, inefficient, cumbersome, error-prone processes that make your travel and expense management a manual nightmare? Do you know how negatively it impacts your bottom-line and frustrates your staff and employees?

Whether you are a midsize company or a multi-national organization, a local state or a federal agency, you can trust ExpenseAnywhere to deliver end-to-end automation of your expense management processes and help you achieve dramatic cost reduction and process efficiencies.

Even with an accounting system to store and report Travel and Entertainment activity, many organizations are a far cry from automation. Manual systems reduce efficiency, and waste time and money while at the same time frustrating employees waiting for reimbursement. ExpenseAnywhere will help you control costs, improve visibility, and realize savings.

Automation...Integration... ExpenseAnywhere.®

ExpenseAnywhere is an easy-to-use web-based expense management automation system that seamlessly integrates with your corporate IT infrastructure, including your email systems, databases and web-servers. It communicates in real-time with your corporate card provider, finance and HR systems to collect interpret and exchange data, creating a seamless application set that makes your expense management process easy and efficient.

Designed for rapid deployment, ExpenseAnywhere totally automates the entire process from pre-travel approval to reimbursement for expenses in compliance with your company's policies. Once logged into ExpenseAnywhere,



employees report business expenses based upon categories specified in your company's chart-of-accounts. Approved expenses are automatically exported for import into your accounts payable/ HR/ Payroll systems to eliminate manual data entry. Throughout the process, ExpenseAnywhere sends email notifications to communicate the status of expense reports with the users, approvers and administrative personnel.

Do you know your spending?

Travel and Entertainment is the second largest controllable cost for most companies... The average organization spends 10% of their direct costs on the indirect cost of processing T&E expenses...from \$36.46 to as much as \$75.91 per expense report. Organizations have the ability to reduce the cost by about 70% by implementing an automated expense management system.

Source: American Express Travel and Entertainment Management Process Study.

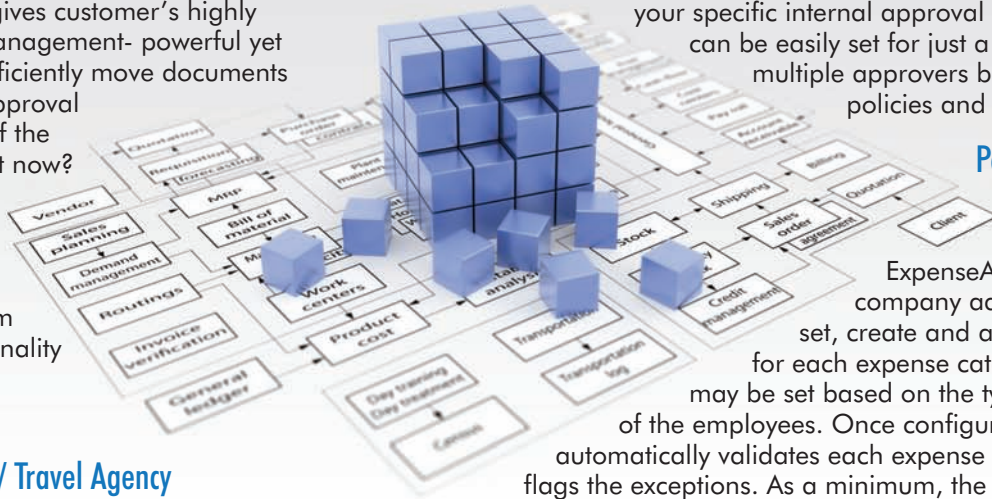
Consider the Savings:

Process	Submit Reports	Manager Approvals	Accounting Verification	Total
Manual Cost	30 Minutes/\$20	10 Minutes/\$10	40 Minutes/\$15	80 Minutes/\$45
ExpenseAnywhere	10 Minutes	2 Minutes	10 Minutes	22 Minutes
Savings*	67%	80%	75%	~73%

* 2002-2007 Studies: AMEX, CFO Magazine, PayStream, Aberdeen.

FlexFlowSM Management ExpenseAnywhere[®]

Only ExpenseAnywhere gives customer's highly configurable FlexFlow Management- powerful yet flexible functionality to efficiently move documents through your specified approval process. Don't need all of the systems functionality right now? Don't worry, with FlexFlow Management, ExpenseAnywhere can be configured as your needs change. The system allows you to turn functionality on and off as required.



your specific internal approval processes. The system can be easily set for just a single approver or multiple approvers based on your internal policies and thresholds.

Policy Compliance

The configurable rules engine built into ExpenseAnywhere empowers company administrators to easily set, create and alter rules and guidelines for each expense category. Different policies may be set based on the type and level of the employees. Once configured, the system automatically validates each expense against policies, and flags the exceptions. As a minimum, the system tracks over-the-limit expenses, non-use of a preferred vendor, duplicate expenses and approval thresholds. And with FlexFlow Management, ExpenseAnywhere can be easily reconfigured to adjust to the changes in policies, approval process, and more!

Pre-Travel Approval - Interfaced with Travel Desk/ Travel Agency

ExpenseAnywhere's Pre-travel approval process helps companies pro-actively set up and administer their travel and approval policies, and gain tighter control on their intended spend, resulting in: significant savings in travel expenditure, maximization of preferred vendor utilization, contract compliance and above all, with reduced expense burden on the traveling employee. ExpenseAnywhere can easily interface with your internal travel desk or external Travel Agency to facilitate your travel bookings and leveraged cost savings.

Multilevel Approval

Whether you are creating a Pre-Travel Authorization or a post travel expense report, ExpenseAnywhere can be configured to

Line Item Rejection

ExpenseAnywhere allows specific line items to be flagged for additional review or rejection/re submittal while allowing the rest of the report to be processed for payment.

ACH Payments

With ExpenseAnywhere – ACH service, your employees and corporate card providers can be paid directly as per your payment schedule, eliminating the need to write and mail reimbursement checks.

Flexible Reporting Will Put You Back In Control

With ExpenseAnywhere, your executive staff can review past expenses, analyze current ones and compare past, present and future budgets. Powerful summary and detailed report generation functionality is standard. Extensive customized adhoc reporting, with transaction level drilldown capabilities is available at all levels. Companies can analyze billable and non-billable expenses within a chosen date range for any combination of factors, including amount, client, cost center, division, employee, expense type, region, vendor and more!

Global Offices- Local Currency Payments

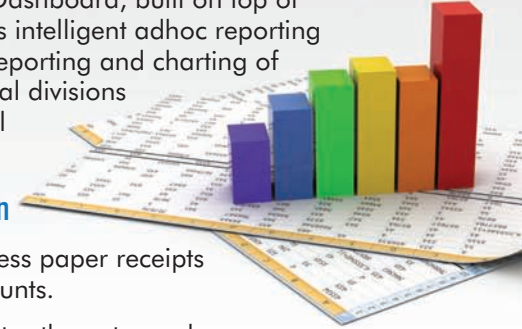
ExpenseAnywhere automates your global operations with diverse policies, workflow or accounting systems, into a single application node that provides your organization total management control and visibility on consolidated spend or spend across organizational entities. In a global economy almost every business is faced with payment to interna-



tional suppliers. Paying in USD and using foreign banks is not always best option when time and money are involved. Within ExpenseAnywhere you can reimburse for expenses in the submitter's local currency, rather than US dollar conversions, to provide cost savings and advantages when dealing with foreign payments.

CFO Dashboard – Reporting & Charting

ExpenseAnywhere CFO Dashboard, built on top of data warehousing, allows intelligent adhoc reporting capabilities with roll up reporting and charting of domestic and international divisions with transaction-level drill down capabilities.



VAT Tracking & Reclamation

Track and reclaim worthless paper receipts into tangible refund amounts.

ExpenseAnywhere facilitates the entry and validation of the GST/ VAT amounts for the expense items entered into ExpenseAnywhere. The system ensures that the tax amounts entered are in compliance with the VAT percentages set for different expense items for different countries.

Once entered and validated, the ExpenseAnywhere administrator can easily and instantly generate country-specific VAT reclamation reports.

This feature alone can save thousands of dollars on ongoing fees for third party VAT services and minimizing the processing time at the tax offices.

Easy Online. Easy Offline... And On the GO Mobile ExpenseAnywhere®

No matter where your travelers, managers and administrators are, they can ExpenseAnywhere! ExpenseAnywhere is the easiest-to-use and manage system that can be accessed from any location over the Internet or a smart phone, 24x7.

Now, more than ever, on-the-go employees can access the ExpenseAnywhere-Mobile Application installed on their mobile devices to enter expenses, capture and submit receipts, check on the status of their reports, and even approve employee expense reports. Unconnected mobile users can enter and store expenses and receipt images for automatic transmission to the online system once connectivity is established.



synchronization ensures that the offline system is automatically updated for changes to the online system.

Go Green - Receipt Imaging to Ensure Nothing Gets Lost In Translation

ExpenseAnywhere users may scan, fax or e-mail receipt images. In all cases, they are instantly and automatically linked to their expense reports so users and reviewers can view them online along with the reports. Storage and manual handling of receipts becomes a thing of the past!!

Intelligent Receipt Verification

Our proprietary optical technology allows ExpenseAnywhere® to intelligently locate, verify and validate imaged receipts with expense items entered to an expense report, helping organizations benefit from our technology and recognize even higher ROI by drastically reducing their manual audit of receipts.

Don't Have A Mobile Device? Not To Worry!

We realize that sometimes the most convenient time for an employee to create an expense report is the most inconvenient time to access an online-only system. That's why ExpenseAnywhere is also available in an offline version. With ExpenseAnywhere-offline installed on their laptops, your remotely located employees can just as easily enter and allocate out-of-pocket and corporate card expenses, upload receipts and store them for transmission to the online system as soon as they have Internet access. The offline-online



SafeCard Technology... ExpenseAnywhere®

ExpenseAnywhere provides robust card management functionality – our own SafeCard Technology that supports purchase cards, T&E cards, “ghost cards”, etc. SafeCard functionality includes highly secure, encrypted management of corporate cards and routing of transactions to the appropriate cardholders for simple point-and-click allocation to the company’s expense categories.



Examples of ExpenseAnywhere Customized Standardization includes support for unlimited GL segments and charts of accounts to meet the needs of even the largest multinational organizations. ExpenseAnywhere also creates unlimited user types to effectively manage and control access to the system functionality. You identify the user types. You define the access. You define the functionality of your ExpenseAnywhere system... that’s Customized Standardization.

ExpenseAnywhere® – Gov ...

The most robust application designed exclusively for use by federal, state and local government entities.

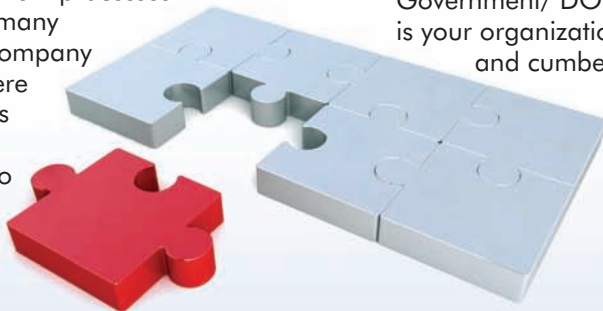
With built-in reimbursement rules and travel policies dictated by GSA and DOD, ExpenseAnywhere-Gov contains highly configurable multi-level pre-travel approval, expense approval workflow; automated per diem computations based on CONUS/OCONUS per diem rules; support for travel cards and central travel agency cards, and integrates with Financial Management Systems and payment gateways.

Whether you are a local, state, or a federal agency or a Government/ DOD contractor ExpenseAnywhere- Gov is your organizations “Nirvana” for your complex and cumbersome processes.



Customized Standardization™ ... ExpenseAnywhere®

Although there are expense management processes that are considered standard across many organizations, we understand each company is unique. That’s why ExpenseAnywhere can be customized to your company’s standards. We call it Customized Standardization...a custom solution to fit your standard processes. We believe that one size does not fit all.



ExpenseAnywhere® - Lite

An instant solution for
small and medium enterprises

ExpenseAnywhere® - Enterprise

For large to global organizations

ExpenseAnywhere® - Gov

For public sector organizations

ExpenseAnywhere is available through our hosted SaaS model and as licensed software.

For more information about ExpenseAnywhere
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