Automation... Integration... ExpenseAnywhere

ExpenseAnywhere automates the entire travel & expense process from pre-travel approval to reimbursement – all in compliance with your organization's travel policies. Designed for rapid deployment, employees can easily create expense reports by adding expense items by category, attaching receipts and adding notes if required. Expense reports are automatically routed to the approver for review and to finance for final review and payment. Users at every level have easy access to status notifications to monitor their expense reports and move the reports through the system without manual intervention.

Pre-Travel Approval

When pre-travel approval is required, travelers can search for fares and rates and create proposed itineraries that can be forwarded for immediate approval or edit. ExpenseAnywhere provides comprehensive cost comparisons for flight, hotel and room, car, bus and rail services so that managers and approvers have information at their fingertips to approve travel. Once booked, data from the itinerary is sent back to ExpenseAnywhere to facilitate the creation of the expense report. Our fully integrated service makes authorizing travel a snap and speeds the traveler on his or her way.

Self Booking or Multi-TMC Directed Travel Booking

ExpenseAnywhere provides unparalleled functionality that supports configurable travel-booking options:
• Employee self-booking using the built-in on-line booking solution
• Travel-Arranger supported travel booking using the built-in booking solution, or other internal booking system
• Multi-TMC assisted travel booking services for one or many components
In all cases, ExpenseAnywhere captures and submits the travel itinerary data for management approval, with the booked data flowing in to the expense solution to validate itinerary data, with vendor invoices, corporate card charges, receipts, and company policies, to automatically create an intelligent Expense Report ready for submission.

About ExpenseAnywhere

ExpenseAnywhere is one of the top two global providers of exceptionally powerful, easy–to–use, web–based solutions for complete end-to-end automation of corporate travel & expense management processes. We provide high-value, turnkey solutions that unleash corporate efficiency, eliminate paper and reduce costs.

Headquartered in Pittsburgh, Pennsylvania, USA and with presence in five continents, we service and support our clients no matter where and what time.

ExpenseAnywhere® provides complete automation, integrating travel booking with a work-flow driven travel authorization and expense reporting. Our solution validates travel itinerary data with the corporate card charges, vendor invoices and expense receipts, creating an expense report consistent with corporate policies and ready for submission. Hosted in our secure cloud ExpenseAnywhere® can be integrated with any ERP system and configured to an organization's policies and processing requirements.

**To learn more about ExpenseAnywhere®
or to request a demo, contact us at**

**easales@expenseanywhere.com
or call 412-858-1111**

ExpenseAnywhere®
Experience Excellence
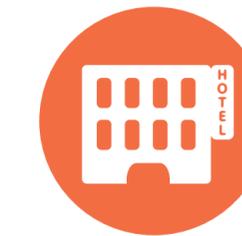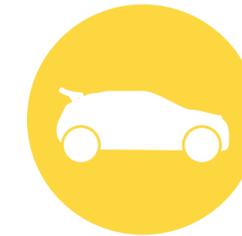
Automating Corporate Travel And Expense Management

Cloud Computing

ExpenseAnywhere offers all the power your organization needs in a secure cloud environment. All of your expense data is stored and secured by advanced technologies and is available for you to access anytime or anywhere using your PC, laptop, tablet or smart phone.

Mobile

On-the-go employees can access the ExpenseAnywhere to enter expenses, capture and submit receipts, check on the status of their reports, and even approve employee expense reports using their iPhone, Android, Blackberry or iPad.

Receipt Imaging

Saving, storing and managing paper receipts is a thing of the past. ExpenseAnywhere users may upload from the mobile app, scan, fax or e-mail receipt images directly into their receipt store where they are instantly and automatically linked to their expense reports. Both users and reviewers can view receipts online and along with the expense report itself.

Advanced Receipt Matching Technology

Our proprietary enhanced OCR technology allows ExpenseAnywhere® to intelligently locate, verify, and validate imaged receipts, highlighting expense items which fall outside company policy and helping organizations benefit from advanced technology. Clients using our enhanced OCR technologies report a dramatic reduction in the manual audit of receipts.
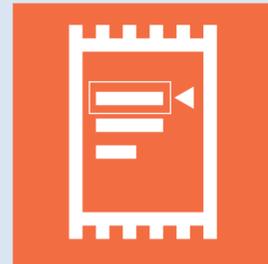
Integration with ERP

ExpenseAnywhere has mastered the art of seamless integration. ExpenseAnywhere easily integrates with any module of your Financial or ERP system. With our integration technologies, there is a seamless flow of data between ExpenseAnywhere and your existing General Ledger, Accounts Payable, HR, Payroll systems. Our data mapping ensures complete compatibility with your systems, thus eliminating entry errors while significantly increasing your operational efficiency.

Compliance with Company Policy

ExpenseAnywhere empowers our clients to easily set, create and alter rules and guidelines for each user and expense category.

Once configured, the system automatically validates each expense against set policies and flags the exceptions. Our solution allows for both a 'hard' or a 'soft' policy, allowing travelers to submit expenses and approvers to reject them or allow them with appropriate warning.

Multi-Level Approval

ExpenseAnywhere can be configured to follow your specific internal approval processes. The system can be easily set for a single approval level or for multiple approvers based on your internal policies and expense thresholds.

Role-Based User templates and Dashboards

ExpenseAnywhere makes the start-up and training process simple and painless. We provide templates to assist you in setting up users, roles and permissions in the system. Each user receives a home page dashboard with configurable selections and quick links to make their particular job fast and easy.

Powerful Reporting Capabilities

ExpenseAnywhere is implemented with a portfolio of standard reports that our clients find to be invaluable in managing travel & expense spend. We also provide a built-in English-language report writer that allows intelligent ad hoc reporting capabilities with the ability to roll up or drill down to gain visibility into all aspects of your travel & expense management data.

With ExpenseAnywhere, you are able to

- review expenses and compare spend against budgets in real-time,
- create customized ad hoc reports with transaction level drill-down capabilities
- analyze billable and non-billable expenses within a chosen date range,
- view expense spend for any combination of factors including amount, client, cost center, division, employee, expense type, region, vendor and more!

Corporate Cards

No matter which corporate card, travel card, purchasing card, 'ghost card,' or personal credit card is in use by your company, our unique SafeCard® technology ensures direct integration with your card provider. This enables the automatic processing of daily transaction files with instant redirect of charges to the appropriate cardholder for easy review and allocation.

Multi-Currency Capabilities

ExpenseAnywhere automates your global operations with diverse policies, workflow or accounting systems, into a single application. Within ExpenseAnywhere you can reimburse for expenses in the submitter's local currency to provide cost savings and advantages when dealing with foreign currency payments.