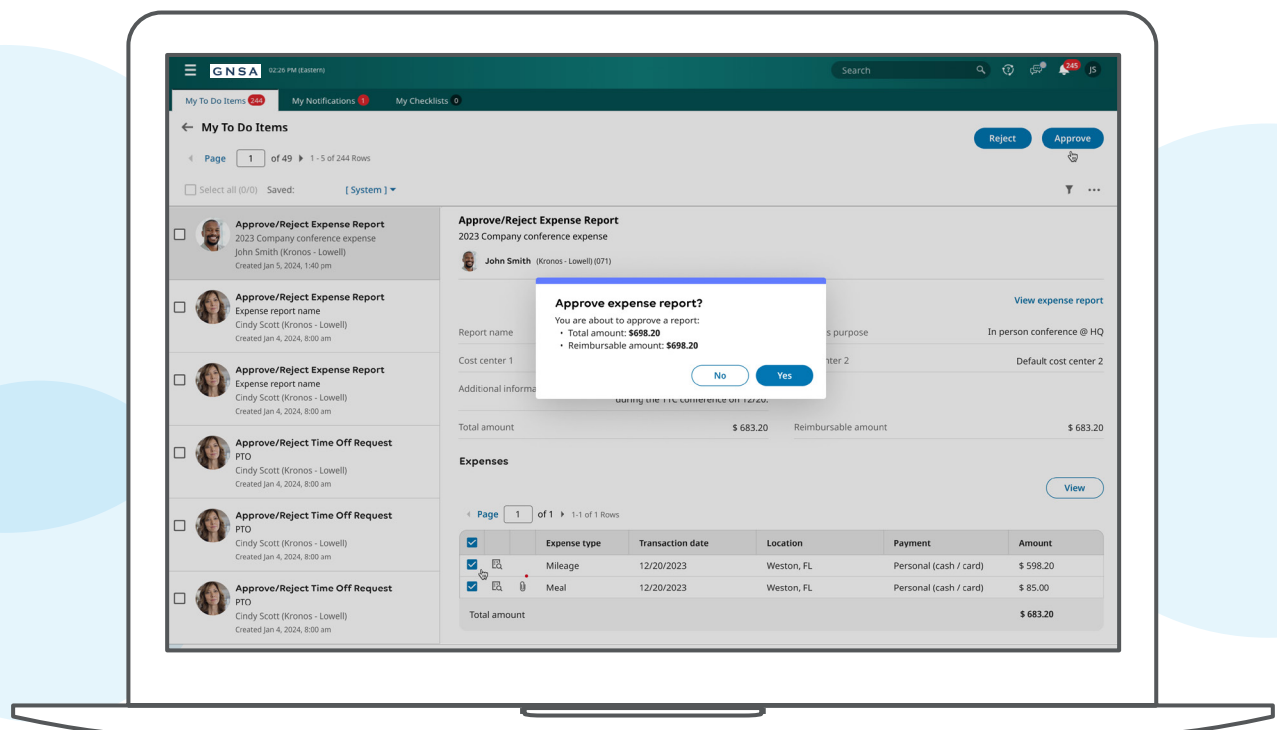


Expense Tracking

Seamless expense tracking that simplifies the entire process start to finish for smooth reimbursements.

In today's fast-paced business environment, manually tracking paper reimbursements can be a significant drain on resources. It's not just time consuming, it's also inefficient and can inadvertently lead to duplicate payments. Expense Tracking can help you create a better employee experience, improve efficiency, and ultimately drive business growth. You can easily enter expenses, which can then be automatically routed to the appropriate individuals for approval and seamlessly flow into payroll for easy reimbursement. With enhanced reporting and data visualizations, you'll gain greater visibility into expense data, allowing you to track trends and make timely adjustments to your expense reimbursement policies.



Simplify expense submission

Effortlessly submit expense reimbursement requests using a consistent modern and intuitive user experience from anywhere and on any device.



Eliminate bottlenecks

Automated workflows and notifications help ensure the right people are reviewing and approving expense reimbursements in a timely manner, enhancing overall efficiency.



Gain valuable insights

Discover key insights with our comprehensive reporting and data visualizations. They offer a clear view of your expense data, making trend identification and policy adjustments a breeze.

Key Benefits

For HR professionals

Drive efficiencies by simplifying the expense tracking process

Empower employees by providing a consistent modern and intuitive user experience from which they can effortlessly submit expense reimbursement requests from anywhere and on any device

Automate the approval process with workflows and notifications that help ensure expense reimbursement requests keep moving in a timely manner

Gain visibility into trends and make proactive adjustments to expense reimbursement policies

Ensure your business's expense policies are enforced with easy-to-configure rules for various expense types

Automate the breakout of expense types to the general ledger so you can better account for reimbursements by type (hotels vs. flights, etc.) for more accurate and granular reporting

Key features of Expense Tracking

- Easy-to-configure rules by expense type
- Drag-and-drop custom workflows
- Automated, proactive notifications
- Mobile-friendly self-service
- Out-of-the-box expense types for easy tracking
- Effective dated mileage rate tracking
- Ability to identify reimbursable vs. nonreimbursable expenses
- At-a-glance expense status
- Easy review of all receipts at any time
- Breakout of expense types on general ledger

