

Digitize your travel and expense reporting with Unit4 Travel & Expense

UNIT4
T&E



Welcome



In this webinar, we'll explore how modern travel and expense solutions leverage cutting-edge technology to simplify the registration and processing of travel and expense reports.

High level topics for today:

- Key benefits of Unit4 Travel & Expense and how it works
- Understanding the impact of the right Travel & Expense tool
- Features for effective Travel & Expense reporting
- Demo
- Live Q&A

Your speakers today



Josh Doyle-Gibbons

Solution Consulting
Unit4



Oliver Sullivan

Senior Growth Director
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What do you get with Unit4 Travel & Expenses?

Everything as
a Service

Always
updated
allowance
rates and
rules*

100 % mobile
solution for
entry and
approval

Online
validation of
travel policy

Mail
Assistant

Automatic
creation of
expenses from
receipts

Mileage with
Google Maps
and Automatic
road toll
calculation **

Easy
administration
of external
users

Dedicated and
effective
functions for all
roles

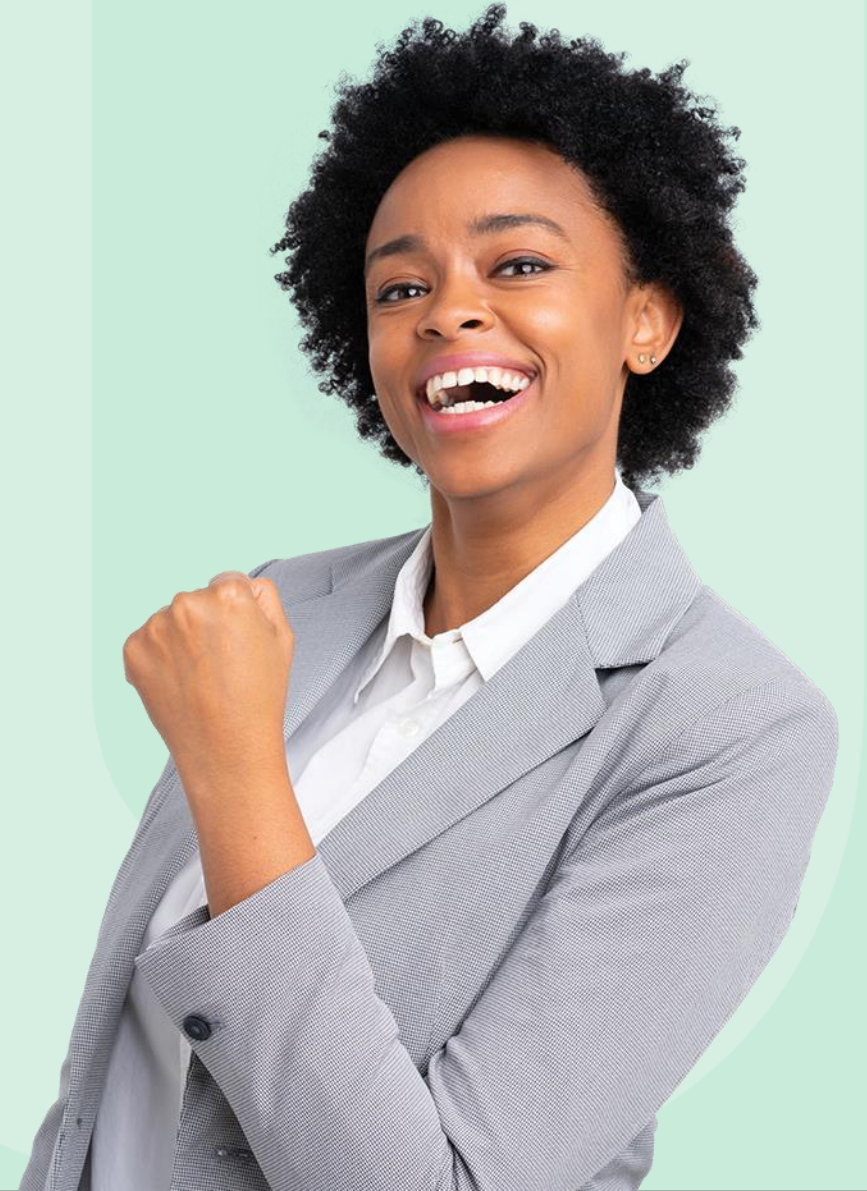
Easy to
integrate with
any 3rd party
system

*Automatic updates of allowance rates and rules are offered for Norway, Sweden, Finland, Denmark, Germany and Poland

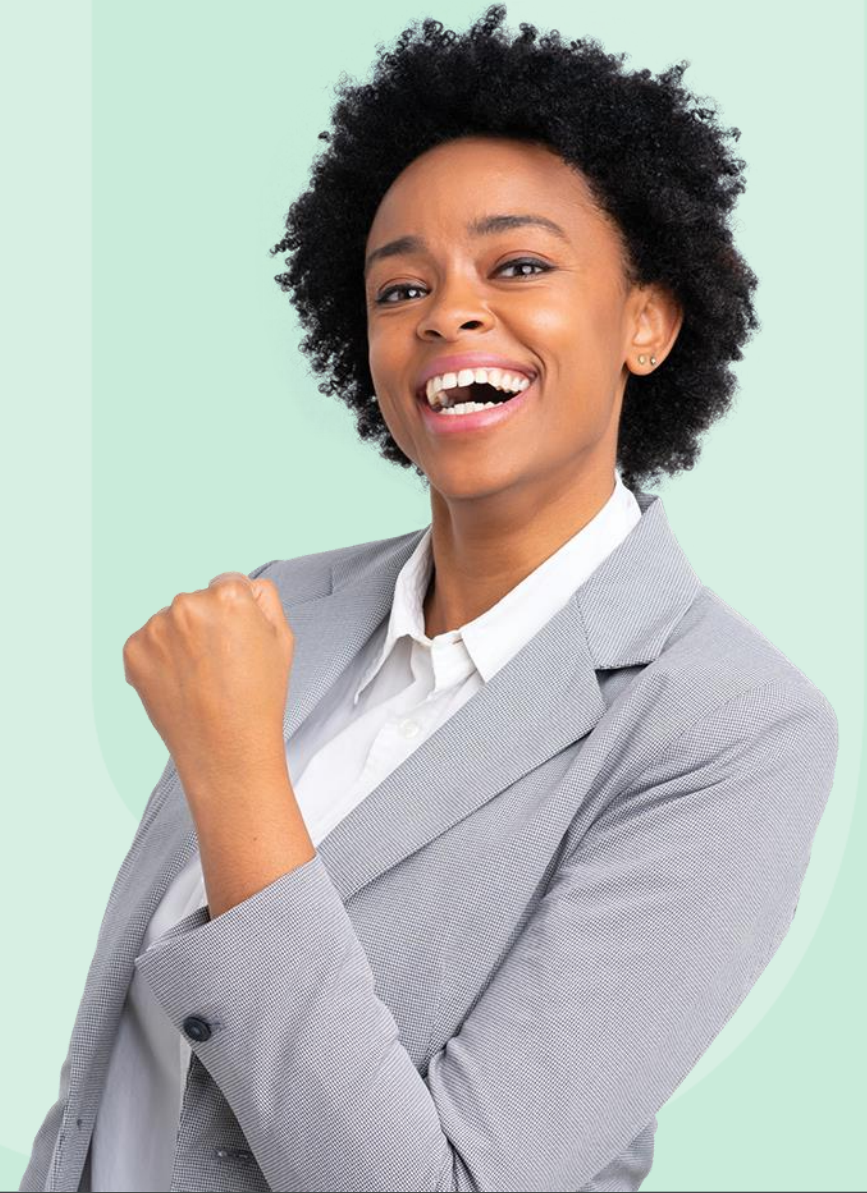
** Automatic road toll calculation is supported for all toll roads using Autopass (Nordics)

Let's have a look (demo)

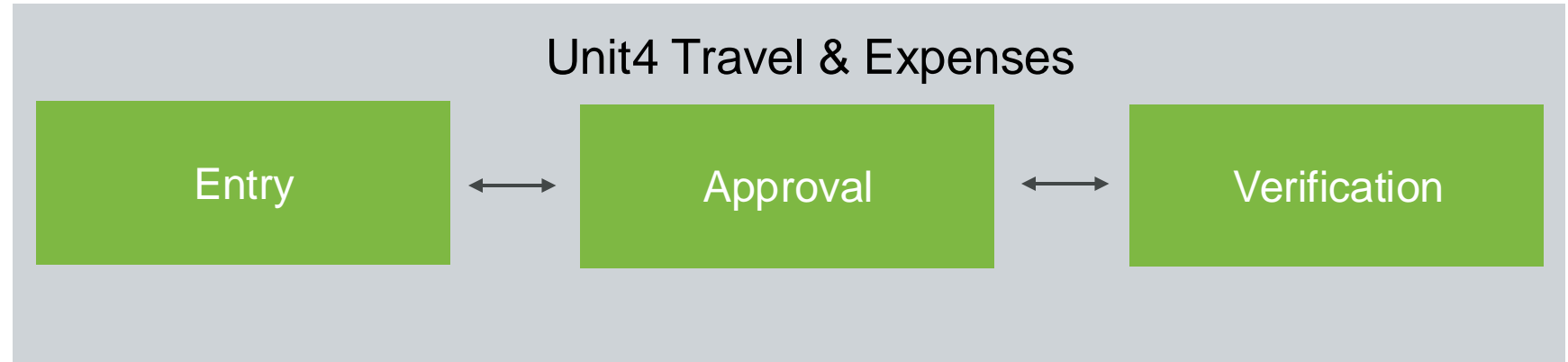
1. Employee
2. Manager
3. Finance



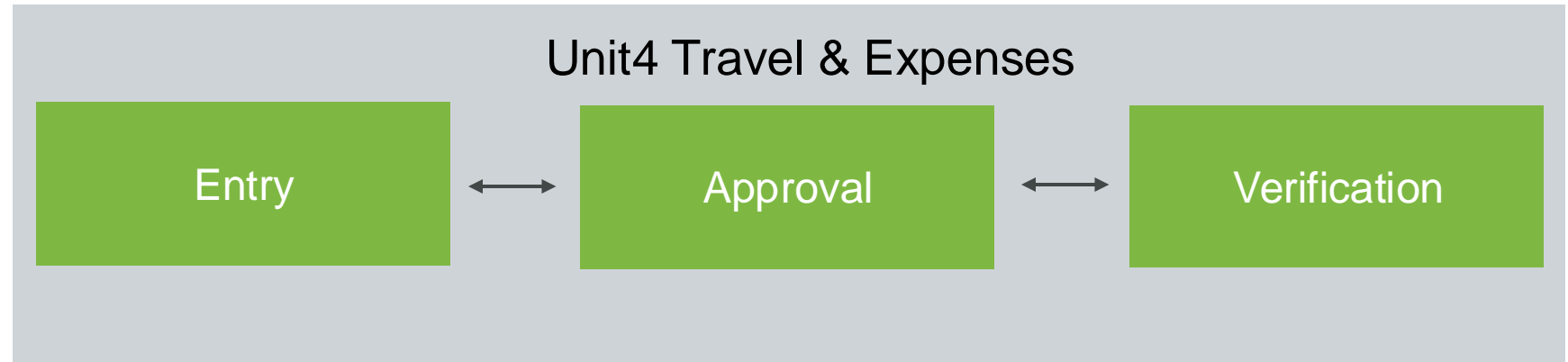
Summary of what you have seen



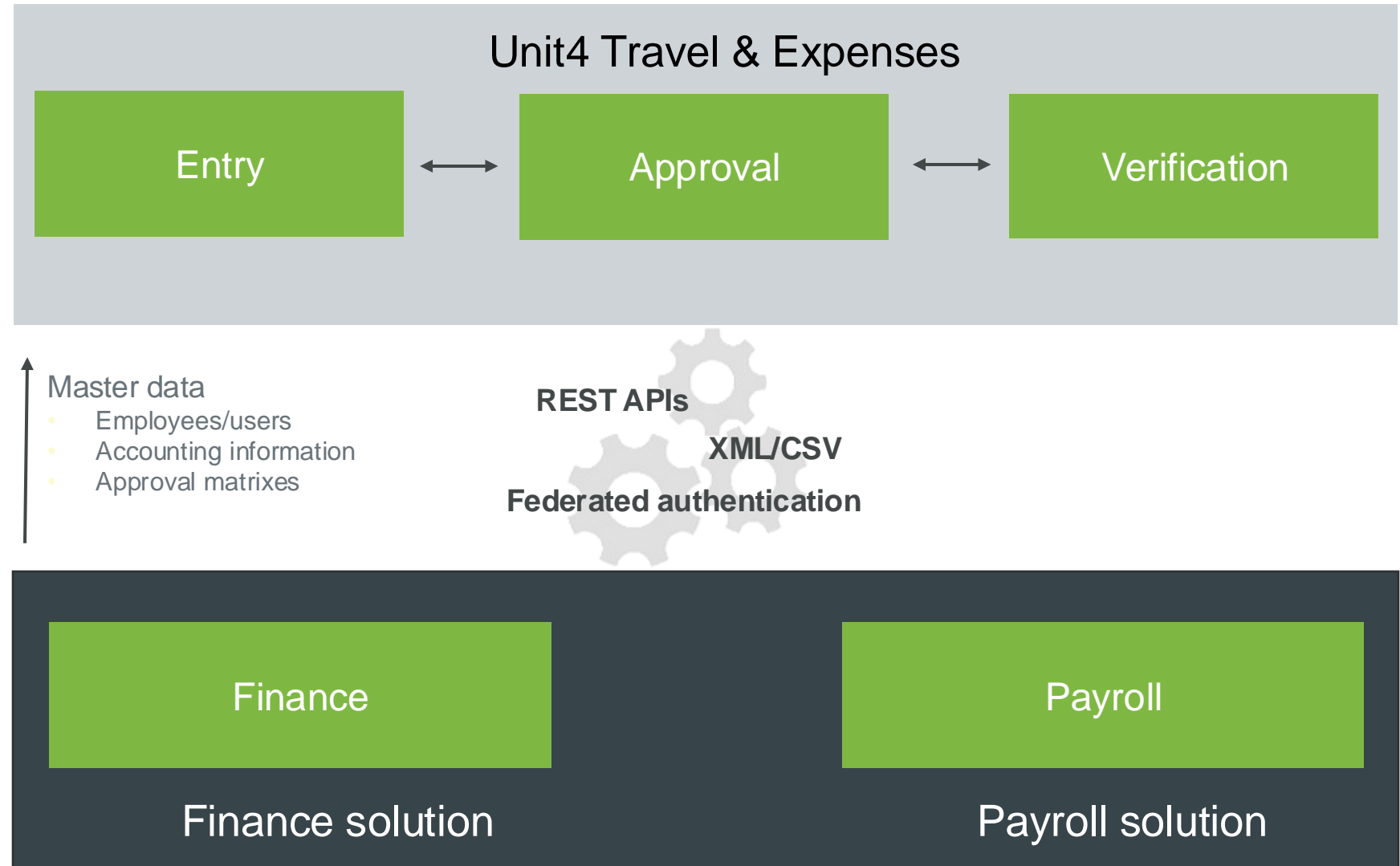
Fully automated from entry to reimbursement



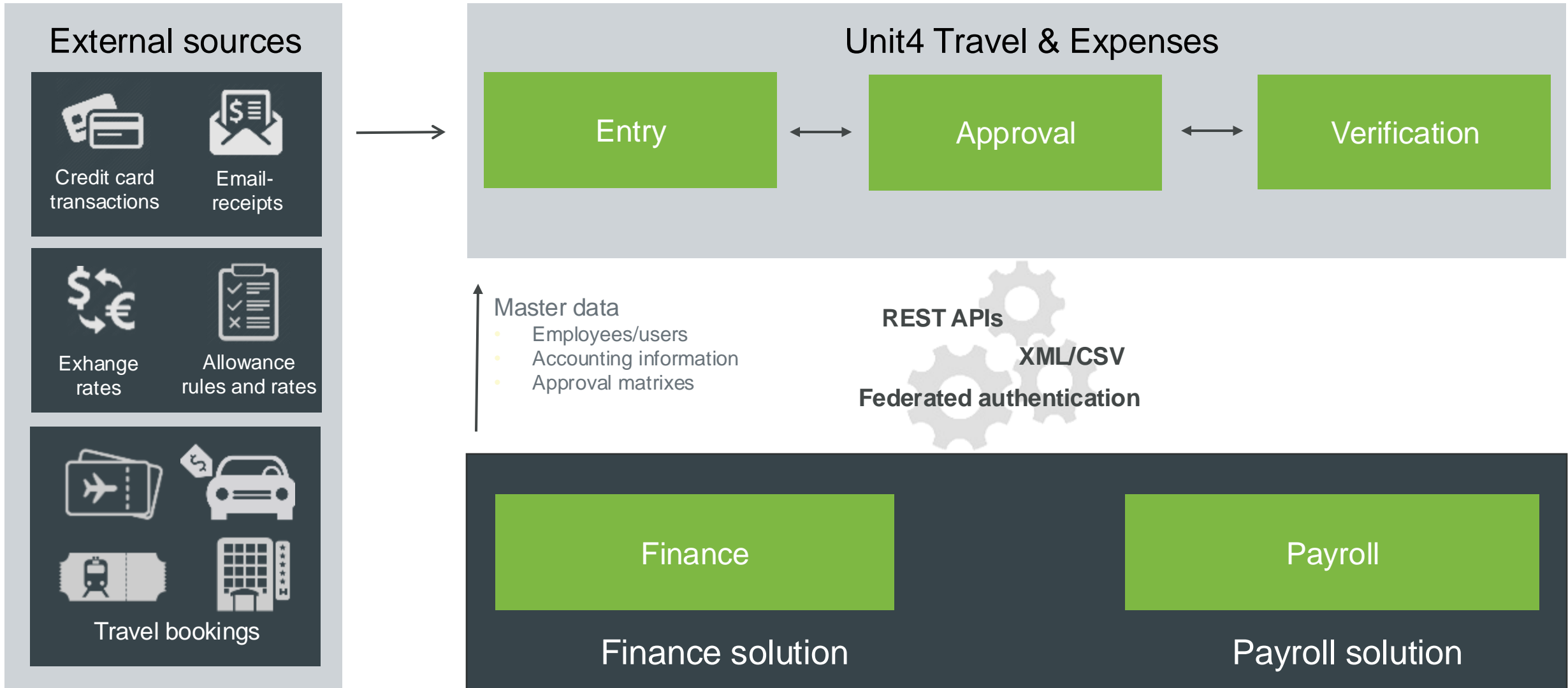
Fully automated from entry to reimbursement



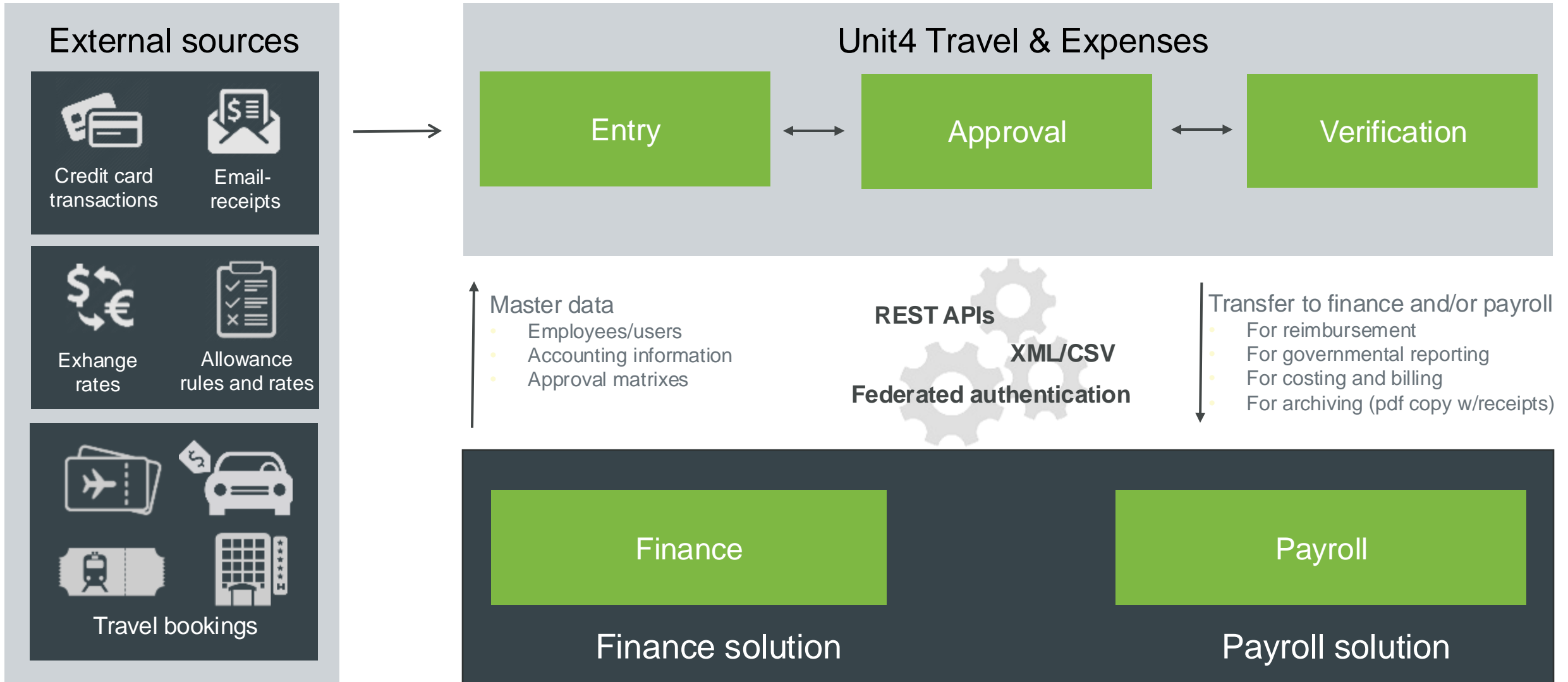
Fully automated from entry to reimbursement



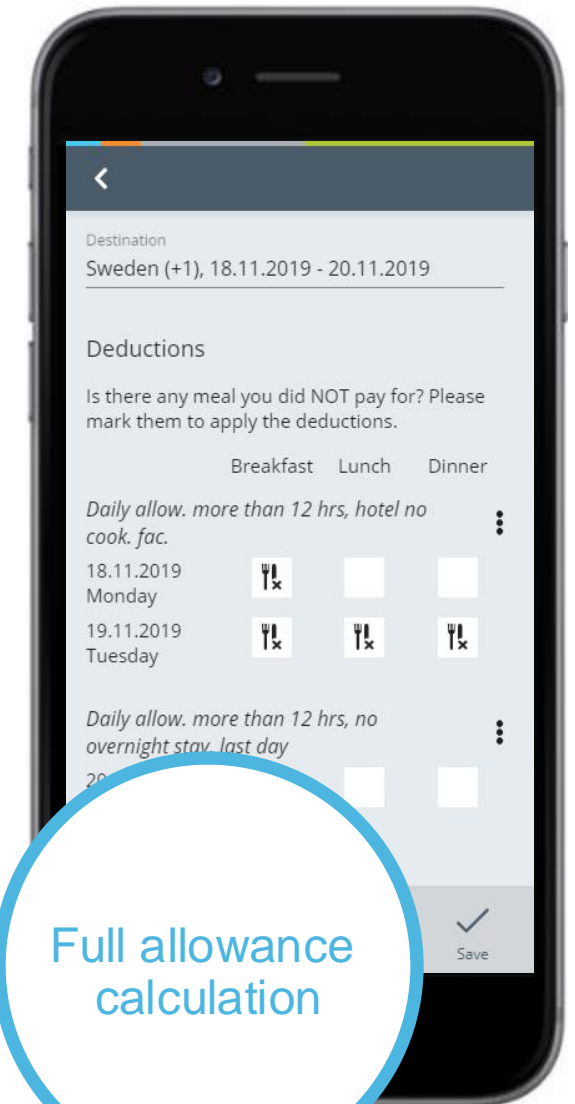
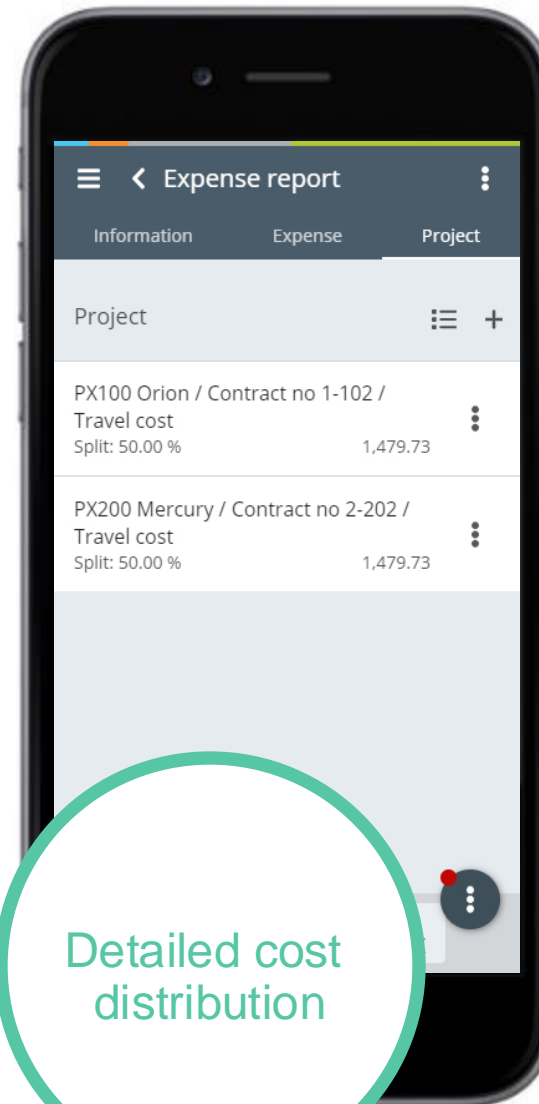
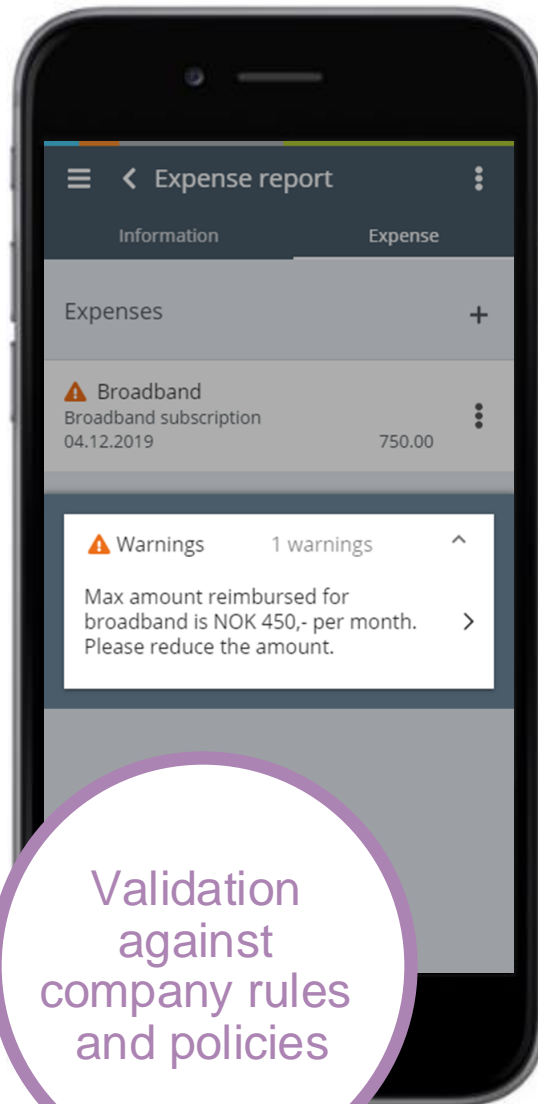
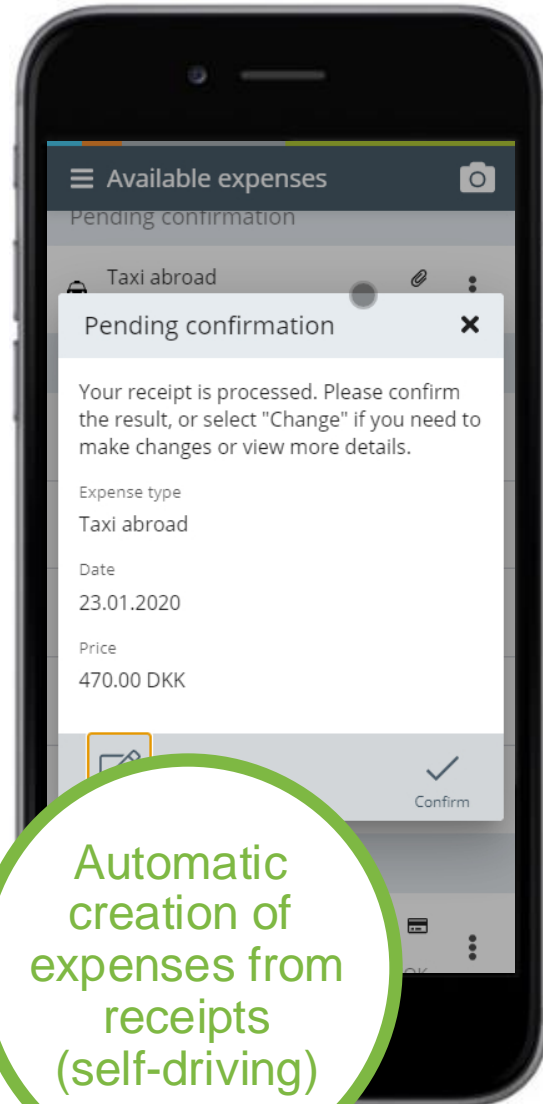
Fully automated from entry to reimbursement



Fully automated from entry to reimbursement

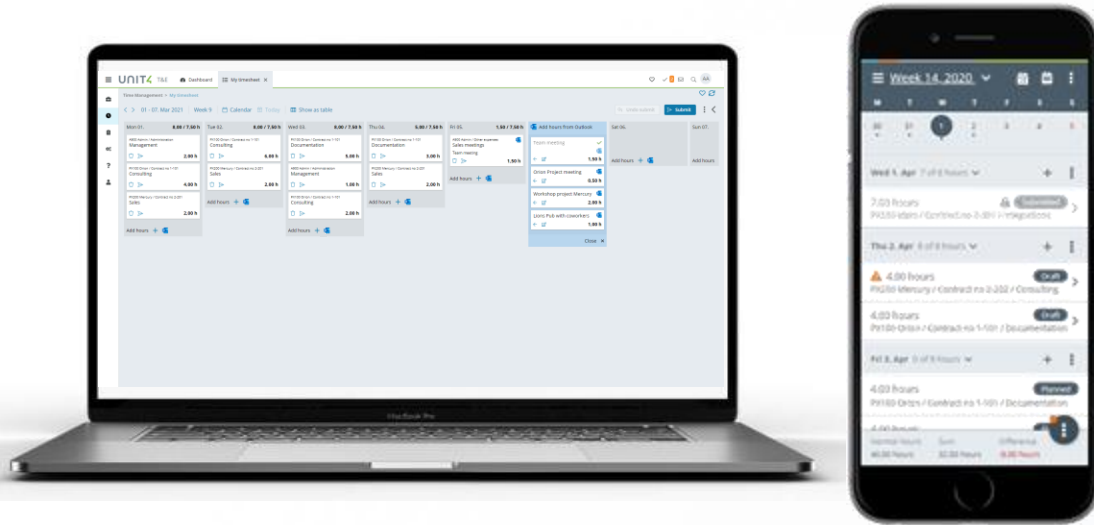


Complete entry and approval of expenses on mobile



Technology

100% web based - works on any device



Delivering everything you expect from a modern cloud solution



Security



Privacy



Scalability



High availability



Localizations

Languages:

- English (UK/US), German, French, Spanish, Norwegian, Danish, Swedish, Finish, Dutch, Polish, Hungarian

Automatic per diem updates

- Norway, Sweden, Finland, Denmark, Germany, Poland

Other

- Multi-currency support
- «Multi-regulative» support
- «Multi-ERP» support

Overview per country

	Country	Low	Language	Medium	High	Comment
1	Norway	●	●	●	●	Mileage, out of box per diems, VAT
2	Sweden	●	●	●	●	Mileage, out of box per diems, VAT
3	Denmark	●	●	●	●	Mileage, VAT
4	UK	●	●	●	●	Mileage, VAT
5	Ireland	●	●	●	●	Mileage, VAT
						automatic GSA regulative per diems etc. (U.S. General Services Administration) - used by suppliers to US government / US Army
6	US	●	●	●	●	Mileage, VAT
7	Canada	●	●	●	●	Mileage, VAT
8	Belgium	●	●	●	●	Mileage, VAT
9	Netherlands	●	●	●	●	Mileage, VAT
10	France	●	●	●	●	Mileage, VAT
11	Germany	●	●	●	●	Mileage, out of box per diems, VAT
12	Spain	●	●	●	●	T&E, Language and Tax agency approval 022016
13	Poland	●	●	●	●	Mileage, out of box per diems, VAT
14	Australia	●	●	●	●	Mileage, VAT
15	Austria	●	●	●	●	Mileage, VAT
16	China	●	●	●	●	Mileage, VAT
17	Estonia	●	●	●	●	Mileage, VAT
18	Finland	●	●	●	●	Mileage, out of box per diems, VAT
19	Hungary	●	●	●	●	Mileage, VAT
20	India	●	●	●	●	Mileage, VAT
21	Japan	●	●	●	●	Mileage, VAT
22	South Korea	●	●	●	●	Mileage, VAT
23	Mexico	●	●	●	●	Spanish, Mileage, VAT

Summary of benefits – Expenses

Eliminate the frustration

With self-driving expenses that guides employees to be in line with regulations and company policies, so expense reports are compliant the first time, every time

Get overview and control

With an automated process from entry to reimbursement, and a solutions that is always updated with rates and regulations

Quick ROI

With the help from our +20 years experience of streamlining the process of expense management globally

Q&A

We'll also share the answers from the Q&A on **Community4U** within a few days after the webinar.



Learn more



Visit [our website](#) to learn more our Travel and Expenses solution



Download our [product factsheet](#) and checklist for travel invoice systems, and watch our demo [here](#)



Reach out to your Account Manager for next steps

UNIT4
T&E

Products Customers Services Resources About Unit4 T&E

Request a demo

Avoid the frustrations associated with travel expenses

Unit4 Travel & Expenses
Save time and money - let the system do the work!

Download product brochure

Recognised outlays and travel expenses solution

Unit4 Travel & Expenses guides employees through complicated laws and regulations and uses machine learning technology to reduce manual registration of travel expenses to a minimum - so employees can spend their time on more productive tasks.

- Automated process from registration to payment**
Machine learning and best practice driven by artificial intelligence.
- Complicated dietary and tax rules are things of the past**
We are always up to date with modern dietary and tax rules.
- A simple and intuitive tool**
Easy to use, easy to learn, hard to make mistakes.

Solution overview

A checklist for travel invoice systems

Five signs that the system is the problem

Managing travel and expenses is an important part of a company's finances. Transparency and control over travel expenses and what can be claimed is therefore very important. Employees should be reimbursed for their expenses quickly and efficiently to avoid wasting time unnecessarily or missing claims.

Your travel invoicing system should be able to do all of this efficiently and transparently so that you are always in control. If it fails to do one or more of these things, you should consider replacing it. This checklist highlights the signs that your travel invoicing system is probably outdated and also indicates how it could affect your business.

- 1. You rely on manual processes**
Relying on manual processes to manage travel expense claims may be a sign that you should consider a system with automation capabilities. Taking responsibility for maintaining and following complex regulations based on home or spreadsheets is a difficult task, and employees are given for little help and guidance on how to complete travel expense claims. Manual solutions will also require approval, and paper documents that are printed unnecessarily have to be filed.
- 2. Time-consuming processing**
Do you know how much time it takes to process and reimburse travel expense claims each month?
 - Checking receipts
 - Checking meal allowances
 - Calculating VAT and registration costs
 - Checking expenses against the company travel policy
- 3. No clear overview**
For many companies, travel costs are the largest expense other salaries. Aberdeen Group estimates that, on average, this amounts to more than 10% of companies' costs. But how many companies actually know what they spend on flights, hotels, or entertainment? And if they don't know the amount, can they quickly get an accurate overview? Relying on spreadsheets or other non-integrated systems means that the information is difficult to access or not available at all. A travel expense solution that is integrated into your financial system makes it easy for you to get an overview of your costs, when and how they occur, and how they are distributed across departments and projects. This gives you control over costs and payments of claims, better profitability analysis, a basis for improved supplier contracts, and much more.
- 4. Significant variations in travel costs**
If employees with identical roles and the same travel patterns have major differences in their claims, this could be a sign that your system is not good enough. Assuming there is a travel policy in place, it can be improved by making it clearer and enforcing it. Another
- 5. Following up with managers for approval and authorization for payment**
 - Correcting and recording information in the accounts system and in the payroll
 - Calculating the average processing time per travel expenses claim

Managing travel expense claims doesn't have to be a nightmare. We have the technology available, for example, in our smartphone, that allows us to free up resources so that the finance department can focus on revenue-generating activities, and end-users and line managers can concentrate on their core tasks.

Benefits of Unit4 Travel & Expenses

- Automatic calculation of payments based on receipts
- Validation of all registrations helps employees and managers to comply with the relevant laws and regulations, as well as with the company's own guidelines
- Automatic parsing of the Government rules and rules applied to business trips
- Matching receipts against credit card transactions and support for Eurocard Smart Receipts
- Calculation of mileage allowance with direct reference to Google Maps
- Complete travel bills on the employee's mobile phone - including travel expenses, hotel and other costs
- Creating big projects, cost centers, and accounts adapted to the company's needs
- Quick overview of discrepancies and key numbers through role-based dashboards and by using powerful analysis tools
- Standard integrations with most payroll and finance systems
- Support of many countries, languages and regulations in the same solution.

Travel & Expenses guides employees through complicated laws and regulations and uses machine learning technology to reduce manual registration of travel expenses to a minimum - so employees can spend their time on more productive tasks

Travel and processing expenses and travel bills is often done with frustration for employees. Manual registration is cumbersome and employees are not helped by any system to correctly, in compliance with complicated food and tax rules company's own guidelines. When employees need help to do it right, it takes a lot of time for both those who travel and those who work in the company's accounts and finance department, worse - the submitted bills contain errors that may not be noticed until after those bills have been paid. It costs a lot of time.

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Thank you

