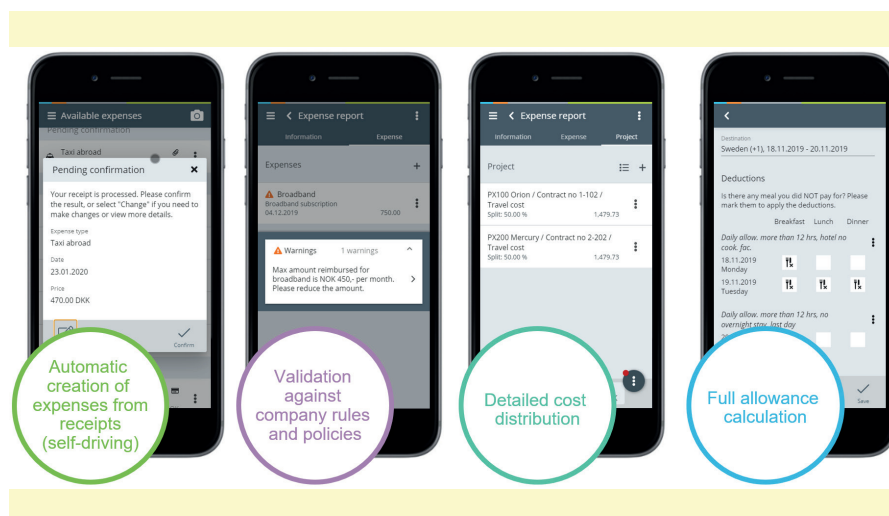


# Avoid the frustration of processing travel expenses



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

Registration and processing expenses and travel bills is often associated with frustration for employees. Manual registration is often cumbersome and employees are not helped by any system to register correctly, in compliance with complicated food and tax rules or the company's own guidelines. When employees need help in order 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, or even worse - the submitted bills contain errors that may not be discovered until after these bills have been paid. It costs a lot of time and money.



## 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 updating of the Government rates 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, food and other costs.
- Costing by 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.

**“We really like that each of us can take a picture of the receipt with his/her mobile phone, and send it straight into their travel and expense bill currently under preparation. It is a smart software that can read the receipts”**

**Cathrine Bø**

Payroll advisor Stavanger municipality

### Let the system do the work

Unit4 T&E uses advanced machine learning technology to create proposals for registrations based on payment receipts that users upload from their mobile phones or send them by e-mail. Furthermore, upon registration, the system performs validation against the existing state's travel regulations and the company's own guidelines, which always ensures the correctness of each registration.

Calculation of mileage allowance is easily done with the help of Google Maps™. If you pay your expenses with a credit card linked to a company agreement, the credit card transactions will be automatically entered into the solution system and matched against receipts, which have already been uploaded.

### Everything on the mobile phone

The entire travel bill, including food, expenses, mileage allowance, the costs allocated to cost centres, projects, etc., is completed and sent from your mobile phone - which in practice completes the travel invoice when you return home from your trip.



### Tailored to your needs

Unit4 Travel & Expenses is a flexible system that is easily configured to suit your needs. All types of travel and expenses can be processed in one and the same system. While preparing the entire travel bill, in accordance with the State regulations or your own company rules, individual forms and types of costs can be determined using different data processing methods, in order to reimburse all types of costs and pay the correct amount of remuneration.



## Time is money

More efficient processes used for the preparation of expenses and travel bills can save a lot of money. Surveys conducted in the Nordic countries, where various companies were asked how much time they spend on registering and processing one travel bill, showed that the difference in time spent for this purpose by the most and least efficient companies is 47 minutes. If a company issues, for example, 10,000 travel bills per year, this difference amounts to as much as NOK 2,750,000 per year, if we base our calculations on an hourly rate of NOK 350 (approx. 42.5 USD).

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“After implementing Unit4 Travel & Expenses, we observed an immediate reduction of the time required for processing travel bills, and the feedback on the system usability from our employees was positive.”

**Kim B. Lindseth**

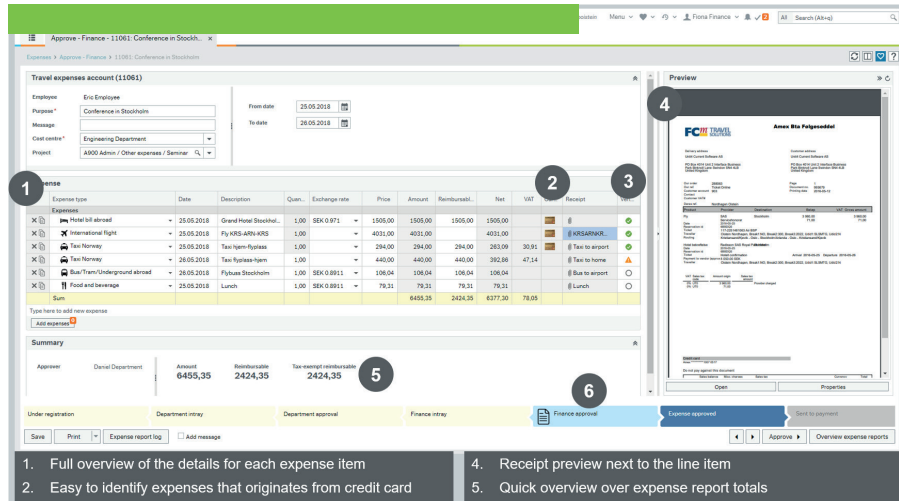
CFO, On & Offshore Services AS

Registration at cost centers, projects or other cost bearers, at the invoice or detail level, is easily set up to meet the needs of your company. Unit4 Travel & Expenses also comes with a flexible workflow for certification, reminders, approval and reporting, which gives the company an overview and control of all travel and other expenses.

Travel & Expenses can be delivered fully integrated with all payroll and finance systems, so that fixed data, such as employees and projects, are only registered once, while approved bills and disbursements are automatically transferred for payment, reporting, expense recognition, as well as to invoice basis of accounting for VAT in your payroll and finance system.

**Do you have users who are not employed in the business?**

It can be politicians, shop stewards, freelancers or other hired people



- 1. Full overview of the details for each expense item
- 2. Easy to identify expenses that originates from credit card

- 4. Receipt preview next to the line item
- 5. Quick overview over expense report totals

who are not directly involved in the business’ solutions. With Unit4 Travel & Expenses you will get a unique opportunity for you because these users manage their own customers - they get access to completely separate ways for reimbursement of expenses or other forms of remuneration

**Anything as a service**

Unit4 T&E software is, of course, delivered as a service in the cloud,

so that the company does not have to worry about maintenance of servers or software. Nonetheless using Unit4 Software, the company is able to provide a much better service

Service is much more. Rates and rules for food and taxation are automatically updated for both Norway and some other selected countries\*, and the currency exchange rates and credit card transactions are electronically read every night, in accordance with the company’s terms of reference.

**More than just travel bills**

Travel & Expenses software is one part of the Time & Expenses product included in the Unit4 portfolio of products. The Time & Expenses product consists of three individual products which are respectively used for the processing of travel expenses, recording of working hours and staffing planning. These three products can either be used individually or together as one integrated solution that handles all planning, recording and processing of time, as well as expenses integrated with the company’s payroll and finance system.

**Would you like to know more?**

For more information about Unit4 Travel & Expenses, please see <https://travelandexpenses.unit4.com>, or send us an e-mail at [enkelt@unit4.com](mailto:enkelt@unit4.com)