

# EXPENSE + GENERAL EXPENSE MANAGEMENT



TMC's award winning expense system substantially reduces the time and administration involved in processing expenses. The system streamlines the whole process from submission and approval to payment and provides a range of clear yet detailed reports.

We ensure expenses are processed accurately, on time and in line with company policy.

## How it works:

- 1** Employees submit their claims via our online system or mobile app where they can upload and store receipts.
- 2** Managers receive a request for approval via email.
- 3** Employee is notified when manager accepts/rejects claim.
- 4** Monthly payroll report is produced.
- 5** Management reports are provided.

As an optional service, we can audit each claim to check compliance with company policy.

We configure the system and service in line with your company policy terms of;

- Employee grades, categories and limits – these are applied to each employee's account
- VAT and receipt requirements
- Approval process
- Cut off and payroll dates
- Pre-set codes for reporting

In addition, we can remind employees of the deadline each month and offer currency conversions for employees claiming expenses from overseas.

We provide a host of management information including:

Cost centre and expense analysis and associated VAT recovery reporting.

Year-end reporting, in particular for P11D purposes.

Individual line item charge for reconciliation.

Monthly accrual report - Amounts split to show VAT recovery.

Claims information - Total number of users making a claim, volume of claims, total net value of claims, rejected claims, missing receipts, volume and value of claims where policy limits exceeded.

#### A system that benefits everyone

TMC's online system and mobile app is accessible from anywhere for both the claimant and approver.

Trail - no risk of losing expenses claims in a pile on someone's desk.

Limitless expense categories.

Reporting and analysis - we provide it all for you, reducing admin time and increasing visibility.

Users of our Mileage Capture and Audit service have everything on one system.



To find out more about how TMC can help you streamline your expenses and increase visibility, we'd love to hear from you. You can contact us on:

01270 525 218 or at [reply@themilesconsultancy.com](mailto:reply@themilesconsultancy.com)  
or via [www.themilesconsultancy.com](http://www.themilesconsultancy.com)

