

Expense+

General Expense Management

Effective expense management is essential for any company whose employee's claim back for business expenses such as travel, meals, and client entertainment.

TMC's award winning expense system substantially reduces the time and administration involved in processing expenses. The system streamlines the whole process from submission 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 does it work?

1. Employees submit their claims via our industry leading app by scanning in receipts directly from their device's camera, or by using our online system.
2. Managers receive a request for approval via email
3. Employee is notified when manager accepts/rejects claim
4. Monthly payroll report is produced and automatically uploaded to the client's accountancy package and payroll systems for employee payment.
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 in 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.

Reporting

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

Accessible, from anywhere: our mobile app and online system is accessible from anywhere for both the claimant and approver.

Forget about lost claims: with our system there is no risk of losing expenses claims in a pile on someone's desk.

Limitless expense categories: make it easy for your employees to log their expenses correctly, by creating multiple expense categories to fit all situations.

Reporting and analysis: we provide all the reports you need, reducing admin time and increasing visibility.

Everything you need, all in one system: users of our Mileage Capture and Audit service have everything on one system.

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

t: +44 (0) 1270 525 218 e: reply@tmc.co.uk w: www.tmc.co.uk

TMC

