

A POWERFUL TRAVEL & EXPENSE MANAGEMENT SOLUTION



Simple. Easy. Efficient.

- Automate the entire travel and expense lifecycle
- Ensures compliance to travel and expense policies
- Gains major cost savings from reduced paperwork and administration
- Caters for unpredictable travel scenarios
- Analyse the true cost of your organisation's travel and expenses
- Integrates with TechnologyOne Financials
- Handles complex business rules
- Drives sophisticated reporting, control and analysis



**TECHNOLOGY ONE
TRAVEL AND EXPENSE
MANAGEMENT
SOLUTION**

**SIMPLIFY AND
CONTROL
YOUR TRAVEL
AND EXPENSES,
END-TO-END**

WHAT IS IT?



A robust, feature-rich application, the Travel & Expense Management solution was designed from the ground up as a core part of TechnologyOne Financials.

It is a market-leading end-to-end solution that efficiently manages every aspect of the travel and expense lifecycle.

Simple and intuitive to use, it combines compliance and control with fast and easy processing of expenses.

It integrates tightly with the Purchase Cards module and allows for use of IATA (International Air Transport Association) codes for locations.¹

It can be utilised as a stand-alone system or as part of TechnologyOne's integrated enterprise-wide suite.

WHY WAS IT DEVELOPED?

Many travel and management systems don't address the complete travel lifecycle. For example, travel is often managed in a different system to general expenses. Or both types of expenses are managed in one system, but are not integrated with financials.

Merging different data sources is time-consuming and prone to error. End result: minimal control over spend. Because of this, TechnologyOne designed the

Travel & Expense Management solution to integrate all expenses, credit card transactions and related financial information into one, simple to use system. This enables managers and general staff to get a total view of travel costs, incorporating all elements of expenses relating to days away from home.

¹ A separate licence must be purchased from IATA for this functionality.



WHO IS IT FOR?

The Travel & Expense Management solution benefits many people across your organisation.

Employees will spend minimal time organising their travel details, while putting in an expense claim is super quick. Department managers instantly view spend availability and provide fast approval turnaround. The travel coordinator operates at higher efficiency – no longer wasting time emailing, faxing or phoning. Administration benefits due to

automatic payment of advances and claims once they have been electronically approved. Finally, accountants don't need to spend their valuable time managing expense administration, instead they will have time to focus on reporting, control and analysis of an organisation's spend.



VALUE TO YOUR ORGANISATION

The true value of a sophisticated travel and expense management system is measured by its ability to enhance your bottom line. Using TechnologyOne's Travel & Expense Management solution will greatly improve efficiencies and dramatically reduce processing costs.



CHALLENGES

MANAGING TRAVEL
AND OTHER EXPENSES

Travel and related expenses, like meals and accommodation, account for between 8% to 10% of total operating expenses. It is considered to be the second largest controllable corporate expense after salaries.

Despite this, many organisations have no way of knowing if expenses are managed properly or whether they are spinning out of control.

Are you experiencing the following?

- No or little access to travel and expense data
- Inability to enforce travel and expense policies
- Inability to accurately measure the cost of travel and expense operations and administration
- Travel booking processes that are disconnected from expense management processes
- Inaccurate travel and expense data

With a focus on regulatory compliance or a directive to cut costs, organisations are now looking to automate travel and expense claims for improved staff and financial management.



THE BENEFITS

Simple and easy to use

Intuitive and straightforward, the system comes with automated fields, such as frequent flyer details, preferred hotels, and booking codes so staff can quickly manage their individual travel and expense details. This simple, online self-service system does it all: arranges travel, seeks executive approval, maintains records of travel booked and completed, records out-of-pocket expenses, records changes in travel plans, and references past trips so future bookings are even easier to complete.

Highly flexible to handle changes in travel plans

Things change. Instead of flying home, you have to meet a client in a different city. Maybe a flight was cancelled due to bad weather. It doesn't matter. TechnologyOne's Travel & Expense Management solution is very flexible. You can easily cancel a booking, make new bookings, and seek approval. In the one screen you can enter receipts from the beginning of your travel, while at the same time making changes to the next leg of your trip.

Reduced paperwork and administration costs

TechnologyOne's Travel & Expense Management solution minimises the burden of online entry, approval and reconciliation. The system lets you eliminate unnecessary paperwork and filing by attaching documents and receipts to online travel requests.

Complete visibility

You can gain tight control over budget and funds with automatic commitment tracking, funds checking and workflow approvals. Retain a full workflow audit history for online reporting and enquiries. Ensure consistency and cost savings.



The Travel & Expense Management solution provides integration to efficiently manage all aspects of the travel and expense lifecycle – from request and/or expense incurred, through to approval and payment.

Streamlined workflow

Depending on your organisation's requirements, you can use workflow out of the box, or workflows can be customised to suit your needs. This ensures that your business rules are adhered to; processes are streamlined and action is promptly taken at every stage of the travel and expense lifecycle.

Control complex processes

The Travel & Expense Management solution automatically calculates allowances to which your employees are entitled. You can control the payment method by enforcing expense types. You can also retain a full audit trail with supporting documentation for online enquiry and reporting. You have complete control of expenses, whether your operations are centralised or decentralised.

Strategic management

Analyse the cost of your organisation's travel and expenses with TechnologyOne's sophisticated business intelligence and reporting tools. These tools let you analyse your travel and expenses by employee, expense types, or any number of attributes. Empower managers with the information they require for decision-making. Gain control of spending and reduce travel costs.

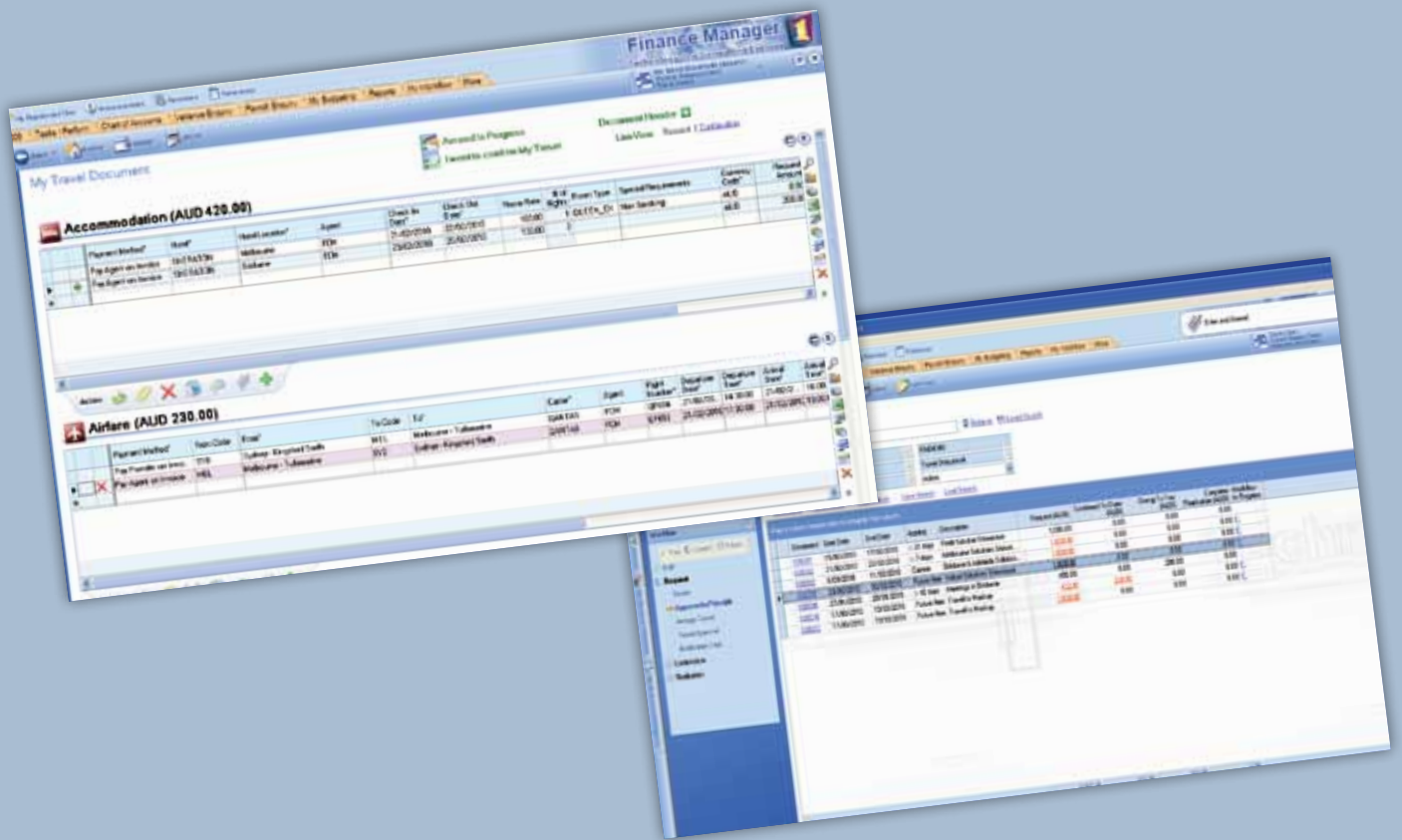
A stand-alone system

While the Travel & Expense Management solution can be installed as part of your TechnologyOne suite – taking advantage of integration with Financials and Purchase Cards – you can also purchase it as a stand-alone system. This gives you access to a sophisticated solution that takes care of the entire travel and expense lifecycle, while providing total control over travel and expense costs.

An underwater photograph showing sunlight filtering through the water surface, creating a bright, shimmering effect at the top. The water is a deep blue color, and the light rays create a sense of depth and clarity. The overall mood is serene and expansive.

FEATURES

**TAKE ADVANTAGE
OF DEEP FUNCTIONALITY**



The features offered in TechnologyOne's Travel & Expense Management solution exist because we listen to what our customers want.

Configurable expense types

- Accommodation
- Taxis
- Airfares

Multiple payment methods

- Pay employees after travel
- Pay employees in advance
- Pay travel provider
- Pay travel agent
- Pay using corporate credit cards

Full workflow, facilitating and tracking

- Approval of initial travel request
- Booking the travel
- Confirmation of travel
- Approval of expenses

Flexible travel processes

- Allow travel advances
- Allow modification of travel request during travel
- Track travel and/or expenses

Track all travel details

- Approvals and referrals
- Communication between traveller, supervisor and travel coordinator
- History of changes to travel
- All committed and actual expenditure

Out of the box configurations ready to use

- Includes IATA codes for location¹
- Utilise as a stand alone system
- Integrated with TechnologyOne's best in class, market-leading software

¹ A separate licence must be purchased from IATA for this functionality.

About TechnologyOne

TechnologyOne (ASX:TNE) is a leading enterprise software solutions provider. For more than 20 years we have been providing deeply integrated software solutions for business, government, financial services, health and community, education and utilities. Tens of thousands of people each day use our world class solutions, which we develop, implement and support.

Our organisation-wide solution suite, integrated solutions, and custom designed solutions provide world-class services that are based on leading edge technology and are backed up by a substantial R&D program, providing our customers with a long-term, secure and valuable partnership. TechnologyOne employs more than 700 people and has a presence in seven countries.



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