

# TRAVEL & EXPENSE MANAGEMENT

## Streamline your travel and expense management processes

Get quick access to all travel and expense data, reduce manual routines, increase employee satisfaction and realize a rapid return on investment by streamlining your travel planning and expense reimbursement processes.

Basware Travel & Expense Management (TEM) is a versatile solution that automates your travel planning and expense reimbursement processes, improving payroll accuracy and reducing reimbursement time. The electronic documentation and single entry of all travel and expense management data speeds up the expense administration process and, as a result, makes the process more cost effective. In addition, the software enables reporting, analysis, and direct integration with back end systems, banks, and credit card companies to give you greater control over business travel expenses.

Once entered, data can be used at any phase of the process. Business traveler self-service allows users to fill in the basic data online and makes it easy for management to control and monitor the process. With Basware's easy to use interface, achieving enterprise-wide travel and expense automation is simple.

## Cut costs by reducing processing time

Traditional expense claim reporting typically costs between 15–30 USD per claim. According to our customers' experience; with Basware Travel & Expense Management, organizations can reduce the time and cost of the expense reimbursement processing by two thirds, creating bottom-line savings and optimizing the entire travel-related purchase to pay process. This means that international organizations, which typically spend 20% of total indirect purchasing on business travel, will quickly see dramatic savings. Integration of Basware Travel & Expense Management with financial, human resource, payroll and archiving systems is very straight forward. High levels of automation improve control of travel management and ensure a smooth process from travel planning to expense claim reporting.

### Key Benefits

#### Improved business performance

- Enhanced management of the entire travel-related purchase to pay process
- Eliminate time consuming repetitive manual tasks
- Speed up the travel claim approval process
- Improve reimbursement and payroll accuracy
- Enable fast and practical analysis and reporting
- Seamless integration with other systems such as HR and accounting
- Process purchase transactions from corporate credit cards
- Automate reconciliation of invoice data from corporate cards with travel expense data
- Anywhere, anytime access via browser-based interface

#### Improve compliance, transparency, and control

- 360-degree visibility of expenses through extensive reporting
- Efficient travel authorization and cash advance processing
- Provides easy access to all travel expense claims

#### Savings and return on investment

- Fast investment payback and return on investment
- Streamlines the number of process steps
- Saves time through electronic documentation and interaction

# BASWARE TRAVEL & EXPENSE MANAGEMENT

## Planning business trips

The powerful features of Basware Travel & Expense Management streamline your organization's travel planning and expense administration at each phase of the process.

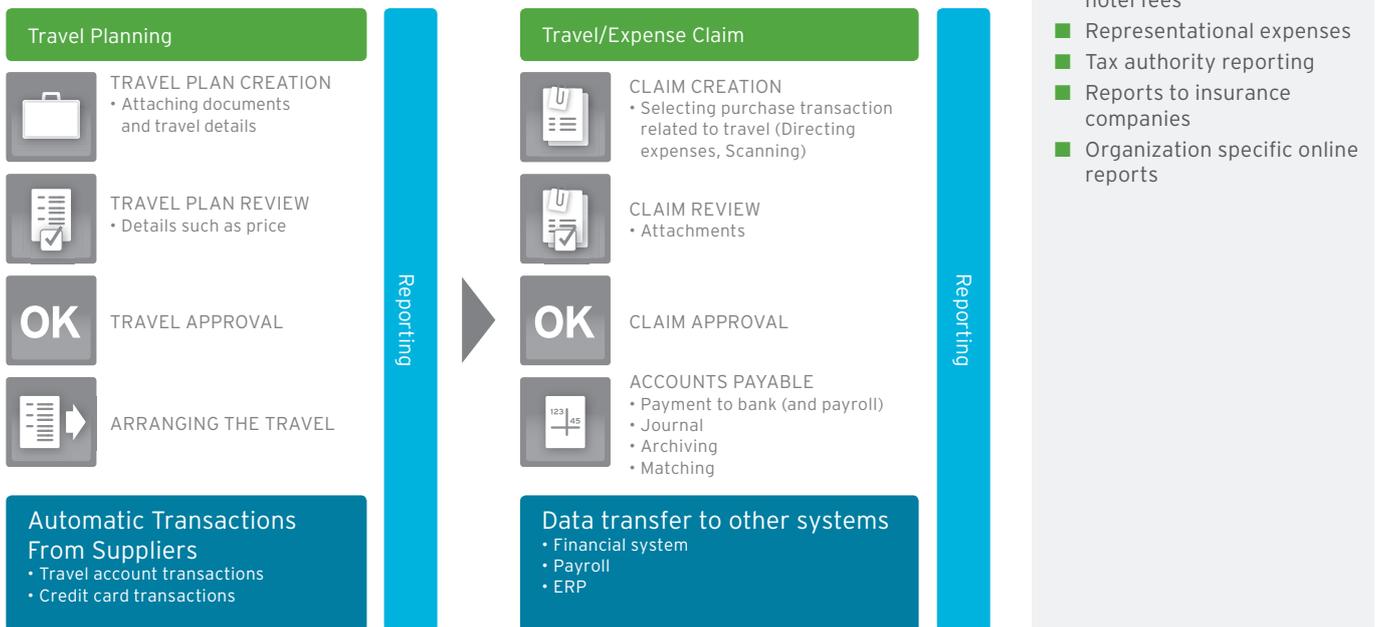
### Plan, approve and arrange the trip

The business traveler starts by creating a travel plan – an internal travel requisition – in the system. An intuitive interface guides travelers through the process of creating a travel plan in four simple steps. The plan includes all the required data, such as dates, cost center, travel advances and attachments.

Completed travel plans are sent for review and approval using Basware's multilevel workflows, which are easily adaptable to your company's policies.

When ready, the supervisor can approve the plan. Once approved, the system automatically sends travel details to the travel management professionals or agency who will arrange the trip. All travel plans can be saved to an electronic corporate archive.

### Basware Travel & Expense Management



## Key Features

### Versatile Reporting

Basware Travel & Expense Management's powerful and easy to use reporting features enable you to monitor and manage your organization's entire travel and expense related spend, as well as its utilization of travel service suppliers. The system offers a full library of reports, such as:

- Business travel costs by project, unit, cost center or account
- Distribution of travel between units, departments, cost centers or accounts
- Travel/expenses relating to individuals
- Accommodation by hotel chain or money spent on hotel fees
- Representational expenses
- Tax authority reporting
- Reports to insurance companies
- Organization specific online reports

# BASWARE TRAVEL & EXPENSE MANAGEMENT

## Claiming travel expenses

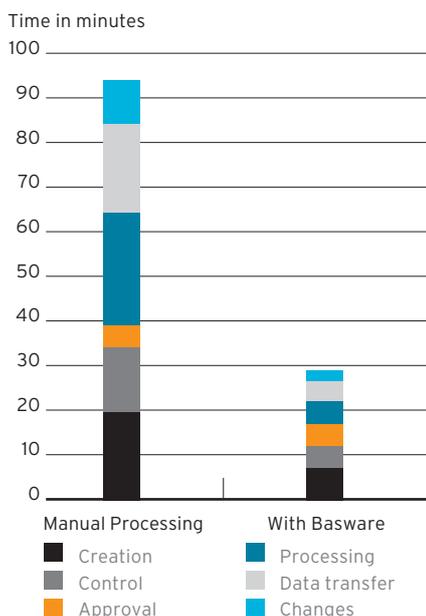
Basware Travel & Expense Management streamlines and increases the accuracy of the reimbursement process by reducing manual routines. This makes the process more efficient and reduces the time it takes to reimburse employees.

After the trip, details such as airline or accommodation fees and credit card transactions can be automatically passed from credit card companies and travel agencies to Basware Travel & Expense Management. The system can also automatically send an email to the business traveler to notify them when this data arrives – making the claims process that much faster.

### Create a claim

Business travelers can create a travel claim based on an existing travel plan or create a new claim in the system. Travelers simply select the purchase transactions related to travel from a list sorted by date, and then direct costs to the right cost center. Expenses paid in cash are manually entered into the system and scanned receipts can be attached to the expense claim.

### Steps of Travel Claim Administration



Organizations can reduce the time and cost of expense reimbursement processing by two thirds, creating bottom-line savings and optimizing the entire travel-related purchase-to-pay process.

### Review, approve, and transfer to payment

When ready, travel claims are sent for review and approval according to company policies. To streamline this process further, the system can simply compare the travel claim to the travel plan and if the value is the same or within a set tolerance, automatically approve the claim and transfer it to payment. Prior to payment, the corporate card invoice data in accounts payables is matched with the approved travel claims.

All travel plans and claims are saved to the traveler's personal archive, with all the data stored according to the organization's own travel policy or government regulations.

### Processing non travel related expenses

Basware Travel & Expense Management can also process claims for typical day-to-day expenses such as office supplies or a mileage claim from the use of a personal vehicle.

Users create an expense claim and send it to the reviewer, who ensures that all the necessary details and attachments have been added. The system's extensive user settings allow you to define multiple review and approval workflows for different kinds of expense claims.

The need for manual data entry can be further minimized if employees use credit cards for their day-to-day expenses. The system will automatically allocate these transactions to the appropriate expense accounts based on the place of purchase identified by the purchase site code.

### Key Features

- Easy to use browser-based user interface for business travelers supports:
- Automated travel planning and travel claim processing
- Employee self-service
- Role-based tools and anywhere, anytime access (web-based for business travelers, and Windows-based for travel management professionals)

#### Automatic travel planning and expense processing

- Better availability of data on travel expenditure
- Built in travel regulations for many European countries
- Automatic daily update of currency rates
- Travel authorization and cash advance processing
- Fast processing and timely payments with reduced manual handling
- Fast investment payback and verifiable ROI

#### Seamless integration

- Single point of data entry
- Easy integration with ERP, financial and HR and archiving systems
- Accurate and automated reimbursement through payroll system

# BASWARE ENTERPRISE PURCHASE TO PAY SUITE

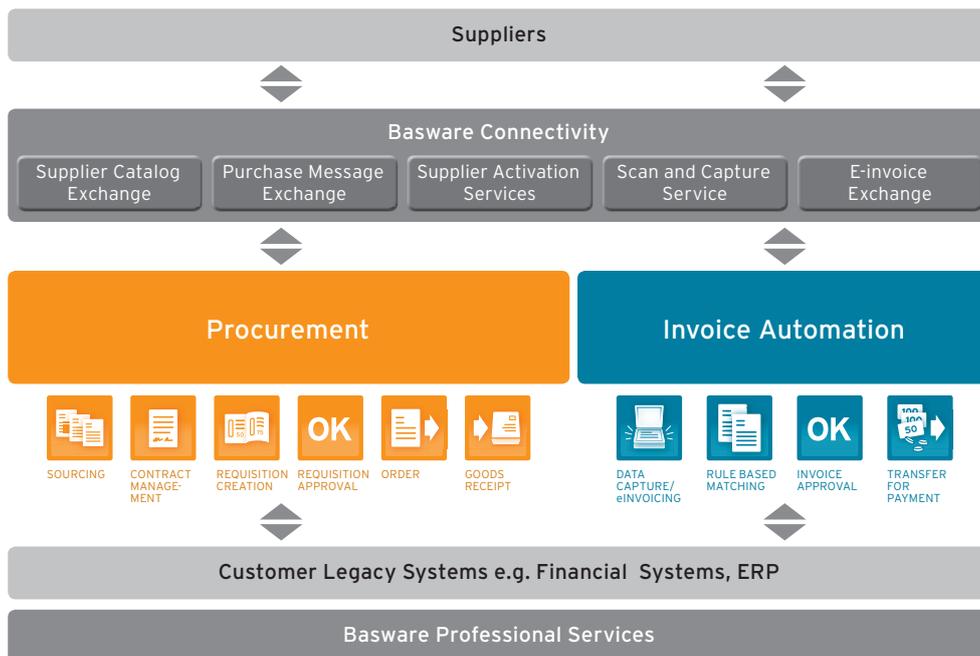
## The leading solution for purchase to pay automation

Gain maximum benefits by streamlining your entire purchase to pay process. Basware Enterprise Purchase to Pay solutions automate three key support processes: procurement, accounts payable and travel & expense management.

Basware solutions deliver value by providing control over all aspects of the process with total visibility of every document in the system, its history, and current status. Basware addresses the needs of the professional and light users, providing ergonomic and efficient user experiences above industry standards. Built-in intelligent process automation and powerful exception management increase efficiency and reduce costs. By choosing Basware you can think big but start small; Our packaged composite applications provide step-by-step guidance to help you build a high impact end-to-end solution that fits your organization's needs best.

Basware's Enterprise Purchase to Pay solution offers easy implementation and roll-out. Basware is compatible with over 200 ERPs and has certified integration with all leading ERPs on the market. Microsoft's "Certified for Windows Server 2003", "SAP Certified Interface", and "Certified for SAP Netweaver" certifications and endorsements guarantee seamless integration with the Basware Enterprise Purchase to Pay solution.

Basware's suite provides a global solution for purchase to pay automation that cannot be matched by any other workflow solution or ERP.



### Key Features

- One solution supports your entire P2P process
- Manage the sourcing process including creation of RFPs, bidding and selection
- Manage contract creation as well as purchasing and invoicing against your contracts
- Automate the Accounts Payable process with invoice to order matching and Smart exception handling
- Go paperless, send and receive e-Invoices and related purchase documents
- Consolidate data from multiple backend systems into one place
- Handle multi-language, multi-currency and multi-company environments with one solution
- Maintain total visibility and control over the whole process

Basware is the global leader in purchase-to-pay solutions with more than 1,500 customers and 1,000,000 users in over 50 countries around the world.

Basware solutions are distributed and implemented in Europe, the US, and Asia-Pacific through an extensive network of Basware offices and business partners.

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Email [info@basware.com](mailto:info@basware.com) to find out how you can take control of your Travel & Expense related costs and processes.