

TRAVEL AND EXPENSE REPORTING - ANYWHERE, ANYTIME

Do you want to give your employees an easy way to submit expenses from the office or on the go, while capturing all travel and expense costs as part of your organization’s overall spending profile?

IT’S POSSIBLE WITH BASWARE EXPENSE MANAGER

Make expense submission easy for employees

- Create expense reports from any device - desktop, laptop, or smartphone. Conveniently use the integrated receipt capture feature to take pictures of receipts right from your smartphone and attach the images to expense reports through real-time uploading or from your photo library.
- Advanced image recognition functionality makes it easy to capture information from receipts. All you have to do is take a photo of the receipt and relevant expense details are automatically captured by our OCR engine to reduce manual effort involved. Simply

review and confirm captured data.

- Connect to Google Maps to automatically calculate distances and compare mileage travelled.
- Load your expenses directly from credit card providers. Electronically submit all charges and receipts for reimbursement and receive email updates regarding the status of expense reports.

Make expense approval process intuitive for managers

- Easily verify expenditures and approve or deny reports - from anywhere, at anytime. Quickly and simply notify submitters and approvers when expense item is in violation of internal Travel and Expense (T&E) policies.
- Match credit card transactions to receipts and configure notifications for unmatched

receipts and discrepancies. If an expense cannot be matched, easily flag it for manual review.

- Ensure compliance with corporate T&E standards, track T&E spending against budgets, and access spending analytics.

Improve tracking and reporting of expenses

- Track all expenses whether employees are using a personal card or a corporate issued credit card.
- Multi-currency support enables global organizations to capture and all of their expenses in the relevant currency.
- Access all spending associated with employee travel costs. Make better decisions when you have detailed reports, dashboards and analytics within easy reach.

Organizations spend

6-12%

of their annual budget on T&E costs

Employees losing receipts is the

#1 pain

point for T&E administrators

Processing an expense report manually costs

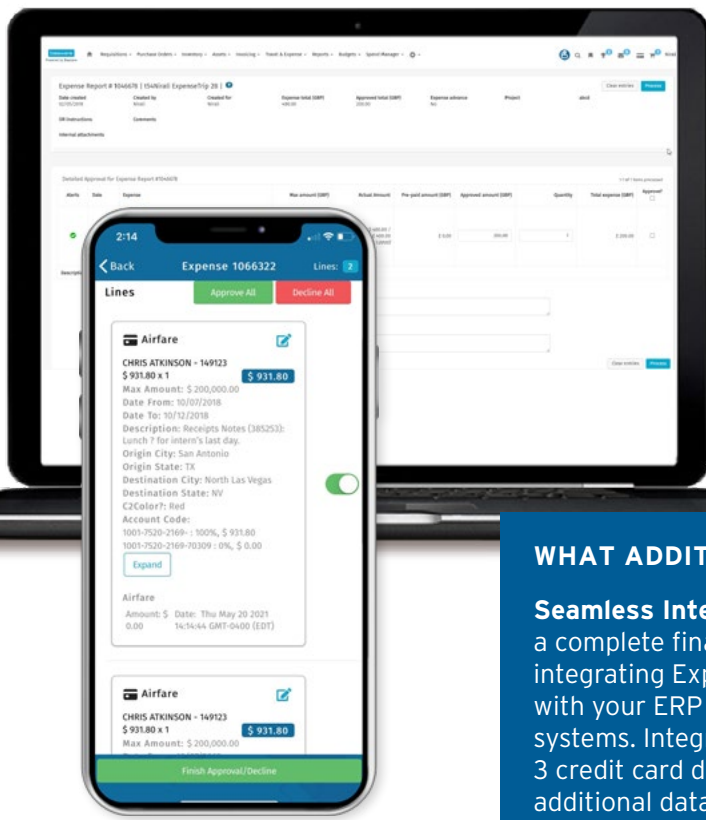
4 times

an electronic report

Expense reimbursement fraud accounts for

15% to 17%

of all business fraud



PRO TIP



According to Levvel Research, the cost to process expense reports significantly reduces with automation - while a manual expense report costs \$26.63 to process, automation reduces the average processing cost of each report down to \$6.83.

WHAT ADDITIONAL BENEFITS WILL YOU REALIZE?

Seamless Integration - Gain a complete financial picture by integrating Expense Manager with your ERP and accounting systems. Integrate with Level 3 credit card data to ensure additional data points are added to expense reports by capturing merchant name, address, hotel and rental car information, and other pertinent details.

Employee Satisfaction - Make it easy for your employees to submit expenses from anywhere, anytime. Drive user

adoption of your expense management system while increasing employee satisfaction by ensuring that employees are reimbursed in a timely manner.

Spend Analysis - Turn suppositions into strategic spending decisions. Gain an understanding of what and how your organization spends on employee expenses. Use these insights to enforce corporate spending policies and improve decision making through timely and accurate information.

WHY BASWARE?

- 1. 100% Expense Capture** - Do you prefer to spend hours sifting through scattered documents or have highly detailed data delivered right to you - stressfree? We assume the latter. We help you capture more data than any other provider and deliver actionable insights to make decisions based on that data. Integrating expense management into the purchase-to-pay process aggregates even more data to help you gain visibility and optimize business functions.
- 2. 100% Spend Visibility** - We're the only company that can deliver 100%

spend visibility with 100% invoice capture, 100% user adoption of e-procurement, and 100% supplier connectivity. Advanced solutions like Expense Manger help you get more spend visibility to build that full spending profile.

- 3. Simplify Operations, Spend Smarter** - The beauty of extending

automation further is that you can spend smarter without working harder. Let our system streamline your processes so that you have even more critical insights right in front of you. Better insights lead to better decisions when managing expenses.

For more information,

CONTACT US

ABOUT BASWARE

Basware is the only procure-to-pay and e-invoicing solution provider that empowers businesses with 100% spend visibility through 100% data capture. Our cloud-based technology enables organizations to fully manage their spend, mitigate financial risk and reduce the cost of operations via automation. With the world's largest open business network and an open technology ecosystem, we are uniquely positioned to deliver the solution required for Visible Commerce, which provides customers with complete transparency into all the flows of money, goods, and services around the world. A global company, Basware has offices in 14 countries and is traded on the Helsinki exchange (BASIV: HE).

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