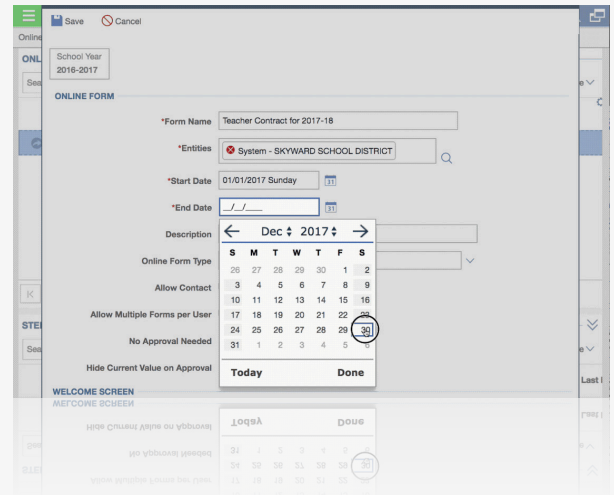# EXPENSE REIMBURSEMENT

HELP YOUR EMPLOYEES REPLENISH SOONER. TAKE THE STRESS OUT OF NECESSARY EXPENDITURES.
ENJOY A TRANSPARENT REVIEW AND APPROVAL PROCESS.

- Attach notes, receipts, and screenshots
- Set up default accounts based on reimbursement type
- Managers can review details and approve from anywhere

NO MORE TAPED RECEIPTS

If your current process includes taping receipts onto blank sheets of paper, it's time for an upgrade. Eliminate those paper records – now, employees can scan hard copies or take screenshots of electronic receipts and attach them to their digital reimbursement request.

ELIMINATE ACCOUNT CONFUSION

You can segment reimbursement accounts for travel/non-travel and other purposes. When an employee enters a reimbursement type, they'll only be able to access the relevant accounts. That kind of accuracy is tough to duplicate with manual spreadsheets.

QUICK TURNAROUND

Approved expense reimbursements are automatically routed to accounts payable, so your account balances will always be up-to-date and your employees will see the money in their accounts that much faster. Incurred expenses should not be a financial burden on your team.

EMPLOYEE PORTAL

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