

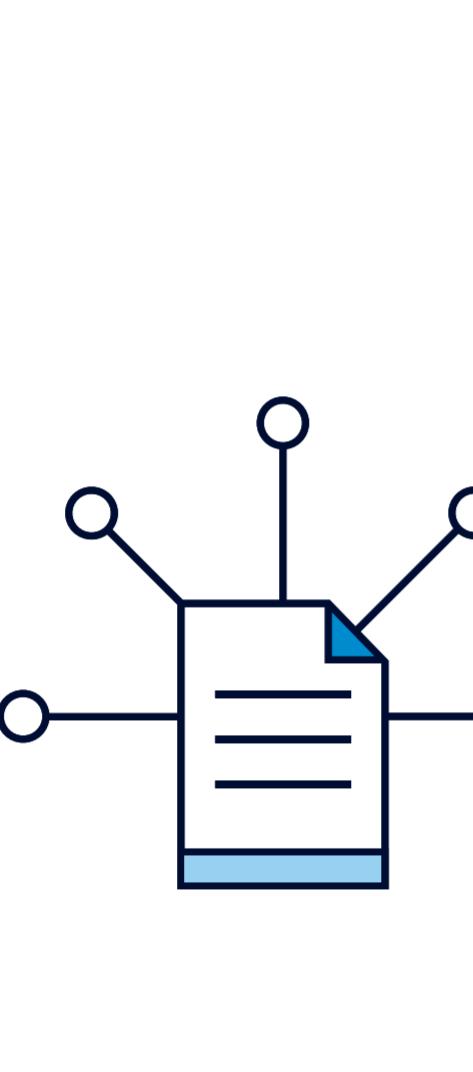
## Six Public Sector Travel & Expense Must-Haves

### What Can the **Right** Spend Management Solution Do for You?

Spend management solutions take public sector financial control to a whole new level. Benefits of faster processing, stronger compliance, game-changing reporting and analysis are already being enjoyed by early adopters in the public sector. But whilst automation is definitely the smart choice, not ALL solutions offer ALL of the possible benefits.

**Here are the six must-have spend management benefits to look for...**

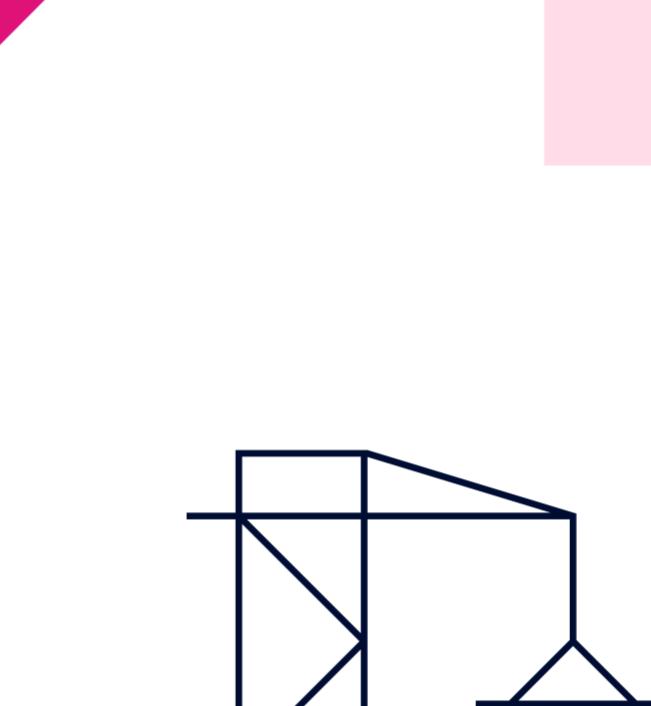
#### 1.



##### Quicker process times mean better services

Drive out errors throughout the expense process, freeing up time to focus on the front-line services that matter most. Eliminate errors caused by a manual process and reduce the need for focus from the finance team... leading to **greater job satisfaction**.

Claims are built by employees throughout the month, therefore eliminating mistakes.

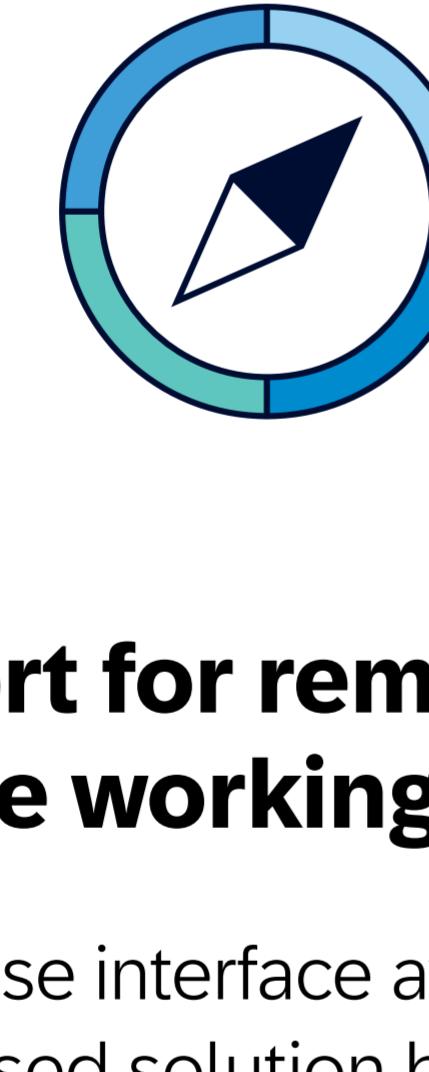


##### Claim on-the-go... save time!

Reduce the end-of-month dread and wasted time pulling together an expense claim. OCR technologies give employees back **valuable time** to deliver services.

Expense claims can be compiled on the go, not just at the end of the month.

#### 2.

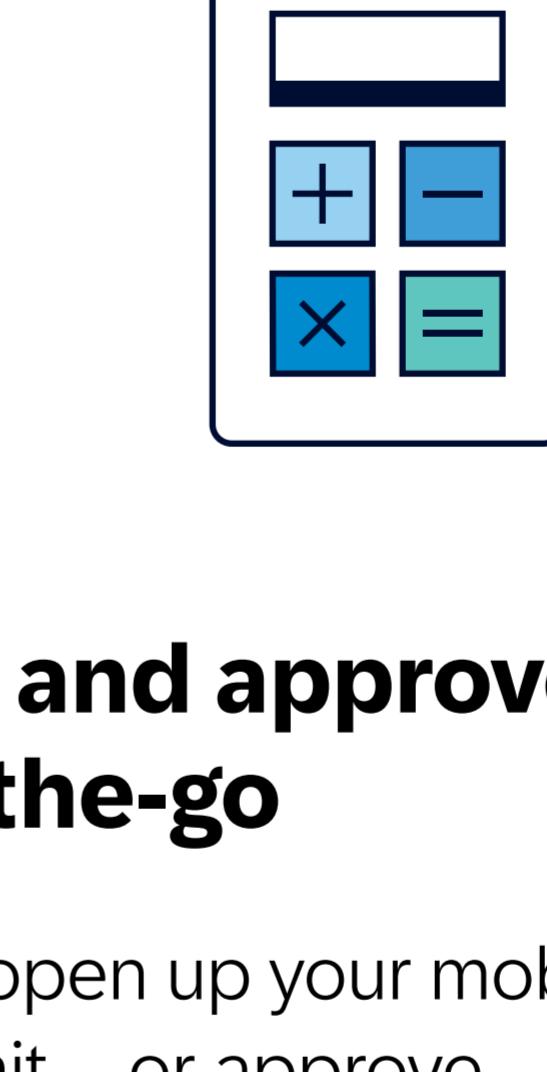


##### Granular visibility into spend

Who, What, How, When, Why?

Drilling down to every line item leaves no spend-related question unanswered.

Customisable reporting and analysis enable government agencies to act intelligently and demonstrate their financial prudence. Utilise analytics to plan ahead with **data insights** into topics like sustainability.



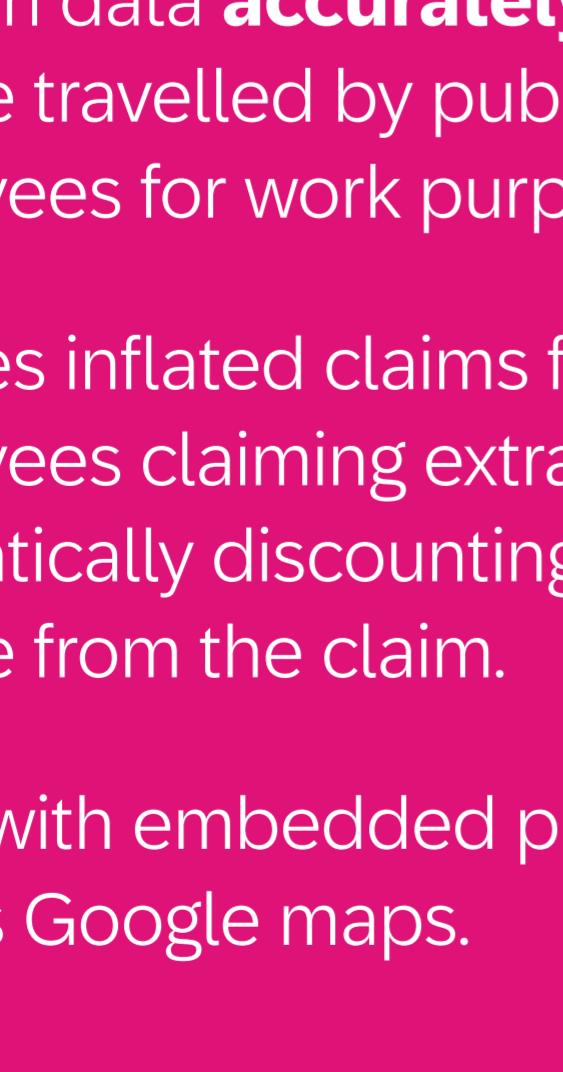
##### Stand up to scrutiny!

Full details of every claim provided for every line item.

Assurance that all expenditure is visible and accountable.

Team members with differing levels of digital literacy benefit from an intuitive tool, **smoother processes** and greater confidence

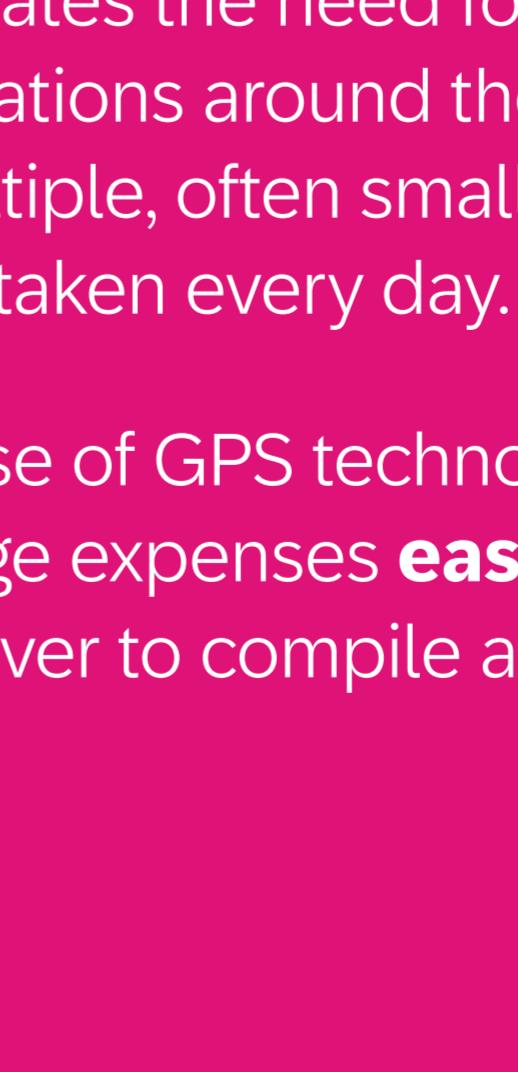
#### 3.



##### Automatic policy enforcement

Rather than just presenting employees with a lengthy policy document or having to correct policy breaches AFTER spend has happened, enforcement occurs automatically at the time of expenditure. The result? Improved **control** over employee spend.

Works with embedded partner apps, such as Google maps.



##### The burden of interpreting of policy is lifted!

A simplified process means it's **easier** than ever to provide full details of every claim.

Users don't have to worry about memorising pages of complex policy documents before submitting their claim. Enforcement happens behind the scenes in the system, automatically.

#### 4.



##### Digital receipts mean less errors and time spent administrating resolutions

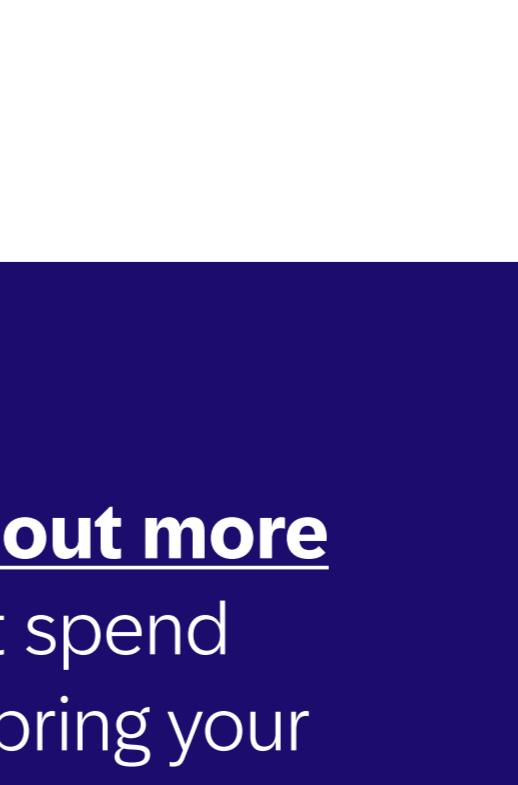
Reduce the burden on back end functions by removing the problems of lost receipts, bad handwriting, typos etc.

Digital receipts serve as a valid proof of spending, and a decrease in paper-based processes provides a welcome boost to **sustainability** policies.

##### Faster reimbursement, less hassle

Just take a picture of the receipt and upload it. **Reimbursement** is possible from the time the photo is submitted.

No more hunting around for lost or damaged receipts at the end of the month to post or bring to the office to scan and log.



##### Log and approve expenses on-the-go

Just open up your mobile phone and submit – or approve – expenses as they happen.

Less chance of losing track of expenses as the month progresses.

**Avoids** unnecessary trips to the office.

#### 5.



##### Support for remote and flexible working

Easy-to-use interface available as a cloud-based solution both on mobile (iOS/android) and desktop.

Suits the mobile nature of some government employees and addresses the trend towards remote and **flexible working** patterns.

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##### Removes headache of self-certification

Eradicates the need for complex calculations around the total distance of multiple, often small journeys undertaken every day.

The use of GPS technology makes car mileage easier and quicker than ever to compile and claim.

#### 6.



##### Full audit of trip, the mileage and receipts

Location data **accurately tracks** mileage travelled by public sector employees for work purposes.

Reduces inflated claims from employees claiming extra mileage whilst automatically discounting the commute mileage from the claim.

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