



# FlowCentric Expense Claims Management

## Expense Claims Management

**Expense claims are paid out every month but is it not always clear what outputs were achieved by these expenditures. This disconnect costs companies!**

Employees claim for a range of expenses including flights, travel, and accommodation, or physical expenses such as gantry fees and fuel. While claiming for these expenses is commonplace, a surprising number of companies still require employees to submit their expenses manually and on a monthly basis.

This approach generates an enormous amount of paperwork and manual processing, which may result in calculation errors. Not only are busy employees left stuffing their pockets, wallets and briefcases with wrinkled receipts, but finance often needs to process and calculate all these claims during the busiest time of the month. When salaries and month-end need to take priority, the last thing you want is something slowing the process down.

## Travel Requisition Management

**Travel Requisition Management from FlowCentric Technologies caters for employees who need to book flights, accommodation, or a rental car, and request a subsistence allowance.**

Employees can capture additional physical expenses after the fact, thereby closing the loop between the physical expenses which they have incurred and the reimbursement.

The Travel Requisition Management process caters for both local and international travel. Employees can specify the currencies they require for their travels. The process is flexible enough to handle your company's authorisation rules, quotation gathering, and the communication between requestor and approver.

Requestors receive an itinerary which lists the flights that have been booked, including connecting flights, the car hire and accommodation details and any other relevant information. If advance payments are required, or cash payments for taxi's and visas, these expenses are included, and physical proof of these expenses can be loaded when the employee returns from their journey.

### Top Ten Benefits

- Speed up processing and approvals while reducing administrative costs.
- Employees can submit expenses as they travel.
- Lower the risk of human error and fraud throughout the expense procedure.
- Leverage the intelligence and data that the solution provides to improve the business.
- Track trends and negotiate discounts with regular suppliers
- Monitor employee expenses and easily identify patterns or irregularities.
- Control cash flow by enforcing policies and approval procedures before costs are incurred.
- Boost profitability by reducing operational expenses.
- Access a quick overview of expenses.
- Generate fast, reliable and accurate expense reports

**In an age where so many business functions are automated, if your expense claim management process still relies heavily on manual processing – it's time for a change.**

Expense Claims Management from FlowCentric Technologies streamlines the calculation, submission and reimbursement of both the physical and travel expenses an employee incurs on behalf of the company. This transparent process is supported by company policy rules and enforced approval thresholds, ensuring compliance and control over business expenses.

**Contact us if you would like to automate and manage your expense claims with the Expense Claims Management process from FlowCentric Technologies.**