

# A checklist for travel invoice systems



## Five signs that the system is the problem

Managing travel and expenses is an important part of a company's finances. Transparency and control over travel expenses and what can be invoiced is therefore very important. Employees should be reimbursed for their expenses quickly and efficiently to avoid wasting time unnecessarily or causing irritation.

Your travel invoicing system should be able to do all of this efficiently and transparently so that you are always in control. If it fails to do one or more of these things, you should consider replacing it. This checklist highlights the signs that your travel invoicing system is probably outdated and also indicates how it could affect your business.

### 1. You rely on manual processes

Relying on manual processes to manage travel expense claims may be a sign that you should consider a system with automation capabilities. Taking responsibility for maintaining and following complex regulations based on forms or spreadsheets is a difficult task, and employees are given far too little help and guidance on how to complete travel expense claims. Manual solutions will also require approval, and paper documents that are printed unnecessarily have to be filed.

As the business grows, manual solutions become an obstacle to the effective reporting and control of travel expenses and often lack traceability and auditability.

### 2. Time-consuming processing

Do you know how much time it takes to process and reimburse travel expense claims each month?

- Checking receipts
- Checking meal allowances
- Calculating VAT and reportable costs
- Checking expenses against the company travel policy

- Following up with managers for approval and authorization for payment
- Correcting and recording information in the accounts system and in the payroll
- Calculating the average processing time per travel expenses claim

### 3. No clear overview

For many companies, travel costs are the largest expense after salaries. Aberdeen Group estimates that, on average, this amounts to more than 10% of companies' costs. But how many companies actually know what they spend on flights, hotels, or entertainment? And if they don't know the answer, can they quickly get an accurate overview?

Relying on spreadsheets or other non-integrated systems means that this information is difficult to access or not available at all. A travel expense solution that is integrated into your financial system makes it easy for you to get an overview of your costs, when and how often they occur, and how they are distributed across departments and projects. This gives you control over costs and payments of claims, better profitability analyses, a basis for improved supplier contracts, and much more.

Managing travel expense claims doesn't have to be a nightmare. We have the technology available, for example, in our smartphones, that allows us to free up resources so that the finance department can focus on revenue-generating activities, and end-users and line managers can concentrate on their core tasks.

### 4. Significant variations in travel costs

If employees with identical roles and the same travel patterns have major differences in their claims, this could be a sign that your system is not good enough.

Assuming there is a travel policy in place, it can be improved by making it clearer and enforcing it. Another

option is to have a travel expenses solution that manages (MQ)all the rules and guidelines so that all data is correct the first time it is submitted.

Users receive automatic reminders, and claims are validated, making it easier to comply with both legislation and company policies every time.

## 5. Travel expense claims are submitted late and pile up

If the process of completing and submitting travel claims and expenses is slow, difficult, and frustrating, then employees tend to put it off. This often leads to an increased workload for the finance and payroll departments. Managing a large number of travel expense claims at the same time as monthly and quarterly closing deadlines is inefficient, increases the risk of errors, and gives a false picture of the cash flow and liabilities of the business.

Employees in these important functions should not be exposed to this type of stress. If employees who are traveling have a simple, user-friendly solution for recording and documenting their expenses on their mobile, the problem is solved. They submit their travel expense claims when their trip is over, and finance and payroll staff can focus on their core tasks.

## We think you might be surprised

Does managing travel expense claims really need to be so time-consuming? What if the easiest way to complete and manage travel expense claims

could also be the most efficient? By offering automatic compliance with the relevant legislation and regulations, support for the online processing of both travel expenses and receipts, user-friendly and intuitive interfaces, and configurable, integrated systems, a good system can help free up your employees' valuable time.

## More than just travel expense claims

Travel & Expenses is part of the Time & Expenses by Unit4 product portfolio, which consists of three individual products for travel

invoices, time recording, and workforce planning. These can either be used individually or together as an integrated solution that handles all the planning, recording, and processing of time and expenses – integrated with your payroll and financial system.

## Want to know more?

For more information about Unit4 Travel & Expenses, visit <https://timeandexpense.unit4.com/en/products/travel-expenses>, send us an email at [info.group@unit4.com](mailto:info.group@unit4.com)

