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Travel
Expense App

Crew Members can now submit travel expenses easily and instantly. A receipt's data and image can now be captured at the same time an invoice is filed and assigned to a rotation or as a non-related expense and transmitted instantly or later if off the grid. By combining submitted data with company data from automated preprocessing travel policy rules are enforced, with inconsistencies or false claims being flagged automatically.
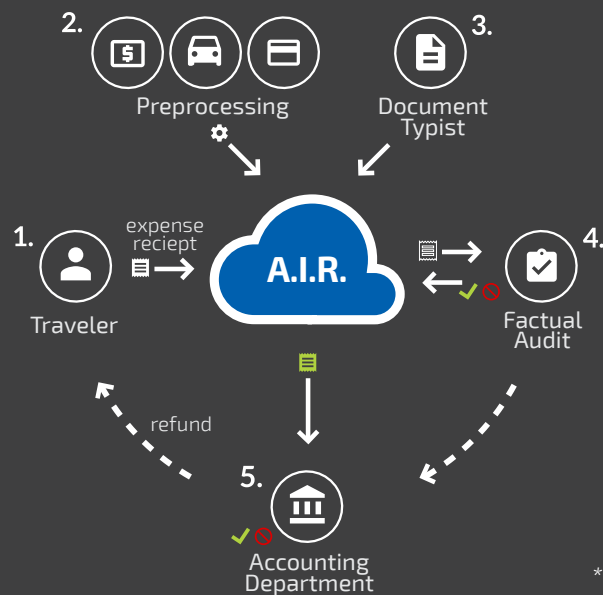
The bill of expenses, consisting of corresponding form-data and receipt images, is sent for factual audit to Crew Planning where any expense is verified. Thereby compliance with company's travel policy is reviewed, automatic adjustments checked and approved by a human employee.

Once approved, the data packet is sent to Accounting where the travel expense will be logged, a refund issued, and the entire transaction archived. Besides approval, multiple reject and inquiry scenarios can be initiated.

Benefits:

- Paperless
- Secure
- Archive and audit of all changes
- Streamlined
- Enforces travel policies
- Delineates and assigns company's payments to travels

Travel Expense App

2. Preprocessing

3. Document Typist

1. Traveler

expense reciept

A.I.R.

4. Factual Audit

refund

5. Accounting Department

All transactions are archived

How it Works

1. Travel Expense iPad App or Traveler Portal

- Crew Members submit their receipts and create a bill of expense.
- Users can easily upload receipts via camera photo or scan.
- Every single receipt during a travel can be captured instantly and sent later when travel is finished.

2. Preprocessing

- Import of company's invoices from e.g. AMEX, Sixt, etc. with automatic determination if employee and rotation related and if so automatically assigned
- Manual assignment of travel related expenses that were not automatically matched.

3. Document Typist

- Guarantee existence and quality of documents
- Upload mailed-in receipts to matching traveler/ rotation

4. Factual Audit

- Validate filed expenses against image of paper receipts
- Validate expenses against company travel policy and amounts reduced where applicable
- Approved bill of expense will be forwarded to Accounting; rejected travel expenses will trigger an automatic Traveler notification.

5. Accounting

- Validate receipts regarding formal requirement
- Parse paper receipts and their resultant taxes based on location, amount, goods/services, etc.
- Record expenses to company's financial accounts and cost centers
- Issue refunds to Crew Members and initialize transfer to accounting system

Traveler

Option 1: File Expense via web portal

Option 2: File Expense via iPad App

Overview: Monitor status of filed expenses

Factual Audit / Accounting
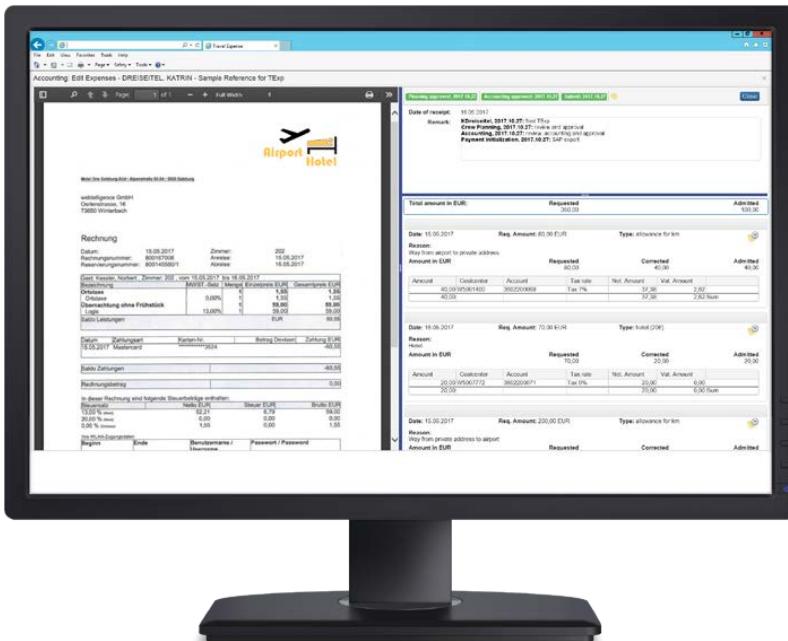
An example of the view Accounting will have when comparing and evaluating paper receipt(s) (as scanned images) to the collected/known data.

Advantages

- No receipt handling

- Strictly defined workflow

- Automatic applying of policy rules

- Guided merge of company and crew member expenses

- Documents are printed with barcodes for instant access

- Reporting capabilities per Crew Member travel and other planning relevant parameters

Request Project Estimate

For more information or to request a project estimate contact us at:

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