

Expense Claim Manager

Expense Management and Automation—On Demand

Take out cost—regain control

For many organizations, the cost of processing a travel and entertainment (T&E) expense claim can almost equal their average claim value. The cost of expense management throughout the organization eats into the bottom line. But this is one cost area where a company can take control and increase visibility and efficiency.

Expense Claim Manager (ECM) from First Data can dramatically reduce processing costs by more than 60 percent and increase control over travel-related expenses. ECM provides a comprehensive, expense-automation solution that manages all expenses; card transactions, out-of-pocket and mileage. The solution is implemented very quickly, so your company sees fast return on your investment. It's Web-based, so it can be used by staff while traveling, from anywhere with an Internet connection. Because ECM is a service, there is no up-front installation cost, no capital expenditure on hardware and no IT infrastructure setup cost.

Staff are eager to use the service, too. Employees can receive reimbursements in one-third the time it would take without expense automation. Managers welcome the policy controls. And managers and employees welcome the time saved by workflow automation and the huge reduction in time spent rekeying data. ECM can also provide increased accuracy of data, automated exports to their accounting systems and spend analysis tools that help them to negotiate discounts.

Benefits at a Glance

- Save time and cost
- Control expenditures
- Gain immediate return

Why expense automation is *critical* to your business

Many companies simply do not realize the impact and costs of manual, paper-based expense handling throughout their organization. The expense automation benefits that ECM provides can make a huge difference to your business. These include:

- Time and cost of expense management, which can be dramatically reduced throughout the organization
- An increase in quality and accuracy of information and accounting processes
- Cash-flow and budget utilization are managed much more effectively
- Highlighting of policy exceptions, card misuse and overdue expenses
- Increased work efficiency, quality and staff satisfaction as a result of workflow methods, convenience and ease of use

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Do you dread expense deadlines? ECM can help

Many staff regularly face administrative headaches when handling expenses. For example, peak volumes of expense claims can pile up on administrators' desks soon after bank statements arrive. A lot of time is then spent on tasks such as reconciling claims with statements, spot-checking for unusual expenses or pursuing overdue expenses. ECM automates all of this and more. It even provides e-mail tools to assist the administrator in contacting claimants or approvers—removing the need for ad-hoc phone calls.

"Where did our budget go?"

Do department managers need ad-hoc reports on historical spending for their departments or teams? Do they need to know where their budget is being spent? Forget creating ad-hoc spreadsheets each time—ECM provides all of the up-to-date information and analysis instantly available on demand.

"Just leave it on my desk—I'll get to it when I can"

How many staff hear that response when they submit their expense claim? For department managers, it can be hard to find time to process peak volumes of paper-expense claims. Even the time spent simply moving paper around the organization and checking policies means that normal work may be adversely affected. ECM automates claims management, so the expense claims that need your attention as a manager are highlighted to you while forwarding on those that can be dealt with by others.

A Global Leader in Electronic Commerce

First Data powers the global economy by making it easy, fast and secure for people and businesses around the world to buy goods and services using virtually any form of payment. Serving millions of merchant locations and thousands of card issuers, we have the expertise and insight to help you accelerate your business. Put our intelligence to work for you.

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