Unit4 Travel & Expenses

Unit4 Travel & Expenses makes the whole travel and expenses process a better experience for both the business and employees.

The user friendly and flexible system enables employees to register their travel and expenses claims online using computer, tablet or smartphone, without needing training or knowledge about current regulations, rates or relevant expense account codes. Whether the employee's expenses are simple or complex, their whole expenses claim is accessible from a single page.

Unit4 Travel & Expenses:

- Shortens expenses management time from entry to payment.

- Provides potential savings in expenses management of over 50%.

- Helps enforce expenses policies.

- Enables expenses management 'on the move'.

- Gives a straightforward overview of non-conformities and key figures figures using role-based dashboards.

- Reduces risks by incorporating policy enforcement controls.

- Makes the control and filing of expenses reports more efficient.

Adjusted to your needs

Unit4 Travel & Expenses is a flexible system which can be easily configured to meet specific needs. A wide range of travel expenses requirements can be processed in the one system. In addition to travel expenses claims that incorporate government-recommended travel allowances or company allowances, other types of expenses claim can be defined with specific procedures, expense categories and cost types.

The system can be easily configured to allow data to be entered at a detailed level by cost center, project or other dimensions to meet specific organization requirements. Unit4 Travel & Expenses includes a flexible workflow for reminders, validation, authorization and reporting, giving the organization an overview and control of all travel and expenses.

Simplifying finance and payroll work

Dedicated functions for finance and payroll employees help simplify their work, while increasing the efficiency of follow-up, reimbursement and helps control filing activities. The automatic updating of exchange rates further reduces administration tasks.

Credit card transactions

When credit card transactions are made they can be automatically entered and matched against travel dates, simplifying the input process. If employees have taken advantage of the ability to add expenses en-route via their smartphone, their travel expenses report is practically completed by the time they return.

Available anytime, anywhere

With Unit4 Travel & Expenses, expenses can be entered and approved on a range of devices. The full version supports most browsers on PC, Mac and tablets, while a mobile HTML5-based version makes it accessible on most smartphones, including iPhone, Android, Windows Phone and Blackberry.

The mobile version is not an app but a seamlessly integrated interface into the core product, designed specifically to give you the focused functionality you need to keep up-to-date while away from the office.

If you have both Unit4 Travel & Expenses and Unit4 Time Management, you can enter the cost of your travel ticket or the time you spent with a customer straightaway. If you're a department manager or project manager, you can rapidly approve travel expenses and timesheets so invoices can be issued without delay.

Travel & Expenses also integrates with the Expenses mobile app which can calculate your mileage for you, based on GPS tracking.

System integration

Unit4 Travel & Expenses seamlessly integrates with Unit4 Business World (formerly Agresso) and Unit4 Financials (formerly Coda), but as a best of class solution it also integrates equally well with most other ERP, Finance and Payroll applications.

The basis for reimbursement of travel expenses or invoicing of projects is transferred to the ERP, Finance or Payroll system, and master data about employees, users and projects can be synchronized so it only needs to be updated in one place.

Want to know more?

For more information about Unit4 Travel & Expenses please visit: **www.unit4.com** or email: **info.group@unit4.com**

About Unit4

Unit4 is a leading provider of enterprise applications empowering people in service organizations. With annual revenue north of 500M Euro and more than 4000 employees world-wide, Unit4 delivers ERP, industry-focused and best-in-class applications. Thousands of organizations from sectors including professional services, education, public services, not-for-profit, real estate, wholesale, and financial services benefit from Unit4 solutions. Unit4 is in business for people.

UNIT4