NOVATIVE
Global Payroll & HR Services
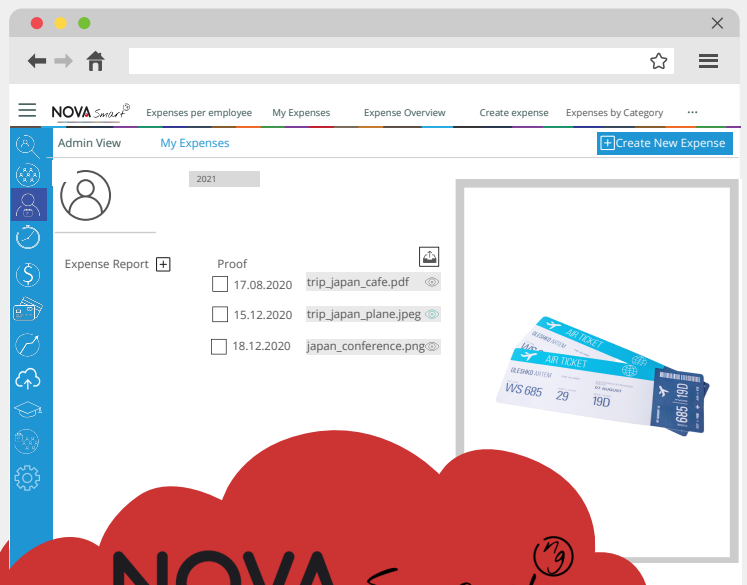
MODULE FACTSHEET
EXPENSES

SNAP & SUBMIT RECEIPTS

By automating your expense management, you reduce the time spent on accurately reimbursing your employees.

Snap and submit your receipts – it is as easy as it sounds. The software is designed to make each step along the process as simple as possible. Your employees will enjoy using this tool, while your business will benefit, with an **accurate and efficient method** which takes **less time.**

Manage your expenses from **anywhere and at any time**, whether you are in the office, at home or on a business trip!
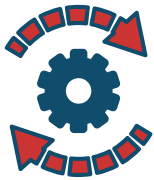

SAVE TIME & MONEY

Eliminate inept paper processes which cause a considerable administrative strain on your HR team. Implement it now & start benefiting straight away!

Integrate with Ease

- Integrate the expense module with your current payroll software
- Reimburse expenses at the same time as paying wages
- Incorporate budget thresholds

- Access module on most mobile devices for quick reimbursement processes
- Send alerts to achieve the best results

SIMPLIFIED EXPENSES FROM A TO Z

Your employees will be able to control the whole process on the go, from taking photos of receipts and allocating expenses to submitting and tracking them.

Automated Management

- Take a quick picture, allocate & submit the receipt in minutes
- Simple approval process with option to comment on decision
- Submission from employees can be clearly viewed along with uploaded receipts

- Add expenses in any currency
- Calculate multi-currency conversions within the module
- Categorize your receipts & have an overview of your expenses for travel, transport, food, etc.

MORE THAN REIMBURSEMENT

Our solution can manage the basic expense reimbursement tasks but also offers many additional features that support you in the reduction of manual tasks & double entry of data.

- User-friendly track records of expenses submitted, reimbursed, or declined
- Add & integrate business or personal credit cards
- Manage business specific rules & constraints
- Process VAT Return & Collection via the software
- Global view to keep-in line with budgets
- Securely store, efficiently organize & correctly assign all receipts

Secure.Compliant.Customized.

HRMS Your Way!

- ☑ Only choose the modules you need
- ☑ Customize & parametrize the solution to your individual requirements
- ☑ Centralize your HR processes within one data base
- ☑ Eliminate manual processes & switch to efficient digital streamlined HR & Payroll.

NOVATIVE
Global Payroll & HR Services

Novative SA
Rue de la Morâche 9
1260 Nyon 1
Switzerland, VD

✉ sales@novative.com