

# Simplify Expense Reports with **Expense**



The EXP Expense app empowers users to easily log billable expenses and attach them to an Expense Report for approval. The entire process takes place within the app, from creation to verification. If you're tired of using temperamental Excel templates and hoarding receipts until Accounting asks for your reports, keep reading!

**45% of employees state that reimbursement delays left them with less to spend on personal purchases.**

- 2019 Conferma Pay Insight Report

## **My Expense Submissions**

The "My Expense Submissions" box holds the user's name in the top left corner of the window. It shows the total dollar amount users file for reimbursement within the calendar year.

## **Create Expense Submission**

You can create Expenses manually or by uploading an image:

- Manually: Use the drop-down menus and type in the required fields.
- Uploading images of receipts: Click the "Upload" icon to upload a receipt image. During the upload, the app uses optical character recognition to scan the receipt and auto-fill fields like the transaction date and dollar amount spent.

## **Approval and Verification**

Admins can select "Expense Reports" from the menu to view all submitted Expense Reports from users. Admins then select "Details" to view and verify reports. The "Approve" and "Reject" buttons are also located in this window. After admins decide, the user receives a notification about the request's status in the app.

## **My Expense Submissions Dashboard**

The "My Expense Submissions" dashboard contains all created expenses and submitted reports. The dashboard contains headings for each expense type (air fare, accommodation, meals, mileage, and transit/ parking) and an "Expense Reports" heading for completed reports. The dashboard also includes the "View, Edit, Delete, and Add to Report" buttons that direct users to other functions.

## **Add Expenses to Expense Reports**

Select the expense you want to attach to a report, located in the dashboard list. The "Expense Reports" drop-down menu lists all Existing Expense Reports. Below is the "New Expense Report" button, which opens a new report for editing. Users can name and add a description to their new report. Clicking "Submit" finalizes the submission.

**Request your demo today**

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