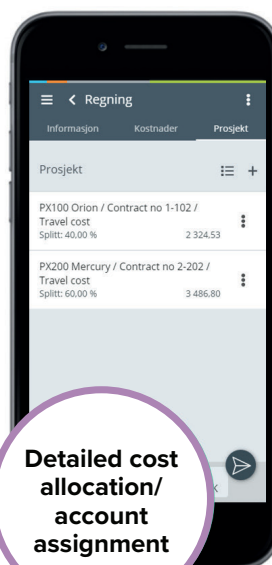
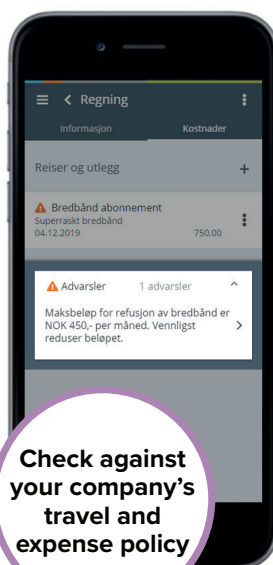
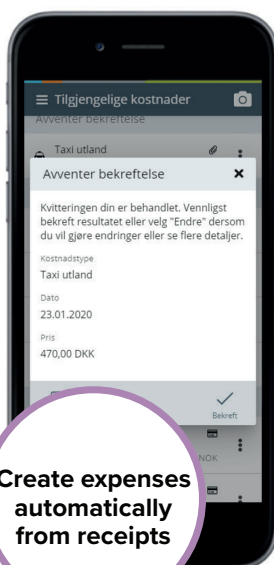


Take the frustration out of travel expenses

Unit4 Travel & Expenses (T&E) guides employees through complex laws and regulations and uses machine learning technology to minimize the recording of information manually so that employees can spend their time on more productive tasks.



Keeping track of travel and expenses is often a source of frustration for employees. Manual registration is often cumbersome, and employees get no help from the systems in registering the information correctly according to complicated daily allowance and tax rules or the company's own guidelines. When employees need help getting it right, a great deal of time is wasted by both travelers and payroll and finance staff, or even worse, they submit bills containing errors that may not be discovered until after the bills have been paid. This costs a lot of time and money.



“We really like the fact that we can take a picture of the receipt with our cellphone and that it’s sent straight to the travel or expense bill you’re working on. It’s smart software that can interpret the receipts.”

Cathrine Bø

Payroll advisor, Stavanger commune

Benefits of Travel & Expenses

- Automatic suggestions for expenses based on receipts.
- Validation of all registered entries helps employees and managers comply with legislation and company policies.
- Automatic updating of rates and rules for the National Travel Regulations, for example.
- Matching of receipts against credit card transactions – and support for Eurocard Smarte Kvitteringer™.
- Calculation of mileage allowance with direct lookup against Google Maps™. Tolls can also be calculated for routes included in the AutoPASS agreement.
- Complete travel invoice on your cellphone – including expenses, daily allowances, and cost allocation.
- Cost accounting on projects, cost centers, positions, and accounts is adapted to your company’s needs.
- Quick overview of deviations and key figures thanks to role-based dashboard and powerful analysis tools.
- Standard integration with most payroll and financial systems.
- Support for multiple countries, languages, and regulations in one solution.

Let the system do the work

Unit4 T&E uses advanced machine learning technology to create suggestions for registering data based on expense receipts that users upload from their cellphone or submit by email. Validation against the National Travel Regulations and the company’s own guidelines takes place during registration, which means that the registered data is correct every time.

The basis for mileage reimbursement is easily calculated with direct reference to Google Maps™. If you pay your expenses with a credit card linked to a company agreement, the credit card transactions are automatically entered into the solution and matched against receipts that have already been uploaded.

Everything on your cellphone

The entire travel invoice, including daily allowances, expenses, mileage reimbursement, and costs incurred by cost centers, projects, etc., is completed and submitted from your cellphone, which means in practice

that the travel invoice is completed by the time you return home from your trip.

Tailored to your needs

Unit4 Travel & Expenses is a flexible system that is easily configured to suit your needs. All types of travel and expenses can be processed in a single system. In addition to travel expenses on account, based on government or company regulations, separate forms and cost types can be defined with separate processing rules for reimbursement of all types of expenses and payment of allowances.

Time is money



A more efficient process for handling travel and expense claims can save a lot of money. Surveys from the Nordic region show that there is a difference of 47 minutes between the most and least efficient companies in terms of how much time they spend registering and processing each travel expense claim. For example, if a company has 10,000 travel expenses per year, this difference amounts to as much as NOK 2,750,000 per year, based on a wage cost of NOK 350 per hour.



“By implementing Unit4 Travel & Expenses, we have seen an immediate reduction in the time spent processing travel expenses, and we’ve received good feedback from our employees on how user-friendly it is.”

Kim B. Lindseth

CFO, On & Offshore Services AS

Registration of costs for cost centers, projects, or other cost carriers at invoice or detail level can be easily configured to meet the needs of your company. Unit4 Travel & Expenses also comes with a flexible workflow for certification, reminders, approvals, and reporting, which gives your company an overview and control of all travel and expenses.

Travel & Expenses can be delivered fully integrated with all payroll and financial systems so that fixed data, such as employees and projects, are only registered once, and approved invoices and expenses are automatically transferred for payment, reporting, costing and use as an invoice basis in your payroll and financial system.

Do you have users who are not company employees?

There may be politicians, representatives, freelancers, or other contractors who don’t have access to the company’s system. In this case, you are provided with a unique solution where these users manage their own administration themselves through access to their own forms for reimbursement of expenses or other allowances.

More than just travel expenses

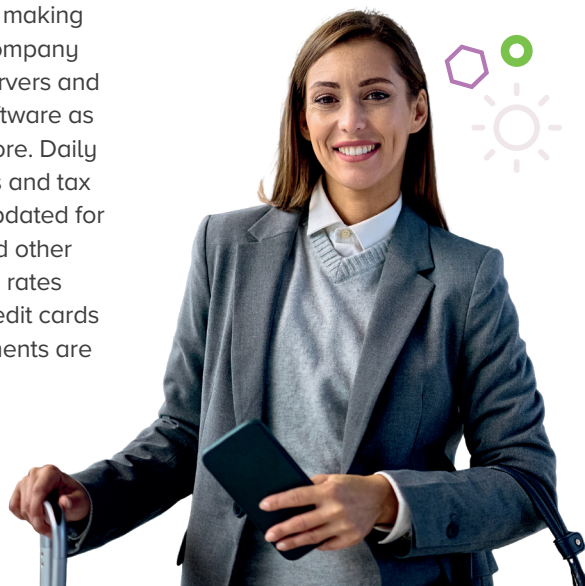
Travel & Expenses is part of the Time & Expenses by Unit4 product portfolio, which consists of three individual products dealing with travel expenses, time recording, and workforce planning. These can be used either individually or together as a single integrated solution that handles all planning, recording, and processing of hours and expenses, integrated with your payroll and finance system.

The screenshot displays the Unit4 Travel & Expenses interface. It features a main table with columns for Date, Method, Amount, Price, and Balance. The table lists various expenses such as 'Grand Hotel Stockholm', 'Fly KTH-ABM-KTH', and 'Taxi KTH-ABM-KTH'. To the right, there is a 'Forhåndsvisning' (Preview) section showing a detailed view of a specific expense. At the bottom, there is a 'Sammenheng' (Context) section showing the overall balance and status of the expenses.

1. Enkelt å se detaljene for hvert enkelt utlegg
2. Lett å se om utlegg stammer fra kredittkort
3. Merk utlegg som er kontrollert, eller som trenger oppfølging
4. Forhåndsvisning av kvittering forenkler kontrollen
5. Enkel oversikt over totalene på regningen
6. Visuell oversikt over hele arbeidsflyten

Everything as a service

Unit4 T&E software is delivered as a cloud-based service, making one less worry for your company in terms of maintaining servers and software. But at Unit4, Software as a Service means much more. Daily allowance rates and rules and tax rules are automatically updated for both Norway and selected other countries – and exchange rates and transactions using credit cards through company agreements are imported every night.



Want to find out more?

For more information about Unit4 Travel & Expenses, visit <https://timeandexpense.unit4.com>