

# Expense Management

## Control expenses and save employees valuable time.

Millions of U.S. businesses and tens of millions of employees continue to file and manage expenses manually — typically using spreadsheets that take time to fill out and are difficult to manage. But what if you could automate this process and make it incredibly convenient for employees? Expense reporting through the Rearden Personal Assistant allows employees to submit and approve expense reports without the hassle of spreadsheets or wasteful printouts. Reports are automatically populated with travel and services booked through the Personal Assistant, as well as expenses from corporate cards or personal credit/debit cards. The entire process from receipt scanning to reimbursement is simple and quick.

You gain insight into spending trends while significantly reducing the cost and effort of auditing and processing expense reports. The Personal Assistant allows you to track booked versus actual spend, create custom reports, set policy rules, and more. Spending policies are enforced from the point of purchase to the expense report — all in the same application and with no hidden fees.

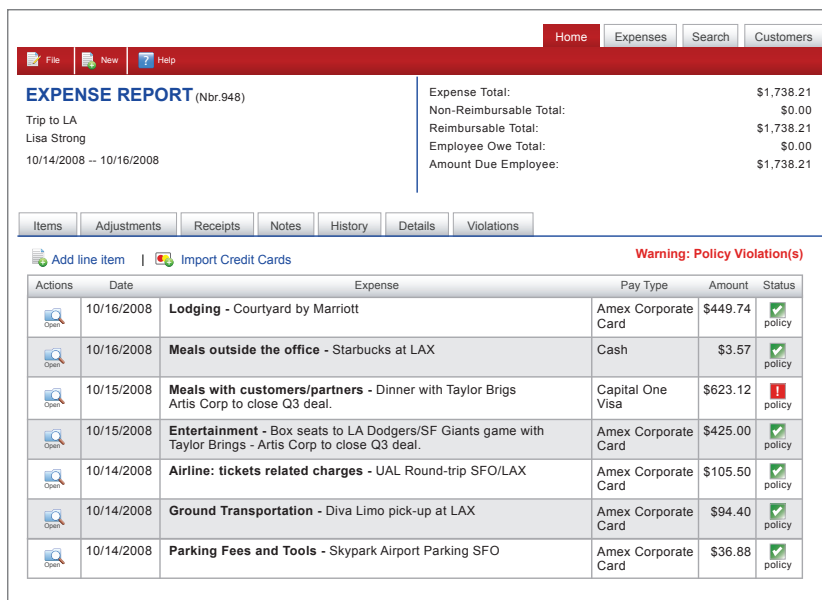
Fast and easy implementation, a user-friendly interface, and responsive customer service will help your organization achieve instant adoption. It's expense management made easy.

### What it Means for Companies:

- Reduce expenses
- Improve compliance and limit fraud
- Cut processing costs
- Rapid deployment, simple pricing

### What it Means for Employees:

- Easy to learn and use
- Scan and upload receipts in seconds
- Complete reports in minutes
- Process reimbursements with the click of a button



The screenshot displays the 'EXPENSE REPORT' interface. At the top, there are navigation tabs: Home, Expenses, Search, and Customers. Below this, the report details for 'Trip to LA' by Lisa Strong from 10/14/2008 to 10/16/2008 are shown. A summary table on the right indicates: Expense Total: \$1,738.21; Non-Reimbursable Total: \$0.00; Reimbursable Total: \$1,738.21; Employee Owe Total: \$0.00; and Amount Due Employee: \$1,738.21. Below the summary, there are tabs for Items, Adjustments, Receipts, Notes, History, Details, and Violations. A warning banner reads 'Warning: Policy Violation(s)'. The main table lists individual expenses with columns for Actions, Date, Expense, Pay Type, Amount, and Status.

Actions	Date	Expense	Pay Type	Amount	Status
	10/16/2008	<b>Lodging</b> - Courtyard by Marriott	Amex Corporate Card	\$449.74	
	10/16/2008	<b>Meals outside the office</b> - Starbucks at LAX	Cash	\$3.57	
	10/15/2008	<b>Meals with customers/partners</b> - Dinner with Taylor Brigs Artis Corp to close Q3 deal.	Capital One Visa	\$623.12	
	10/15/2008	<b>Entertainment</b> - Box seats to LA Dodgers/SF Giants game with Taylor Brigs - Artis Corp to close Q3 deal.	Amex Corporate Card	\$425.00	
	10/14/2008	<b>Airline: tickets related charges</b> - UAL Round-trip SFO/LAX	Amex Corporate Card	\$105.50	
	10/14/2008	<b>Ground Transportation</b> - Diva Limo pick-up at LAX	Amex Corporate Card	\$94.40	
	10/14/2008	<b>Parking Fees and Tools</b> - Skypark Airport Parking SFO	Amex Corporate Card	\$36.88	

*ExpenseWire, seamlessly integrated with the Rearden Personal Assistant, delivered the spend control and user experience that we were looking for.*

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