

ELITE TRAVEL EXPENSE MANAGER



WEB-BASED TRAVEL EXPENSE REPORTING FOR PROFESSIONAL SERVICES FIRMS

- Provides remote expense reporting
- Automates expense reimbursements with configurable templates
- Improves visibility into travel expenditures

Elite® Travel Expense Manager is a Web-based solution that automates expense reporting from report creating to approval and reimbursement. By streamlining the expense and billing cycle, professionals can reduce their administrative load and operating costs and ultimately increase profitability. Travel Expense Manager simplifies the submission of expense reports by automatically filling in purchases and other expenses for corporate credit card uses, and can automatically route expense approvals to other applications such as Elite® Accounts Payable and Elite® Billing Manager. And, with new features such as capabilities to approve expense reports from PDAs and using templates with advanced configuration tools, Travel Expense Manager makes reimbursement processing more efficient and reduces the overall cost of processing travel expense reports.

Highlights

- Travelers can use their Blackberry or other handheld PDA device to approve expense reports.
- Charges to corporate credit cards are automatically populated on the expense report, eliminating re-keying of credit card charges and reducing errors.
- Expense reports are automatically checked for accuracy and policy compliance when created and then routed for approval.
- Built-in messaging service delivers automatic email notifications.

- Templates can be configured up front to easily integrate with existing processes with minimum customization.
- Cross-platform support enables users to create, approve and manage expense reports whenever and wherever it's convenient.
- Intuitive interface guides users through report creation and enables real-time status views of previously submitted reports.
- Timekeeper, matter and currency rate information are automated for expense reporting, and approved expense reports are processed automatically through Accounts Payable and Billing Manager.
- Supports global firms with multi-language, multi-currency, multiple time and date formats and mileage conversions.

Convenient Remote and Mobile Access

Travel Expense Manager provides both remote and mobile users with the tools they need to maximize their efficiency when they are traveling or out of the office. Expense reports can be managed via a PDA device, so professionals can make the best use of their time. Travel Expense Manager is available via standard browser, wireless device or offline client, so managers can quickly and easily approve expense reports anytime, anywhere.



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Simplify and Streamline Expense Management

By streamlining time consuming paper-based tasks, Travel Expense Manager makes expense reporting easy and efficient. When employees make travel-related purchases with corporate credit cards, data feeds automatically populate the expense report with the purchase details.

Travel Expense Manager can also help improve billing cycles and shorten expense reimbursement lead times. With new configurable print templates, the processing of documents for approval is shortened with less up-front customization needed. Now administrators can preconfigure templates so that the forms work best with the firm's expense-reporting procedures.

Elite's advanced workflow design and integration capabilities automate every step of the reimbursement process. When expense reports are ready, they are automatically routed to managers for approval. Managers can then review the report via email without having to open the application. After reports are approved, they can be forwarded automatically to Billing Manager and Accounts Payable for client invoicing and payment processing purposes. Supporting documents are automatically filed digitally through Elite® Image Connect and can be easily retrieved.

Powerful Data Analysis and Business Intelligence Capabilities

Travel Expense Manager employs intuitive data sets that incorporate best practices, so firms can quickly access and view travel expense data in real-time via standard or custom graphical reports. Managers can monitor travel activity and track frequent policy violations. With this advanced intelligence, management can proactively negotiate direct cost savings with vendors and continuously modify travel policies to better control expenses.

Consult the Experts

Elite has a dedicated team of financial and practice management experts that focus on helping professional services firms improve business processes, identify efficiency gains, recognize strategic opportunities and implement automated solutions that match their unique vision and business objectives. The combination of Elite's proven software and professional services industry expertise and world-class consulting services enables the implementation of best practices solutions across the firm.

Title	Type	Tracking Number	Total	Activity Name	Created	Reviewer
TP test 1 wk		TP-00000001	\$1,203.65	TP Manager Review	6/21/07	John Q Jones
TP test 2 wk		TP-00000002	\$2,245.70	TP Manager Review	6/21/07	John Q Jones

Web-based availability provides easier access for remote reporting and approvals. Managers can view and approve reports from any location with Internet accessibility.

For more information about Travel Expense Manager or to schedule a demo, please call **(323) 642-5200** or contact your account manager.



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