

“The secrets of cutting your expenses bill *without upsetting the claimants*”

14.00pm	Welcome, Coffee & Registration
14.10pm	Introduction <ul style="list-style-type: none">▪ The real cost of the employee expenses process▪ Achieving total control over your T&E spend
14.20pm	Eliminating Paper Based Inefficiencies <ul style="list-style-type: none">▪ Understanding expense claim savings▪ Fraudulent behaviour▪ VAT and Tax obligations▪ Duty of Care to employees on company business
14.55pm	Coffee Break
15.00pm	<i>expenses</i> Demonstration <ul style="list-style-type: none">▪ Entering and processing employee expenses▪ Collecting information required for the accurate treatment of Tax and VAT▪ Improving management information▪ Tightening controls and analysing spend
16.00pm	Summary (inc. Q&A)
16.30pm	End of Session

WHO SHOULD ATTEND?

Anyone responsible for your T&E expenditure or for managing expense policy compliance and financial processes.



Software (Europe) Ltd

Nibley House, Low Moor Road, Doddington Road, Lincoln. LN6 3JY

Tel: 01522 881300/Fax: 01522 881355

Web: www.software-europe.co.uk

WHY LOOK AT EXPENSE MANAGEMENT?

Less than 10% of UK businesses use an Expense Management Automation (EMA) solution. Of the remaining 90%, 75% use a paper-based system, and 25% use spreadsheet system.

Organisations using a paper based system pay up to £40 to process each claim, even if the claim is for just a few pounds.

For many organisations a 5% saving in operating costs would put more on their bottom line than a 25% increase in business. By focusing on your variable expenses, EMA helps you to make these savings simply and effectively with minimal effort and investment.

The aim of this seminar is to explain how your organisation can improve your employee expenses process. Our speakers intend to help you to find areas where substantial savings can be made through a proactive management process.

REPORTING YOUR T&E SPEND

expenses stores every claim made in a centralised database, enabling you to create a multiple range of reports on any data you wish.

The reports show you the total spend for each expense category. *expenses* will sort the data into the order you require and in turn you can drill down to see the root of each spend and analyse all the results to gain better performance.

For example you might:

- ✓ Spot different mileage claims to the same location, and introduce a standard mileage for future claims.
- ✓ Spot differing train fares to the same location, and make new expense policies to encourage travelling off peak.
- ✓ Find accommodation costs in the same town vary drastically, and arrange corporate rates at the favoured one and produce a list of favoured hotels for claimants.

You can also see a more visual reporting feature; giving designated personnel the ability to see at a glance the spending patterns in terms of employee, department, cost code and much more!

HOW TO BOOK

Once you have made your decision to attend you can simply email expenses-info@software-europe.co.uk.

Alternatively you can call the Software Europe Event's Team on 01522 881300.

ONE-TO-ONE (OPTIONAL)

Following the seminar session, our Expense Management Team will be available to go through your questions on a one to one basis.



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