



Expense Management

Implementing the Right Solution

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YOU FOCUS
WE PROCESS.
WE PAY.
WE AUDIT.



Managing Travel Costs Becoming a Higher Priority

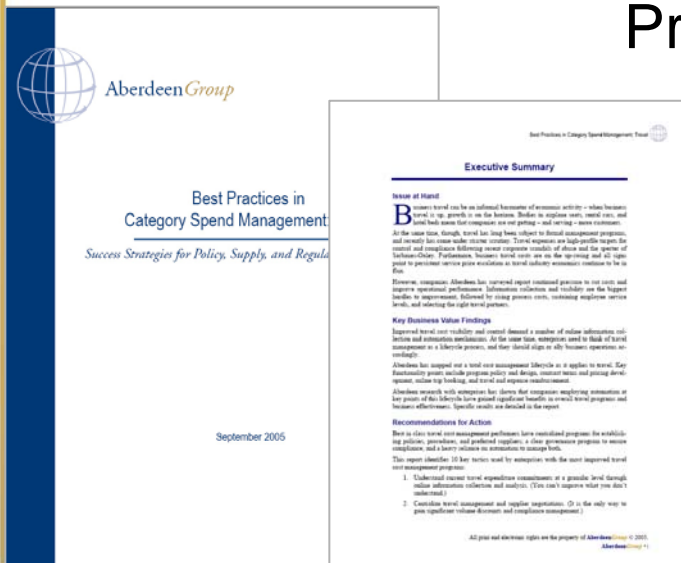
On average an T&E expenses account for **8% - 10% of total operating expenses**

Travel expenses are **high-profile targets** for control and compliance

Business travel **costs on the upswing** with no change in sight

Process **complexity** leads to increased cost and decreased productivity

Information **collection and visibility** are the barriers to improvement



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And It Touches Everyone...

"I need accurate data more quickly!"

"I need visibility to where the money is going"

"I need a process I can trust. I have more to worry about than T&E"

"I don't like keeping track of my receipts."



"I need controls I can enforce!"

"I need to make the process easier!"

"I must hit my reporting deadlines."

"I want my money back more quickly."

"I spend too much time on expense reports!"

And There's a Greater Sense of Urgency Today

"I need accurate data more quickly"

Sarbanes-Oxley

"I need controls I can enforce!"

Fraud Growth

"I need visibility to where the money is going."

Employee Productivity

"I need accurate data more quickly!"

Business Standardization

**Management Oversight/
Information**

"I must hit my reporting deadlines."

"I need a system I can trust. I have more to worry about than T&E"

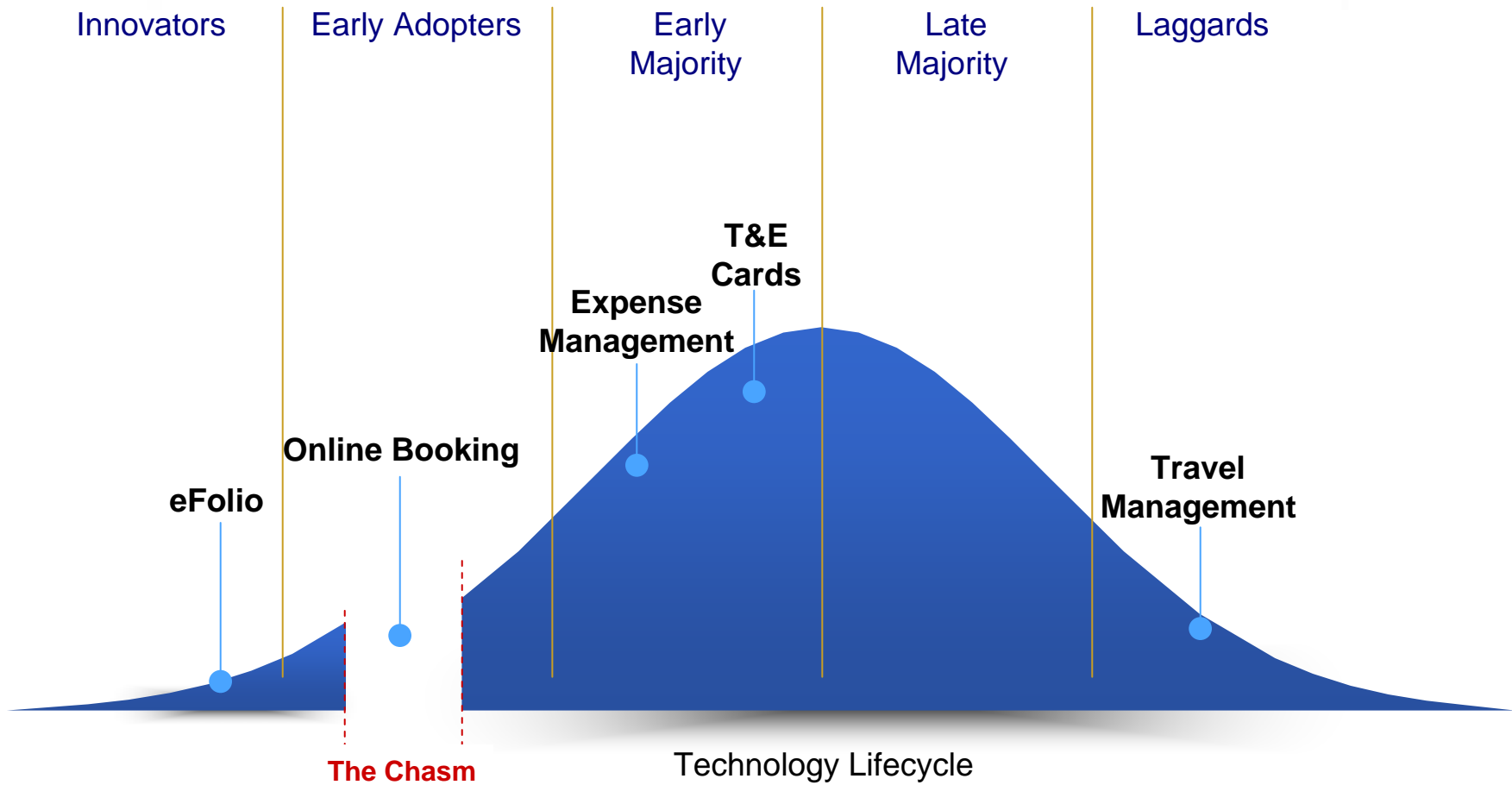
Cost Control/Compliance

"I want my money back more quickly."

"I don't like keeping track of my receipts."

"I spend too much time on expense reports!"

Market Is in the Tornado...



Market Is in the Tornado...

30%+ CAGR over last 5 years

15-40% penetration North America

5-10% penetration worldwide

Market dynamics have evolved

Financial transaction scrutiny

Web-technologies economies

SaaS/outsourcing perceptions

Business travel costs increasing

Technologies driving "touchless"

Global business standardization

Dominated by a few players



The Chasm

Technology Lifecycle

Proven Business Results

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Best in class companies...

- ❖ Reduced average cycle time from 15+ days to 4 days
- ❖ Reduced % of T&E expenses out of policy from 20% down to 12%
- ❖ Reduced cost to manually process an expense by up to 92% with an automated solution

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- ❖ META Group Research – Average 5% annual savings from improved vendor negotiations.
- ❖ META Group Research - Average 1%-3% cost savings through cash management from maximizing corporate card rebates and managing cash float.

Buyer Trends Emerging...



The Chasm

Technology Lifecycle

Types of solutions

- ❖ ERP/Software (Oracle, SAP)
- ❖ Bank (Wells Fargo, US Bank, BofA)
- ❖ Corporate card (American Express, Diners)
- ❖ ASP(Concur, Necho)
- ❖ BSP(Gelco, Interplex)
- ❖ Other (In-house, off the shelf)

Expense Management Best Practices – Methodology

- ❖ Automate non-core processes
- ❖ Integrate a corporate card program
- ❖ Develop a receipt management strategy
- ❖ Implement sample audits
- ❖ Understand your spend

Automate Non-Core Processes

- ❖ Reduce expense report preparation time by 80%*
- ❖ Standardize process across organization
- ❖ Eliminate manual data entry
- ❖ Reduce reconciliation headaches
- ❖ Proactive travel policy enforcement
- ❖ Automate routing & approval
- ❖ Up to 85% reduction in expense report cycle time from 15+ days down to 4*

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Integrate Corporate Card Program

- ❖ 76% of “Best in Class” companies use a corporate card program for T&E
- ❖ Improved convenience for employees (Automated pre-population of corporate card expenses)
- ❖ Eliminate cash advances and use of personal cards
- ❖ Improve spend visibility / compliance
- ❖ Better manage cash flow
- ❖ Mitigate risk
- ❖ Rebates and incentives

Comprehensive card program integration – up to 40% increase in rebates and travel savings

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Develop Receipt Management Strategy

- ❖ Electronic imaging and receipt storage
- ❖ IRS receipt compliance
- ❖ Sarbanes-Oxley controls
- ❖ Eliminate paper and storage requirements
- ❖ Simplify matching of expense report to receipts
- ❖ Streamline VAT reporting and reclamation
- ❖ Online retrieval of expense records

Implement Sample Audit

- ❖ Consistent policy enforcement
- ❖ Visibility to policy compliance
- ❖ Identifies exceptions for manual review
- ❖ Selects sample for control audits
- ❖ Allows immediate payment for compliant reports
- ❖ Supports work flow distribution
- ❖ Make employees and managers accountable
- ❖ Identifies training opportunities

On average
approximately
20% of T&E
spend is out
of policy

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Understand Your Spend

- ❖ Spend visibility is primary benefit of EMA
- ❖ Analyze granular data (How and where are you spending?)
- ❖ Monitor and improve compliance
- ❖ Provide decision makers with a single point of access to real time expense data
- ❖ Improve vendor negotiations
- ❖ Use data to reduce overall travel expenditures and improve overall program performance

Average 5% annual savings from improved vendor negotiations.

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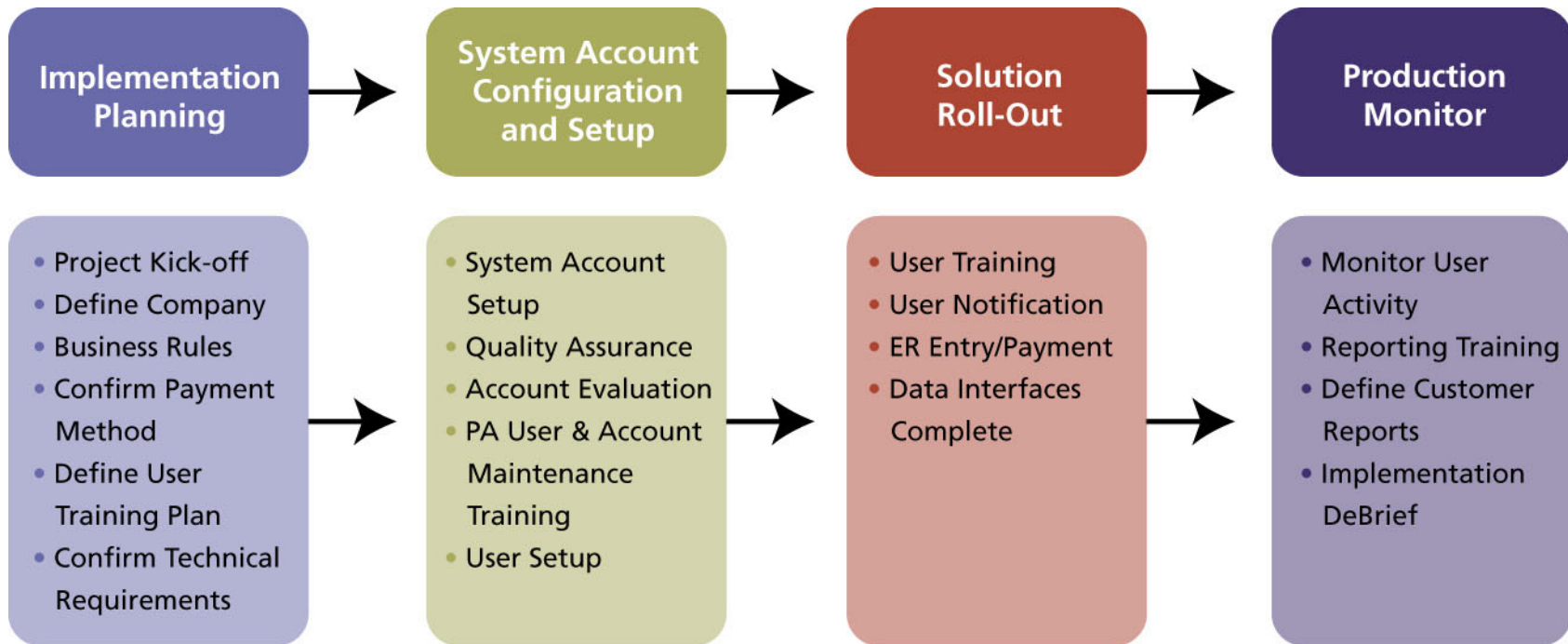
Who Should Be Involved

- ❖ Finance/Accounting/AP manager
- ❖ IT
- ❖ Sales Management
- ❖ HR
- ❖ Procurement
- ❖ Travel Manager
- ❖ Corporate Card Manager

Other Solution Considerations

- ❖ Involve internal audit on necessary controls
- ❖ Ongoing product/service enhancements
- ❖ Longevity in the industry
- ❖ Client references/Industry experience
- ❖ Client service (local/offshore/availability)
- ❖ Implementation expertise (timeline/resource requirements)
- ❖ Change management methodology
- ❖ Value for the investment

Best Practice Implementation Process



How you can be “Best in Class”

- ❖ Develop well structured and well communicated T&E policy
- ❖ Understand your spending and patterns through granular data analysis
- ❖ Invest in automated tools to simplify and improve efficiency of processes
- ❖ Consistently measure and monitor performance and compliance

Expense Management Trends...

- ❖ Continued outsourcing of non-core functions
- ❖ Opportunities for cost savings
- ❖ Global business standardization
- ❖ Ease of use for the traveler
- ❖ Greater visibility to spending – better management
- ❖ Leveraging key technologies – e.g. mobile devices, data improvements, card integrations
- ❖ Paperless society
- ❖ Process reengineering



Thank You!

If you are interested in additional information
please visit www.gelcoexpense.com or
phone 1-866-964-7500

