

EcosAgile

Expense Reporting and Travel Management

Travel management tools and solutions that help administrators manage and control employee expense reports



[Watch
the video](#)



Business travel management and digitalization

Despite a sharp decline in business travel due to the recent pandemic (spending in 2020 will be 63 percent lower than the previous year, with 13 billion still on the ground), travel continues and will continue to be an important tool for both multinationals and SMEs to compete by moving around the country and abroad on a regular basis.



Business travel management is a process that involves multiple departments within the company, from purchasing to general services. It is made up of several stages where employees and management come into contact several times in order to complete the whole process in the best way.

It is undergoing a process of digitization, as Polimi's research shows, especially in the phases of opening the travel request on a corporate platform (60 percent of companies surveyed) and payment through electronic solutions (90 percent); however, only 11 percent of companies use an application to digitize receipts, invoices and expense reports.

Business **travel**, client **dinners** and company **purchases** are all subject to reimbursement through the completion of **expense reports**.

Reporting, collecting invoices, receipts and **vouchers** and fully compiling and managing expense reports are complex and time-consuming administrative tasks.

Most companies still use **Excel** spreadsheets to keep track, manually entering data, applying functions, and determining reimbursement.

However, this often proves ineffective due to **delays** in receipt of vouchers and **errors** in data entry.

In addition, there is no **real-time** view of expenses incurred.



The EcosAgile App for Digital Expense Reporting

EcosAgile Expense is the smartphone application for digital expense management for traveling employees. It covers all phases of travel management, from integrated travel request, vehicle and lodging, to electronic storage, receipts and [payments via VISA Corporate Card](#).

It enables intelligent scanning of expense receipts with simple photography and image upload directly into the application.

Data is transferred in real time to administration and management control.



Features

- Intelligent scanning of documents and receipts with machine learning algorithms and advanced OCR
- Leverage QR codes for classification and retrieval
- Manage employee expense pre-approvals for future travel
- Capture expenses offline, with calendars and documents visible in the app
- Travel policy entry
- Ensures proper management, archiving, storage and viewing in accordance with policy
- Integrated with corporate fleet management system
- Reports and infographics

Corporate prepaid cards for Employees

The Expense system enables, authorizes and assigns **physical VISA corporate prepaid cards** with spending limits and usage policies to contractors and traveling employees.



- Allow employees to make payments without having to advance cash or use personal cards
- Allows administration to transfer funds to the employee's card directly from the web portal with instant availability in just a few steps and a few clicks
- Ensure an up-to-date and complete view of expenses incurred, with an overview of expenses and transactions made

VISA credit cards that can be personalized with the employee's name

Secure and convenient, not linked to a bank account



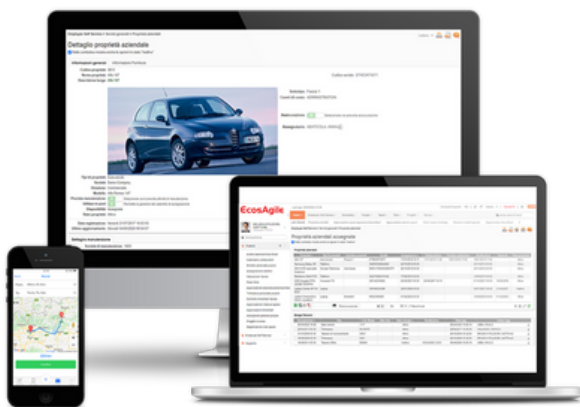
Digital Storage

Expense is designed for **easy, compliant** digital storage to dematerialize all receipts, vouchers, invoices and expense reports, ensuring proper management, storage, retention and viewing.



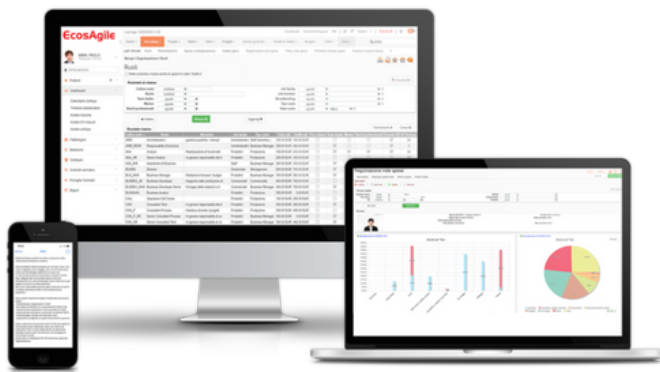
Fleet Management

Expense provides fleet managers with an up-to-date view of the entire **corporate fleet** (vehicle master data, insurance and maintenance details, mileage analysis) and enables them to provide innovative and efficient mobility solutions to employees and contractors through integrated desktop **software** management and **control**.



Why the travel policy is important to your company

The travel policy contains **all the rules** and guidelines necessary to ensure effective management of corporate travel. It includes a set of rules adopted internally by the company that govern the **behavior** of traveling employees, as well as maximum expense limits that must not be exceeded.



However, for a travel policy to be more than just a statement of good intentions, **procedures and controls** are needed to put the expense rules into practice.

Corporate policy management

Expense allows you to set corporate policies with **expense thresholds** and **maximum** allowable **amounts** for each employee in the organization based on their specific **role**. If the employee's expense claim does not meet the set policy, the system **notifies** him or her in **the application** and can prevent the expense report from being recorded.



ABOUT US

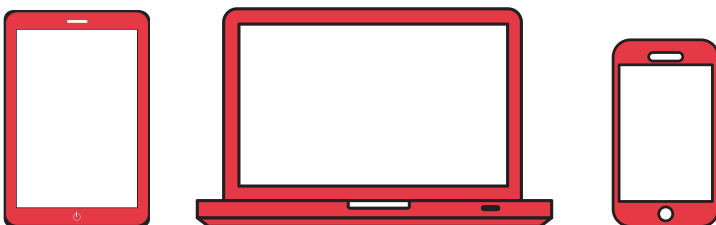
EcosAgile is the software platform for the management of human resources and all **people-centric** processes, developed and perfected over the years by SoftAgile, an Italian company that produces software for human resources management and development.



Founded in 2001 in **Milan**, the company, with its R&D team that has been working in the field of HR management for more than **20 years**, creates and optimizes solutions dedicated to SMEs and multinationals.

EcosAgile is designed to be used in the **Cloud**. It is web-based and has software and smartphone applications on both **ios** and **Android** to support various HR management activities.

Timesheet, Projects, **Expense Reports**, Attendance, Leave and Absence Requests, Leave Plan Management, Time and Attendance and Access Control, Vehicle Fleet and Corporate Property, **Evaluations and Competencies**.



EcosAgile

CONTACT US

<https://ecosagile.com/ENG/>

marketing@ecosagile.com

