



Online Expense Reporting

- ▶ Productivity
- ▶ Visibility

**CORPORATE AND
COMMERCIAL**

OVER THE ROAD

**TRANSPORTATION RELATED
SERVICES**

Online Expense Reporting

Streamline travel expense management and corporate expense tracking with T-Chek's Online Expense Reporting and reconciliation program. Consolidate T&E expenses, [P-card purchases](#), and other corporate expenses into our online expense reporting tool.

T-Chek's online expense reporting software as a service (SaaS) reduces manual processes company-wide through data consolidation and workflow automation, resulting in an efficient and affordable program.

- ▶ Auto-populate expense reports with MasterCard® credit card data
- ▶ Intuitive and web-based program
- ▶ Reduce cost and effort of processing expense reports
- ▶ Enhance productivity with workflow automation
- ▶ Configure to fit company business rules
- ▶ Improve compliance and communication

Management, accounting departments, executives and cardholders gain visibility to all spend, including out-of-pocket expenses. The program allows approvers to be set up at each level, and to pull a variety of accounting and transaction detail reports. The executive dashboard provides insight into key spend metrics for purchasing pattern analytics.



Online Expense Reporting

Control cost with automated workflow process. Eliminate manual steps of forwarding paper reports and allow cardholders to submit payment transactions as they occur or all at one time.

Reduce risk. Eliminate maverick spending with real-time transaction visibility. Manage by exception and view transactions as they occur and gain insight to trends or problems before they escalate.

Increase productivity with electronic routing. Create, allocate, submit and approve expenses quickly and efficiently. Streamline processes and improve productivity through communication with automated email messaging, the ability to enter out of pocket expenses, and the ability to split transactions between departments or costs centers.

Gain visibility and insight to spend data analytics. Access a dashboard that shows spend by top cardholder, business purpose, expense category, and breaks down the total dollars spent by airline, hotel and car rental. Leverage spend data to improve negotiations with top merchants.

Customized fields. Create customized fields to support company business rules and data needs. Cardholders enter the correct data for their expense report submissions.

Integrate data. Accounting export includes expense details plus general ledger numbers for import into accounting software.

© 2011 T-Chek Systems, Inc. All Rights Reserved. The T-Chek MasterCard Corporate Card is issued by Comerica Bank pursuant to a license by MasterCard International Incorporated. MasterCard and MasterCard Corporate Card are registered trademarks of MasterCard International Incorporated.

