

"100% Policy Compliance"

Dream or Reality in T&E?

Give your Finance Team the Best Reward there ever is

Did you know?

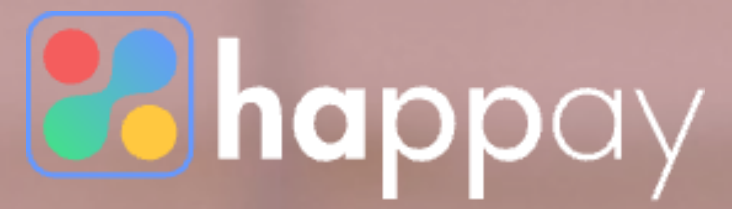
1 Non-Policy Compliant event can reduce your
Finance Team Productivity by

3x times

It goes without saying,
Policy Compliance is important...

But

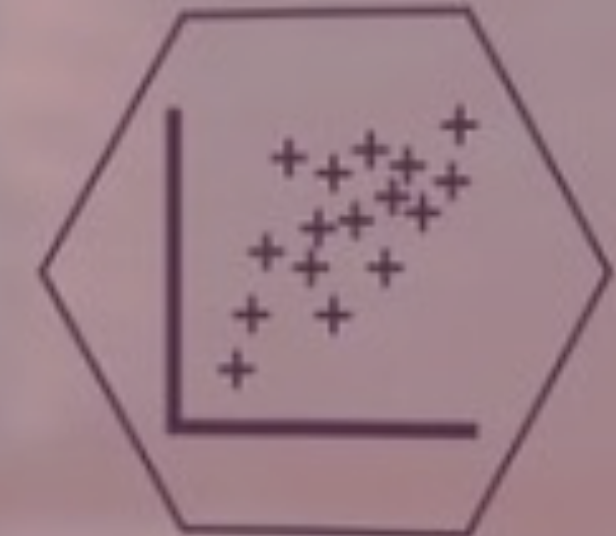
**Is 100% Policy Compliance
even possible?**



You see,

Today's Employee
CANNOT BE FORCED

The only solution is
AUTOMATION



We need to automate the
**4 pillars of expense
management to go
from.....**



Data Capture

Processes

Approvals

Expense Auditing

Part 1: **Automating Data Capture** to go from.....



Data Capture

Processes

Approvals

Expense Auditing

20 years back: 90% bills were hand written



Today: 90% bills are recorded "somewhere" digitally

Emails

Travel Apps

Bills

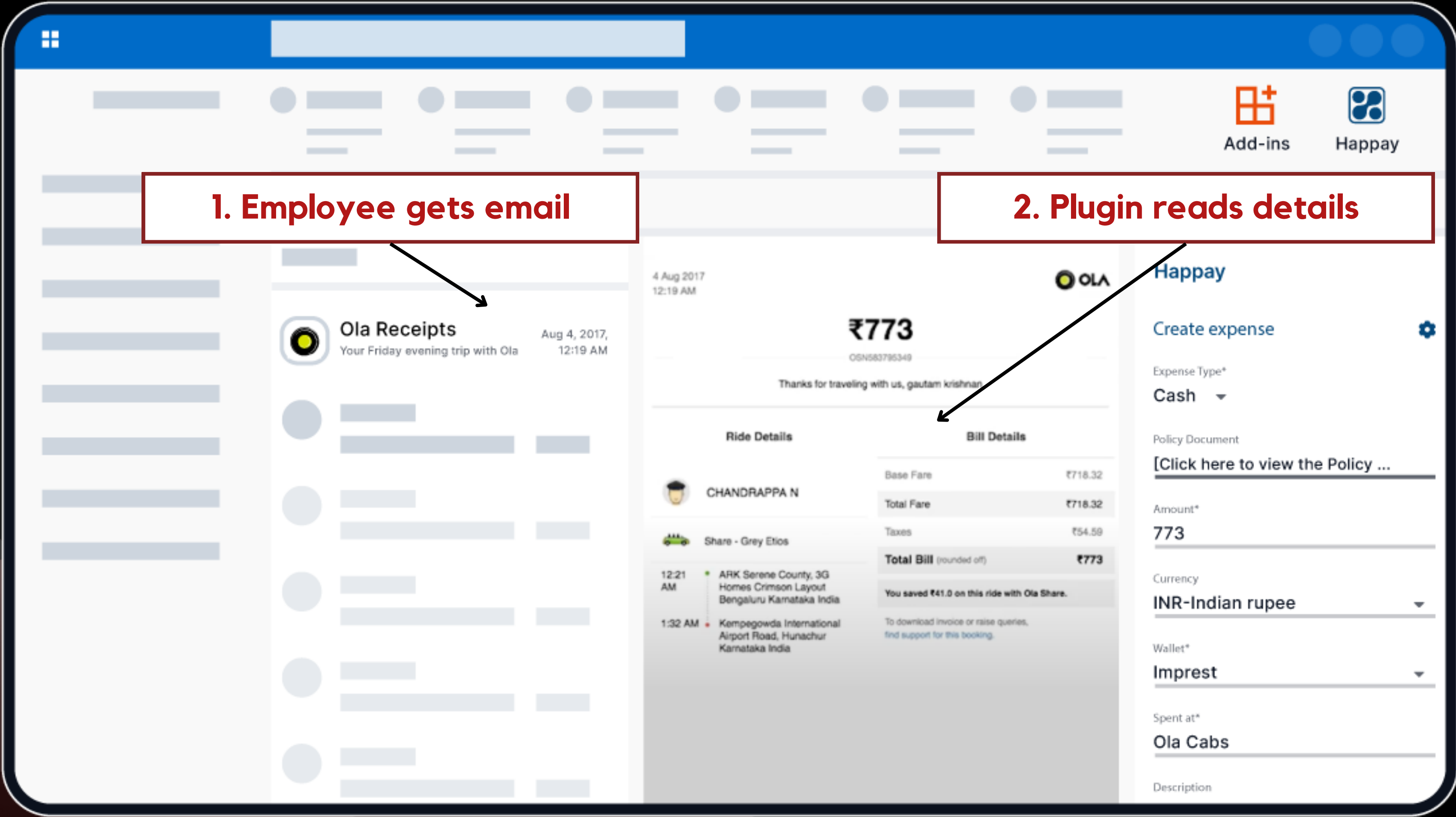
SMS

Credit Card
Statements

WhatsApp

There's an **unprecedented opportunity**
to automate data capture

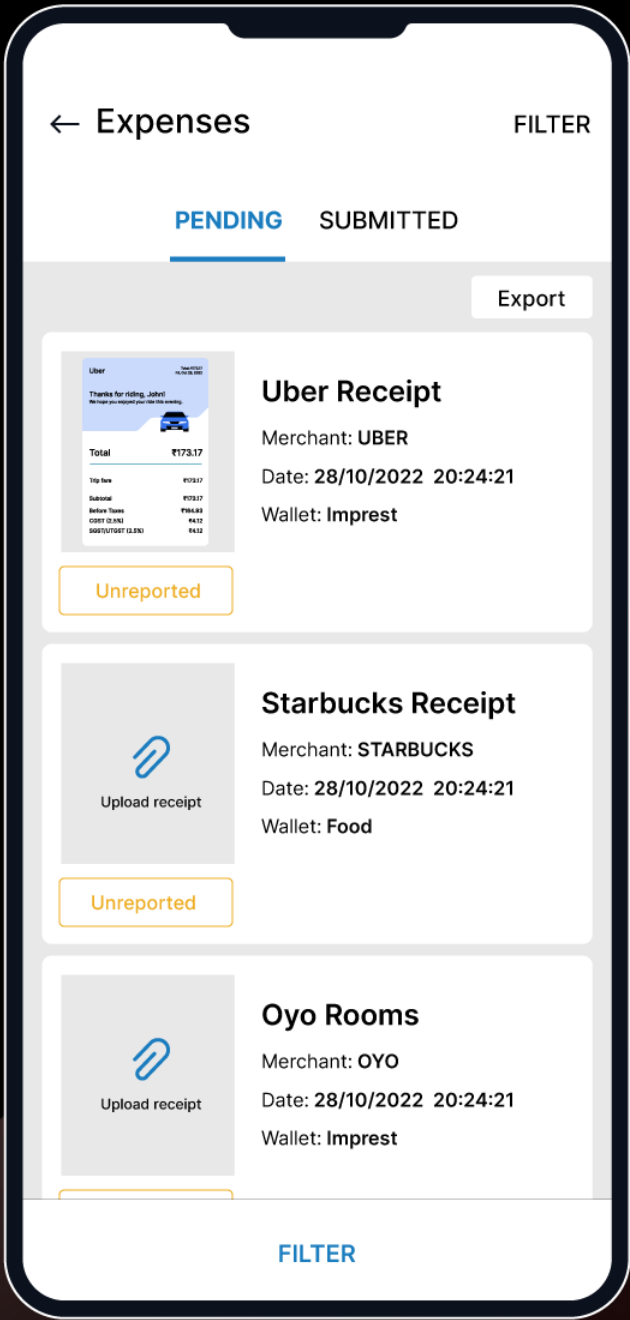
1. Automate invoice capturing from **EMAILS**



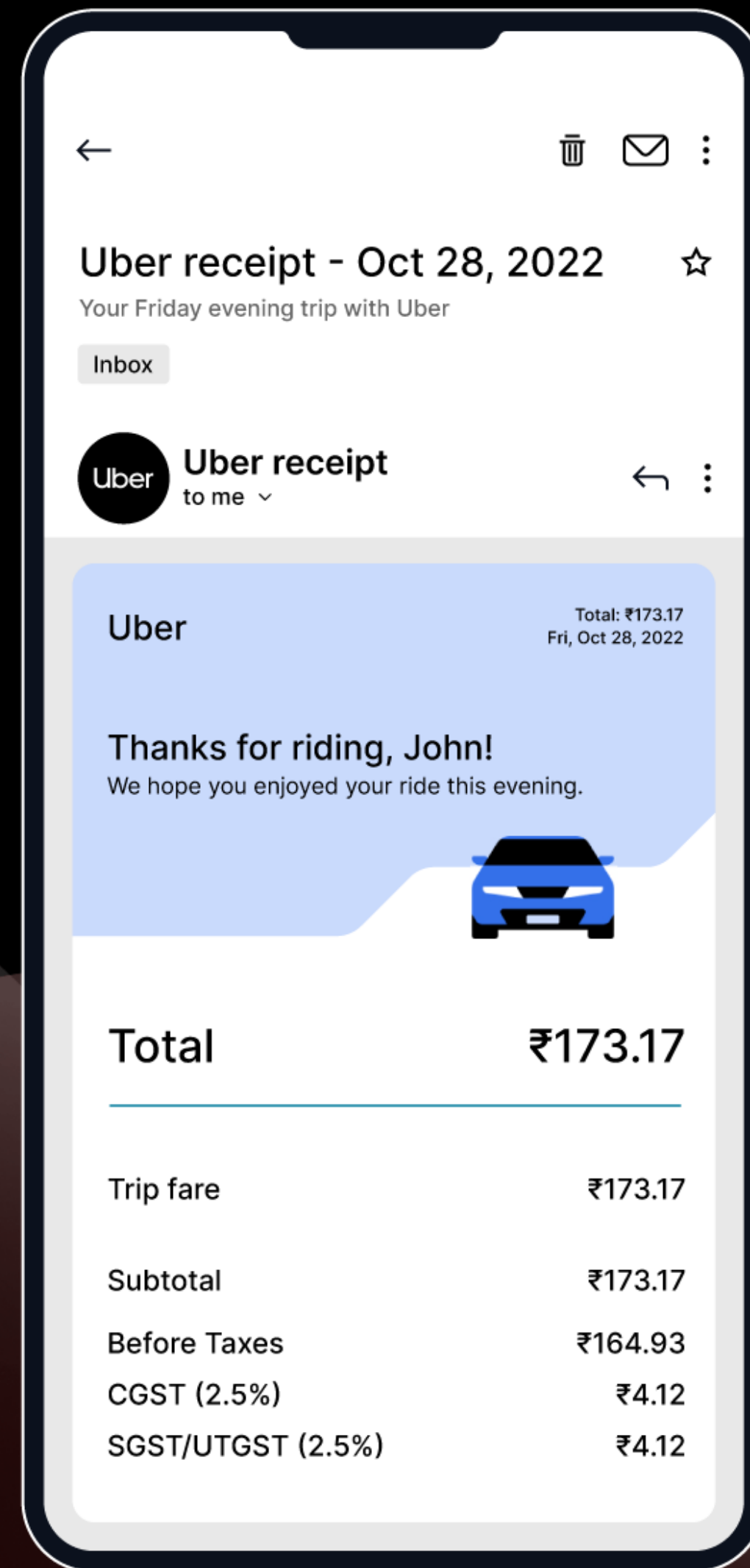
1. Employee gets email

2. Plugin reads details

3. Expense line-item auto-created in expense tool

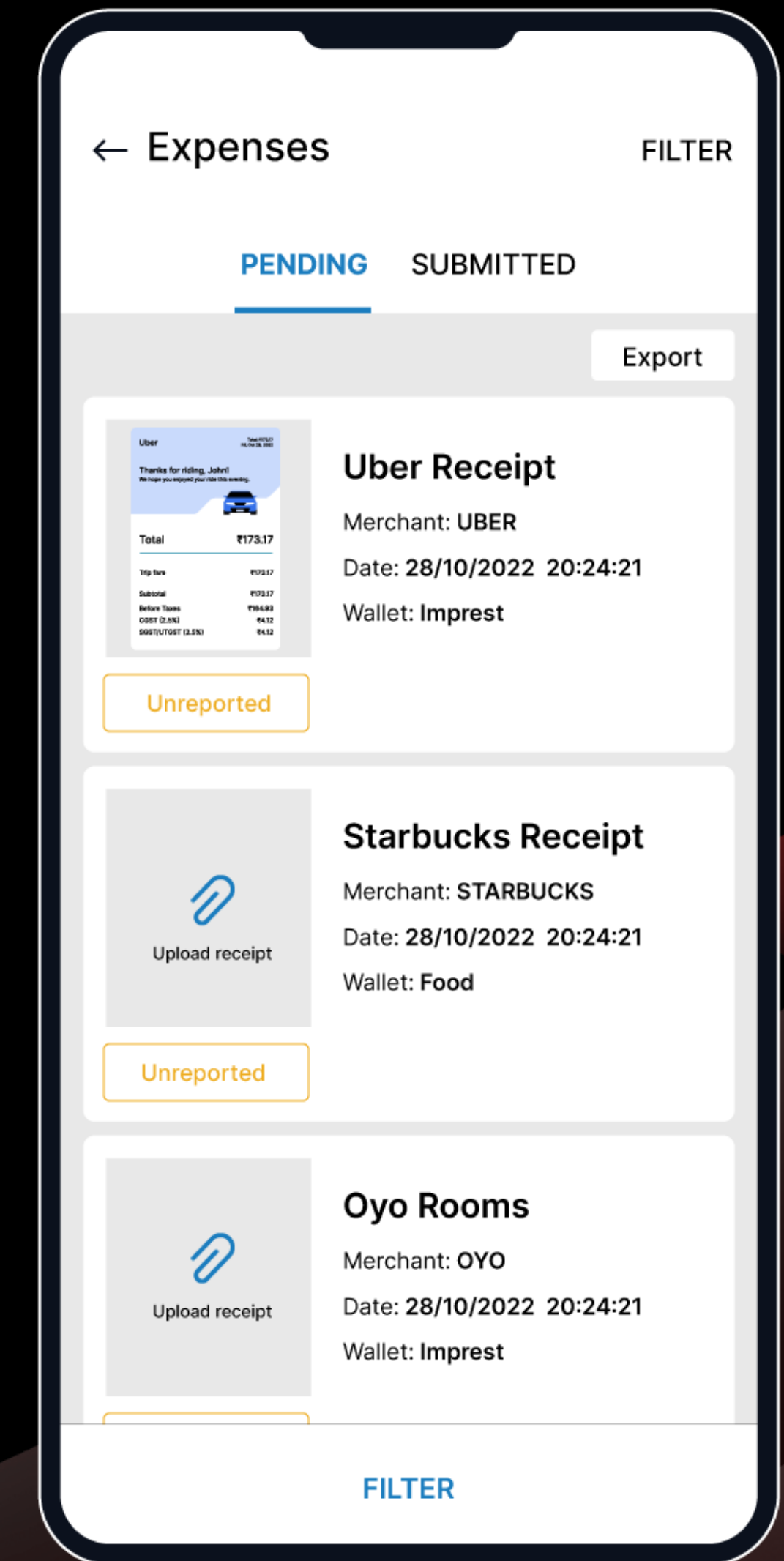


2. Automate invoice capturing from **TRAVEL APPS**

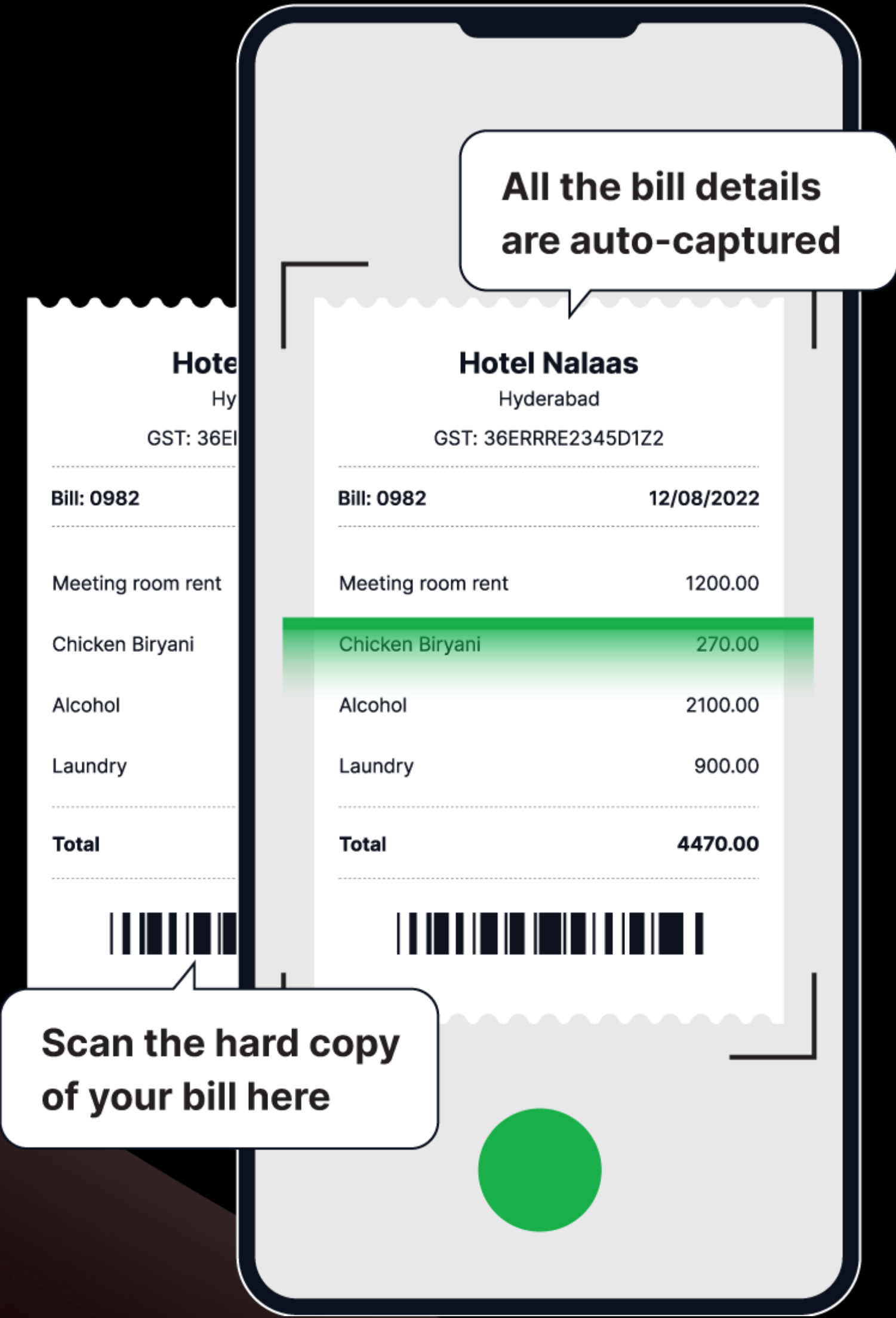


1. Employee books Cab via Uber
Business Account

2. Expense automatically
created on the expense tool

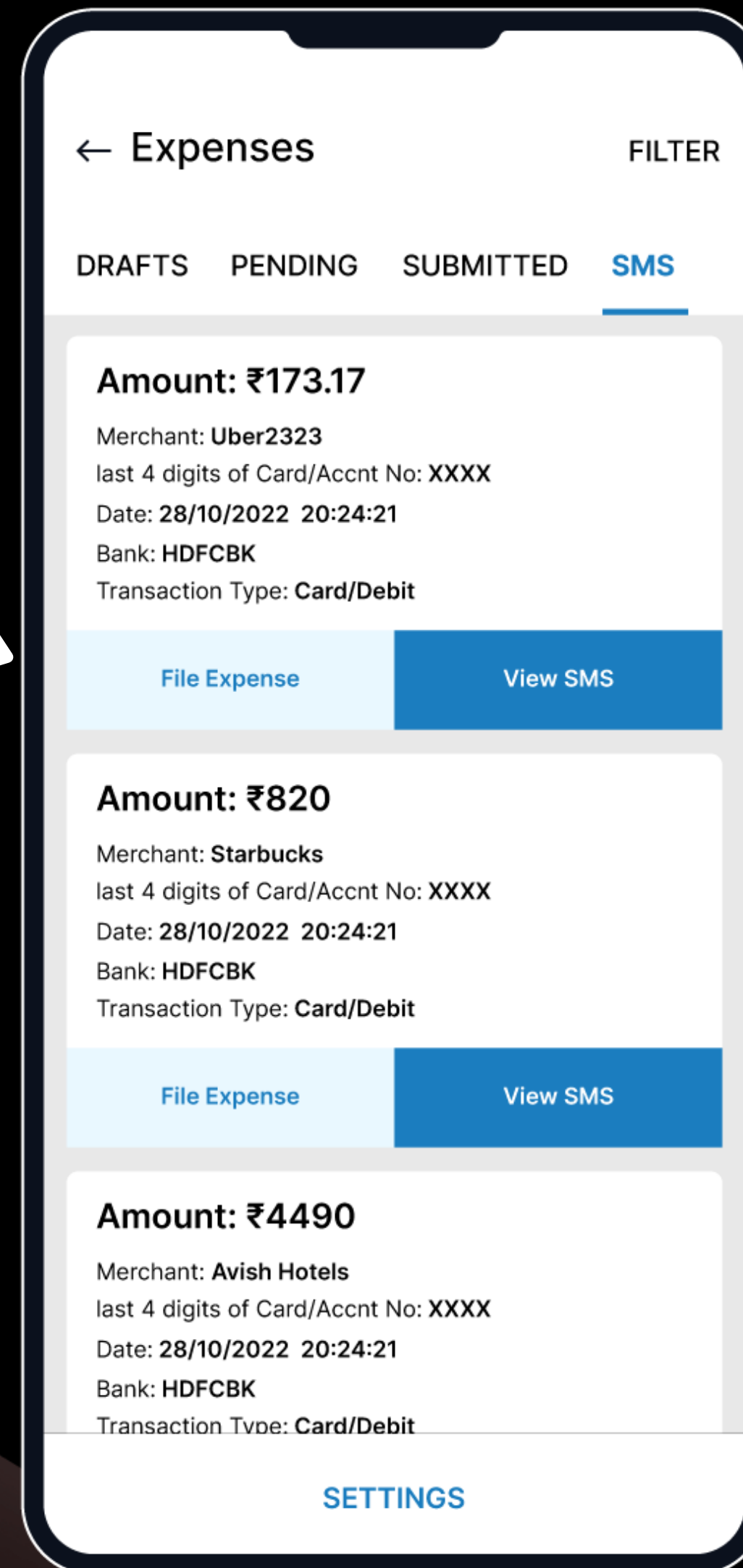


3. Automate invoice capturing from **Physical Bills**



4. Automate invoice capturing from **SMS**

Transaction SMS can be filed
as Expense automatically

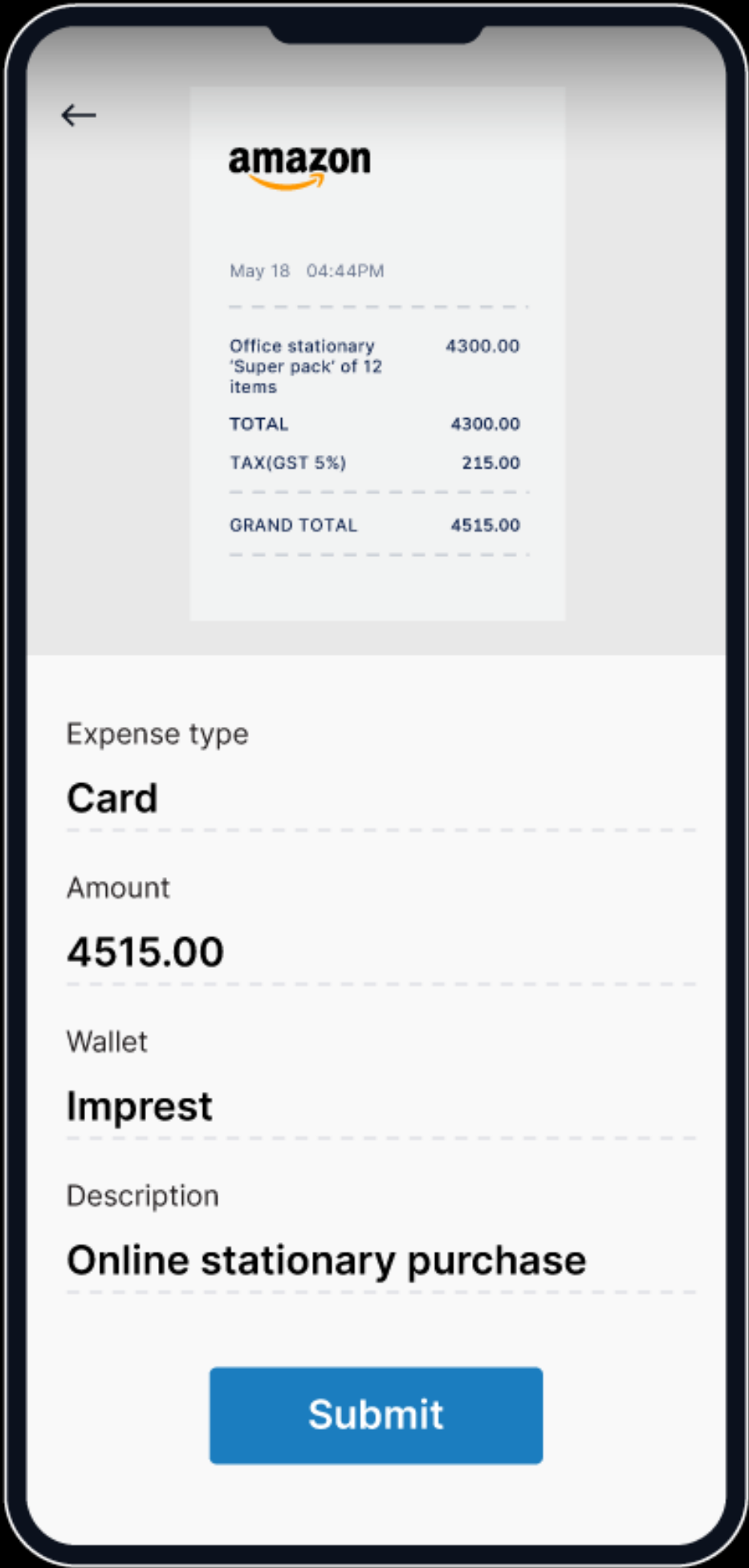


5. Automate invoice capturing from **Credit Card**

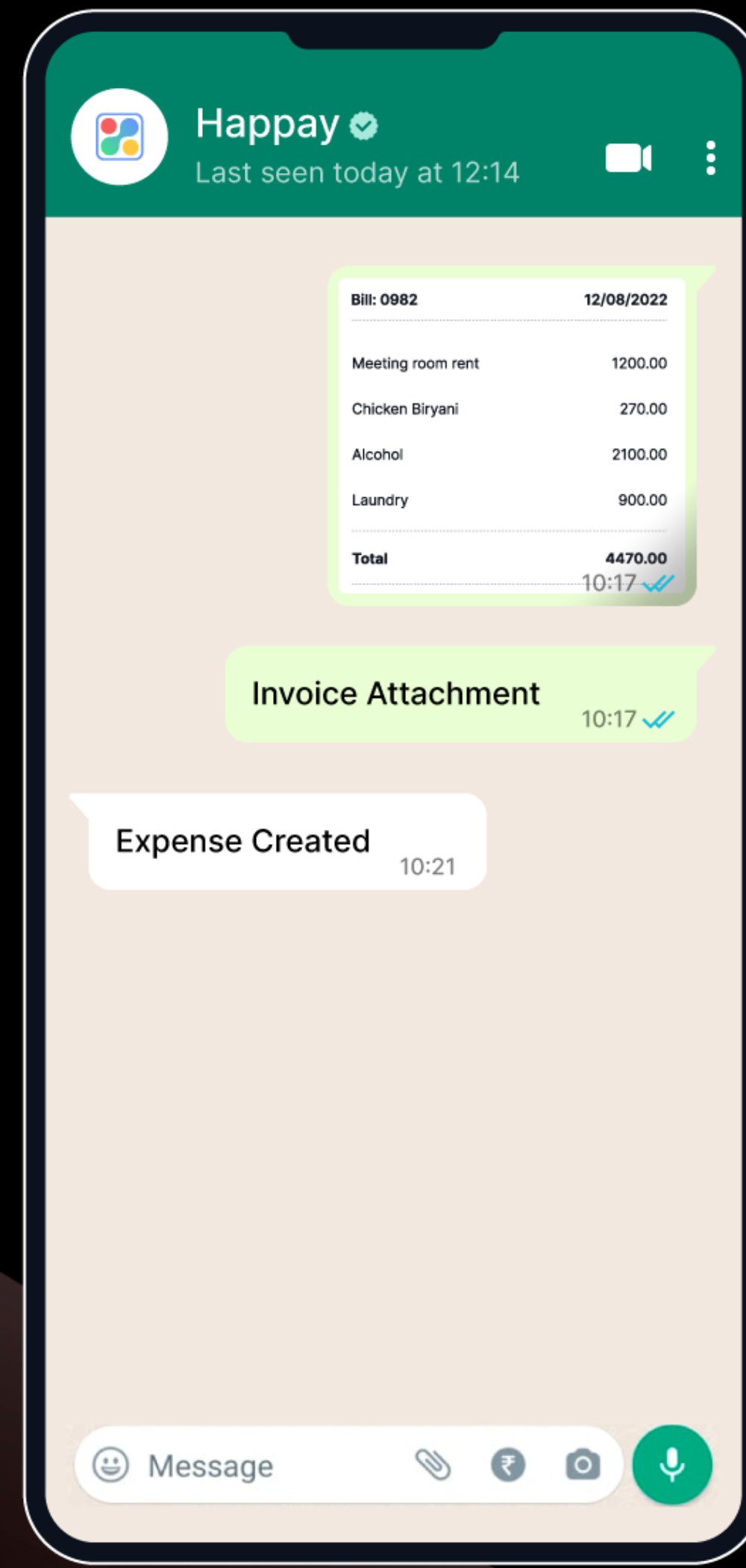
Employee swipes credit card



Expense gets automatically created on the tool



6. Automate invoice capturing from **WhatsApp**



Employee attaches invoices

Expense is automatically created on the tool

Part 2: **Automating Processes** to go from...



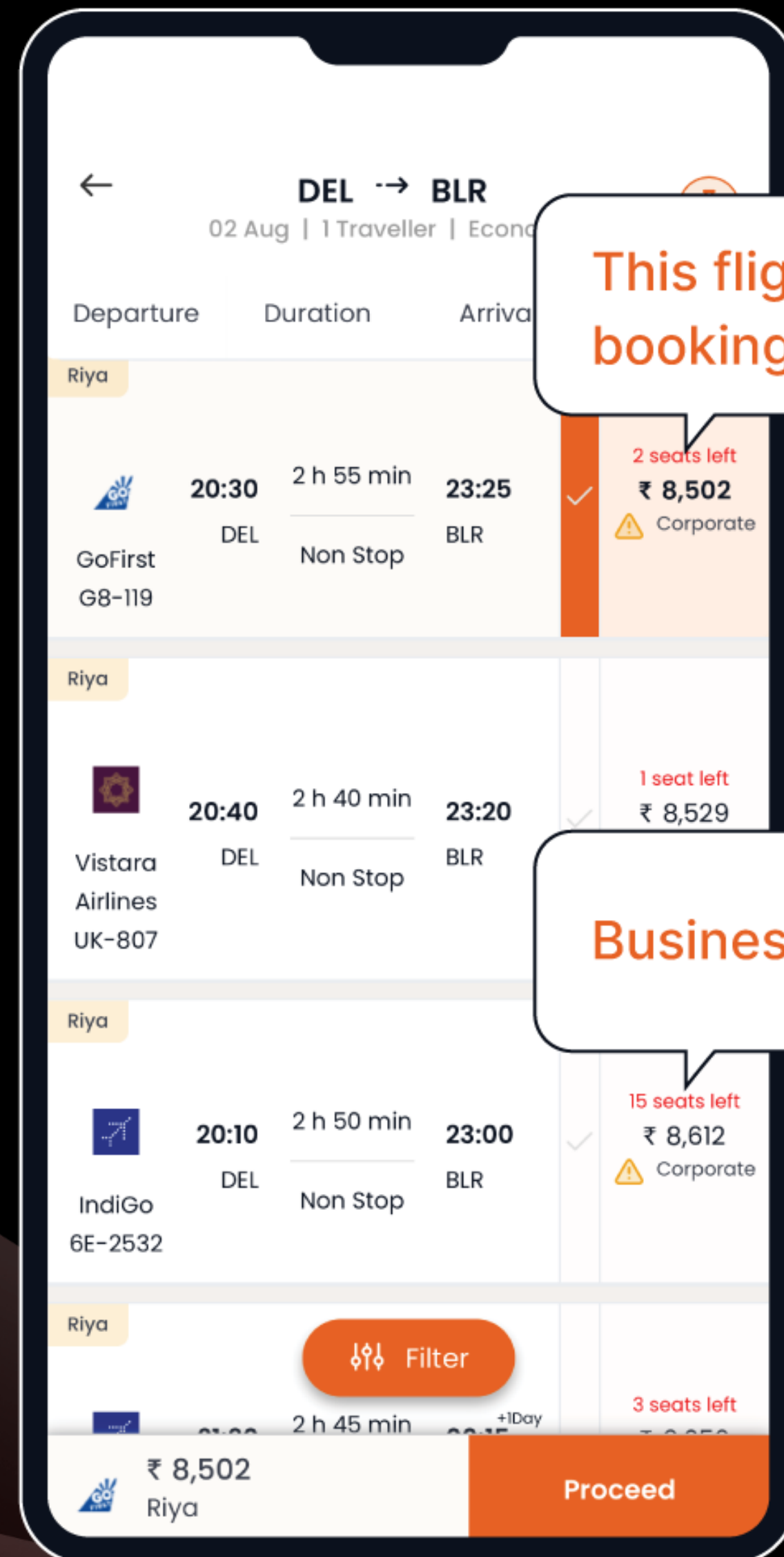
Data Capture

Processes

Approvals

Expense Auditing

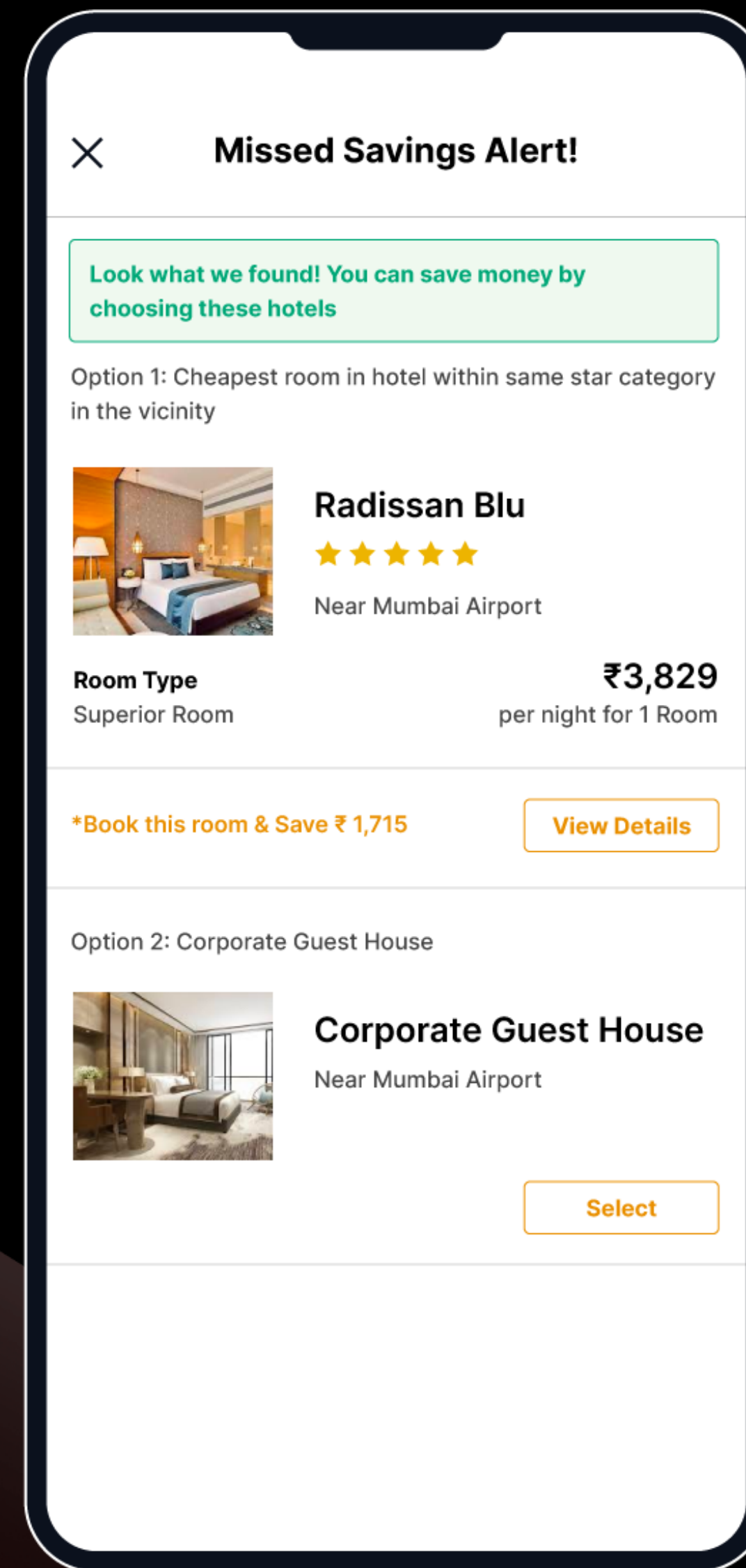
1. Automatically restrict policy violations during **Flight booking**



This flight exceeds your booking allowance

Business class not allowed

2. Automatically restrict policy violations during **Hotel booking**



Automatically send alerts to choose cheapest hotels

Automated alerts to choose company guest house

3. Automatically restrict policy violations during Expense Filing

HOMEEXPENSESREPORTSTRAVEL REQUESTSLOAD REQUESTSFINANCESEmployee J

Add ExpenseUpload bills

1.Hard blocks for strong violations like "Missing Invoice"

Status	Policy	Transaction Id	Date(IST)	Trip Id	TRF Id	Creation Date(IST)	Merge Status	Merchant
☐ Unreported	⚠	HPCTU022323	28 Oct 2022 2:45pm	-	-	28 Oct 2022 2:45pm		Starbucks
☐	⚠		2022 2:15pm	-	-	24 Oct 2022 2:15pm		Uber
☐ Submitted		HPCTU0245635	21 Oct 2022 1:15pm	-	-	21 Oct 2022 1:15pm		Indian oil
☐ Unreported	⚠	HPCTU0275675	17 Oct 2022 12:45pm	-	-	17 Oct 2022 12:45pm		Subway

Hardblock: 1 Violation on Expense

⚠ Invoice not attached

Softblock: 1 Violation on Expense

⚠ Daily Limit for ₹1000 exceeded

2. Soft block for simpler violations like "Expense limit exceeded"

4. Automatically restrict policy violations in **per day allowance**



Travel

Food

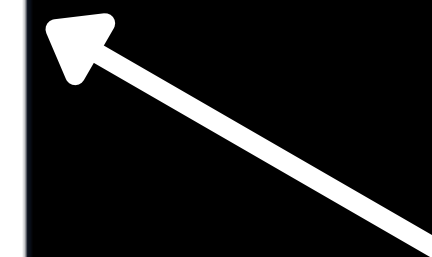
Hotel

Fuel

Per day allowance for daily travel expenses

Employee Grade ▼

Grade	Amount allowed per day
Grade 1 Managers, Finance & Sales exe...	1,000 8,500 10,000
Grade 2 IT Executives, HR, Legal execut...	1,000 4,500 10,000



Setup Per Day Allowance amount to restrict over spending



✓

Amount credited

Your travel allowance of ₹ 4,199 for the trip Bangalore to Delhi on 21 Aug 2022 has been reimbursed.

5. Automatically restrict policy violations in **per trip allowance**



TravelFoodHotelFuel

Per trip allowance for daily travel expenses

Employee Grade ▼

Grade	Amount allowed per trip
Grade 1 Managers, Finance & Sales exe...	1,0005,00010,000
Grade 2 IT Executives, HR, Legal execut...	1,0004,00010,000

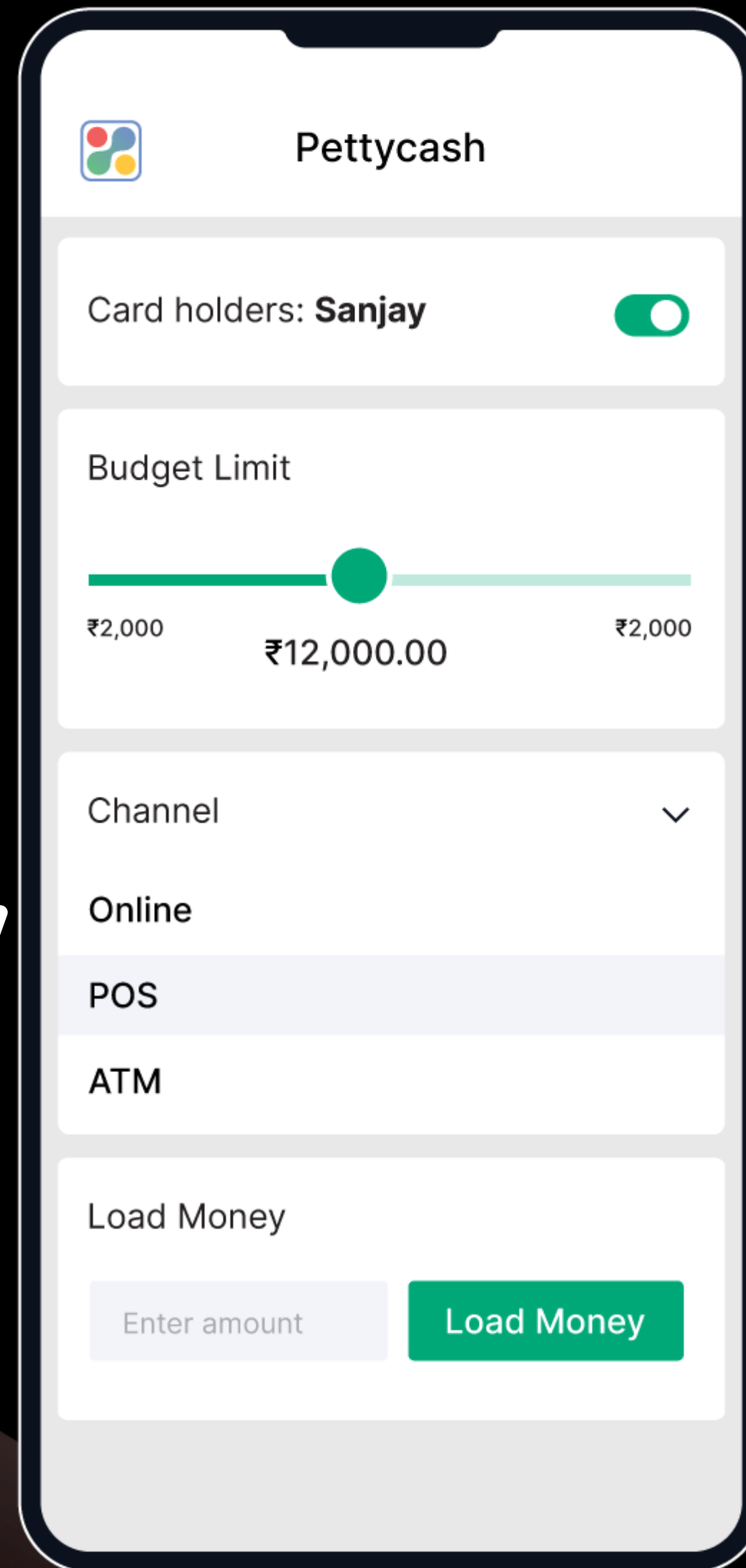
Setup Per Trip Allowance amount to restrict over spending and prevent violations



✓ Amount credited

Your travel allowance of ₹ 4,199 for the trip Bangalore to Delhi on 21 Aug 2022 has been reimbursed.

6. Automatically restrict policy violations in **each office/branch**



The screenshot shows the 'Pettycash' app interface. At the top, there's a header with a logo and the title 'Pettycash'. Below this, there's a section for 'Card holders: Sanjay' with a toggle switch that is turned on. The next section is 'Budget Limit', which features a slider ranging from ₹2,000 to ₹2,000, with a green dot indicating the current limit at ₹12,000.00. Below the slider is a 'Channel' dropdown menu with options: 'Online', 'POS', and 'ATM'. The 'POS' option is currently selected. At the bottom, there's a 'Load Money' section with an input field labeled 'Enter amount' and a green button labeled 'Load Money'.

Allocate specific amount for Petty Cash Expenses for each branch

Setup channels through which it can be used, and other restrictions

Part 3: **Automating Approvals** to move from...



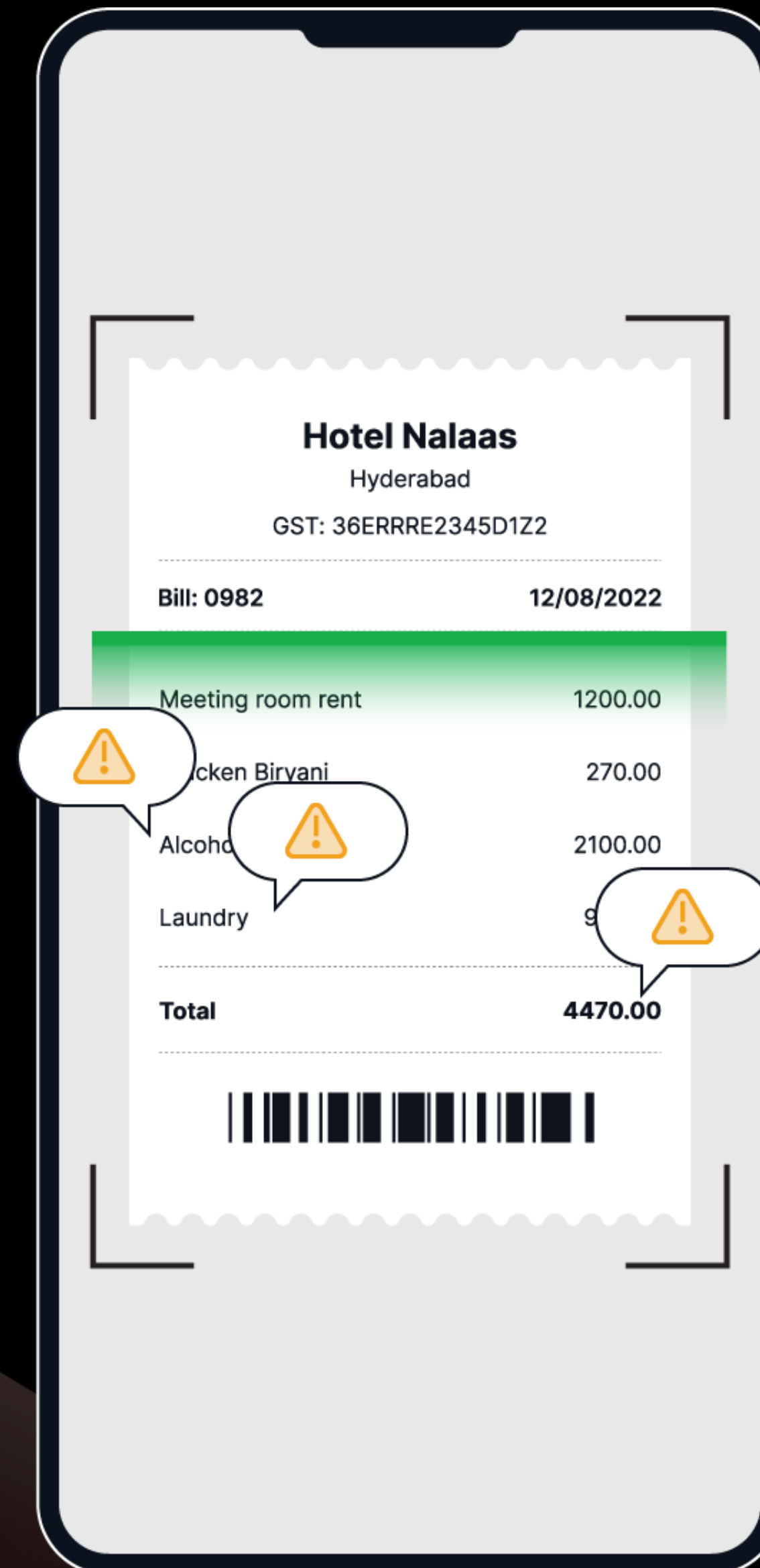
Data Capture

Processes

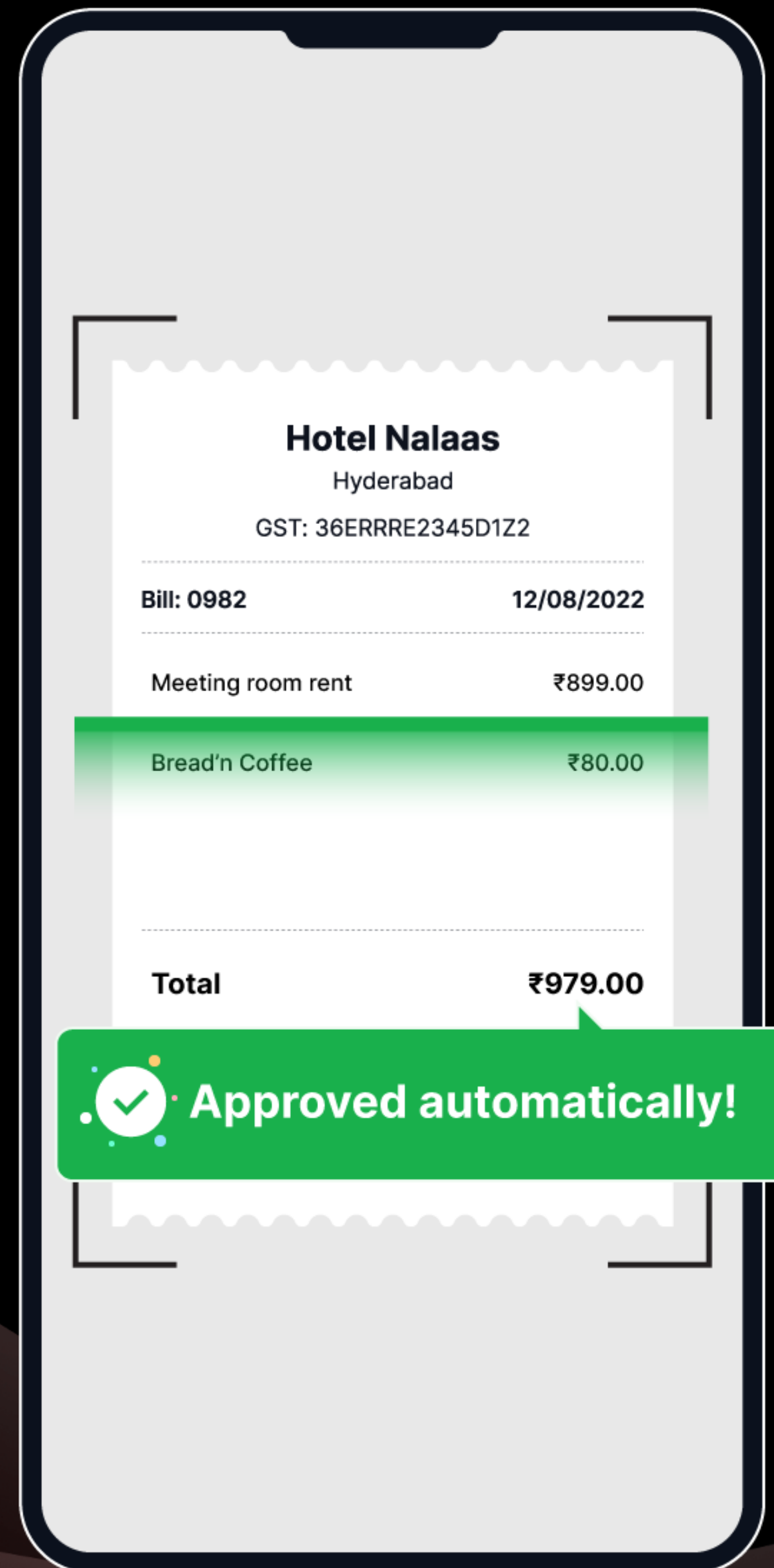
Approvals

Expense Auditing

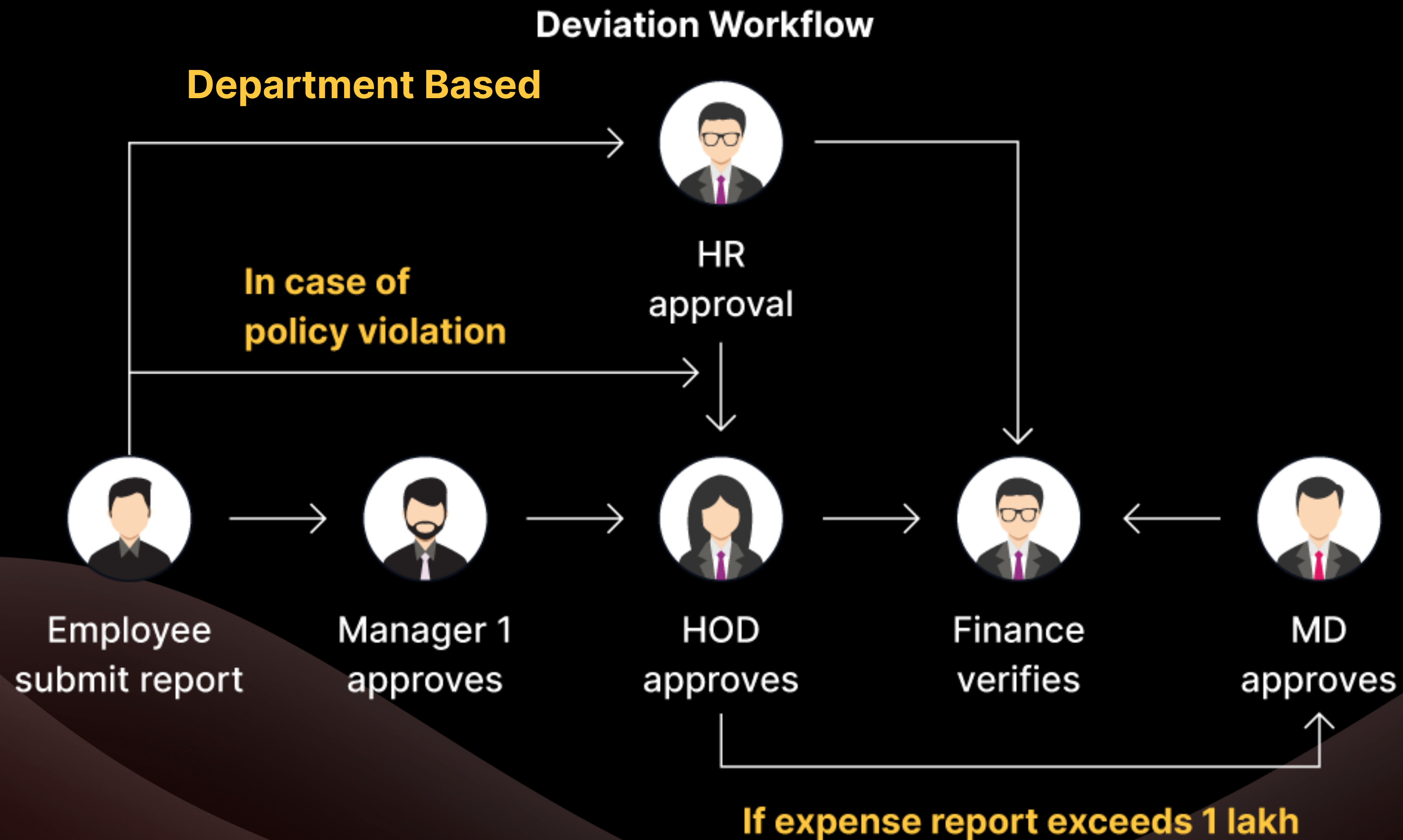
1. Automatically flag policy violations during **Approvals**



2. Automatically approve expenses with **No policy violations**



3. Automatically deviate approval flow with **Deviation Workflows**



Part 4: **Automating Expense Auditing** to move from....



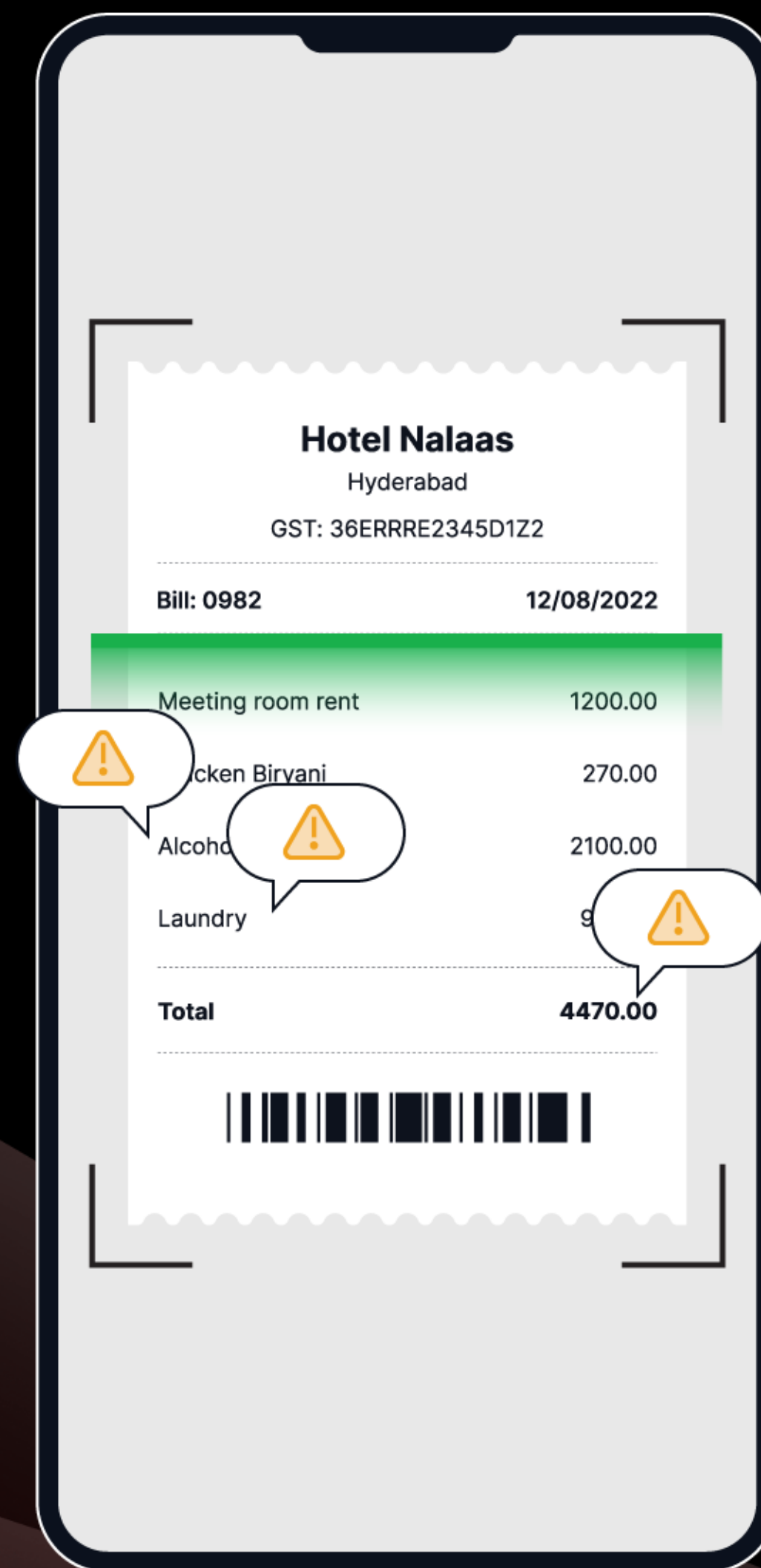
Data Capture

Processes

Approvals

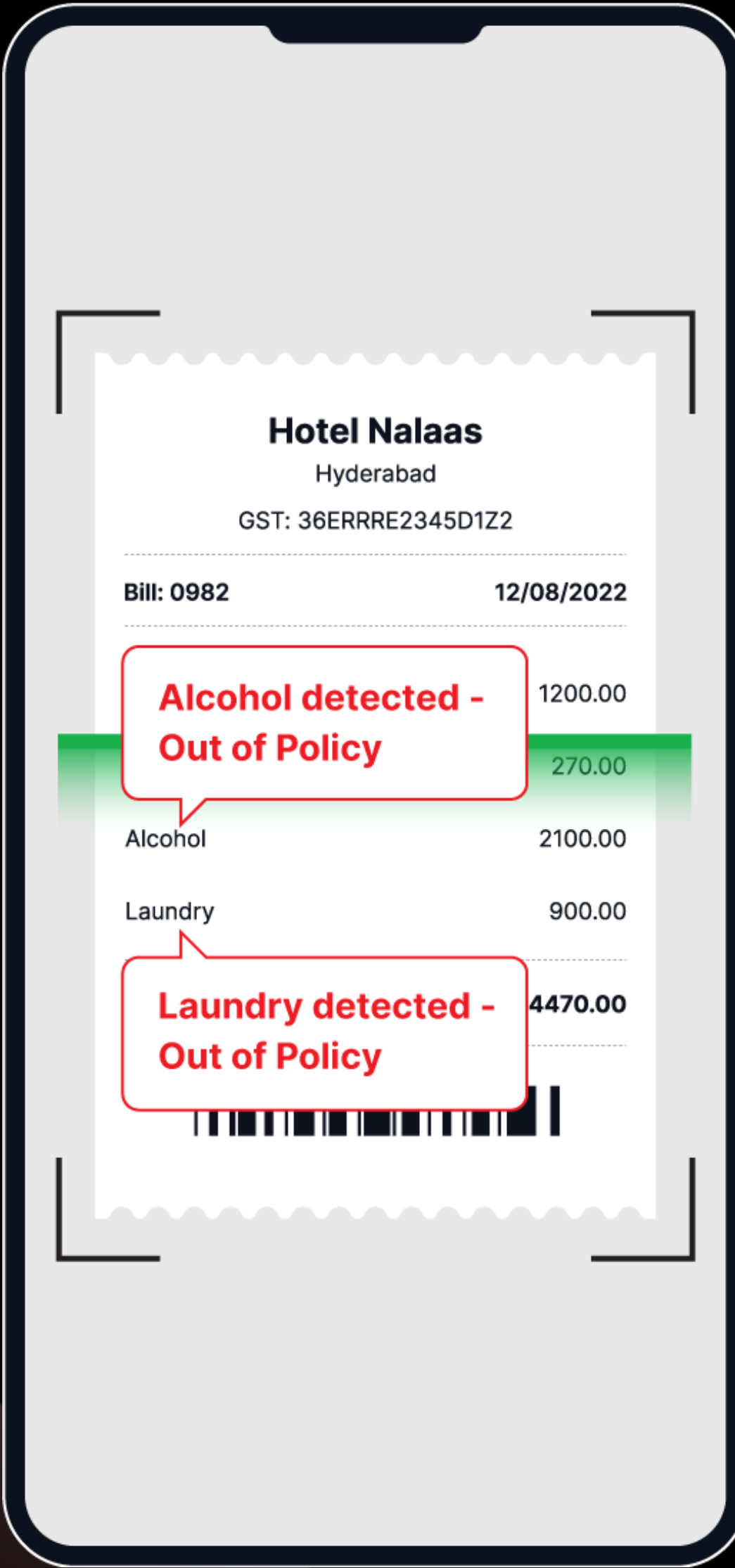
Expense Auditing

1. Automate Auditing to find **amount mismatches** and **claim eligibility violations**

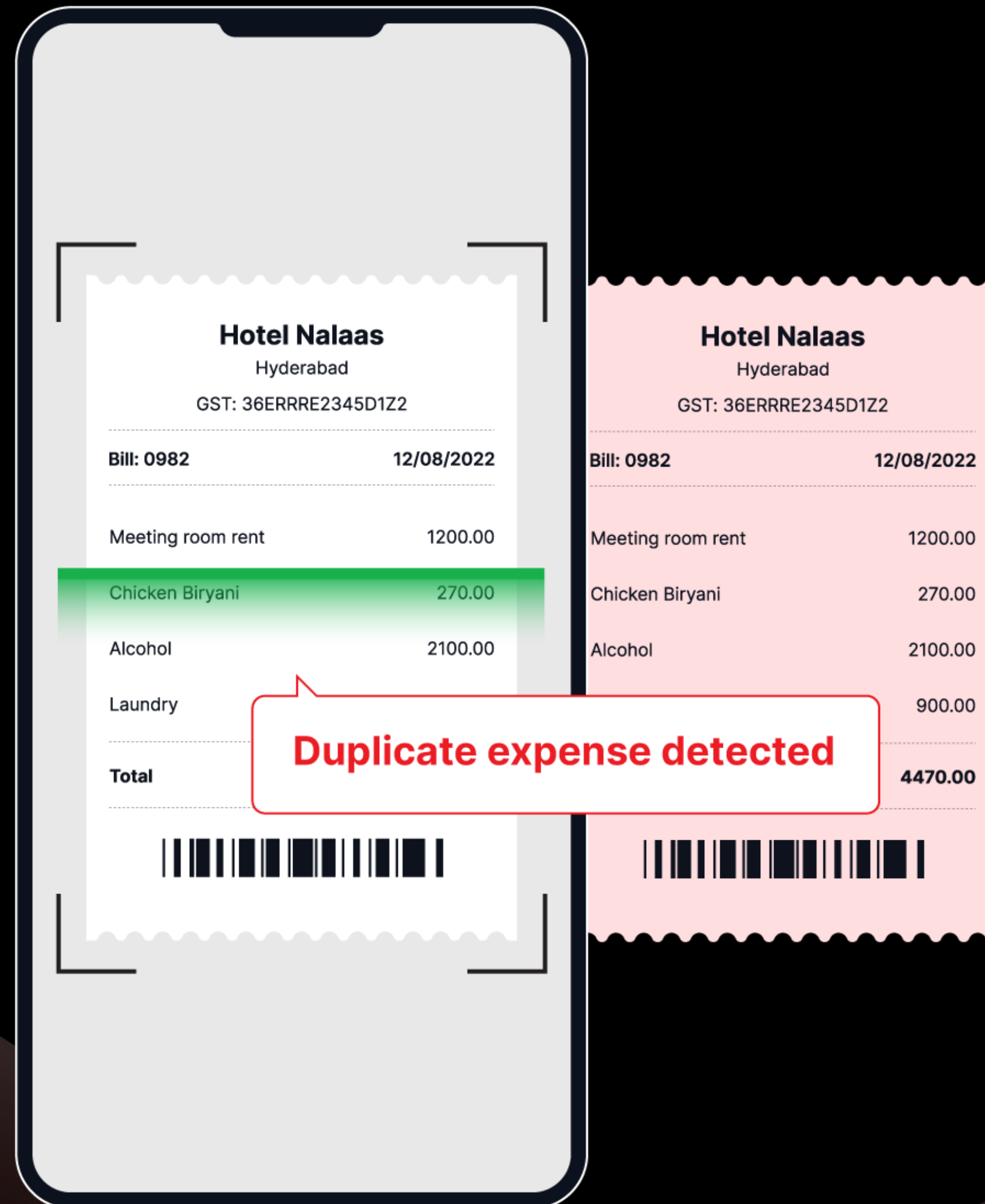


SmartAudit detects unique policy violations, fraud, and errors in one go.

2. Automate Auditing to find **Out-of-Policy Expenses**



3. Automate Auditing to find **Duplicate Expenses**



Move from....



Choose Happay
Choose Automation