

7


point-guide for
smart CFOs to
reduce T&E costs




1

Eliminate the “15%-35% fare increase due to long manual booking process” by enabling **self-booking for corporate travellers**

Client Trip to Delhi
Corporate Trip - 20 Jun, 2022 - 23 Jun, 2022

 **Mumbai** ⇌ **Delhi**
20 Jun - 23 Jun, 2022

 **Novotel Hotel, Delhi**
1 Deluxe Rooms | 20th Jun - 23rd June, 2022

Request Raised by John
20th Jun 2022

[Approve All](#)

Flight Search

One Way Trip **Round Trip** Multi City Trip

From **BOM** Chhatrapati Shivaji International Airport To **DEL** Indiragandhi International Airport

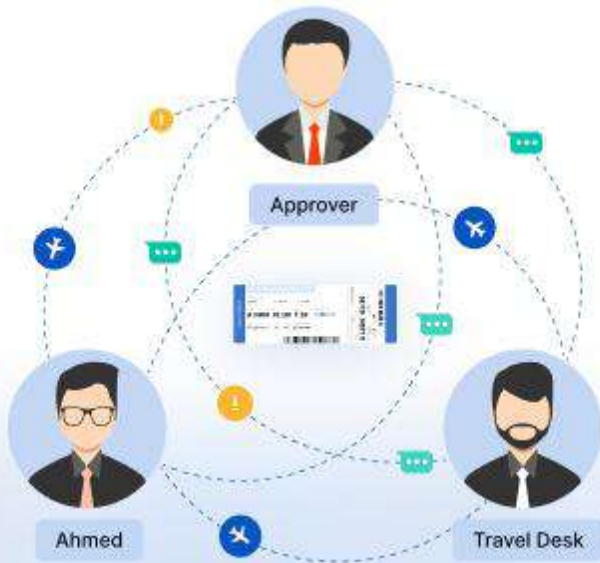
Departure **Mon, 20 Jun 2022** Return **Thu, 23 Jun 2022**

Traveller(s), Cabin
1 Traveller, Economy Class

[Search Flight](#)



Traditional booking via travel desk



VS

Self-Booking Tool (SBT)

SBT for Flights, Hotels and Cabs

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Departure: Mon, 20 Jun 2022 Return: Thu, 23 Jun 2022

Traveller(s), Cabin: 1 Traveller, Economy Class

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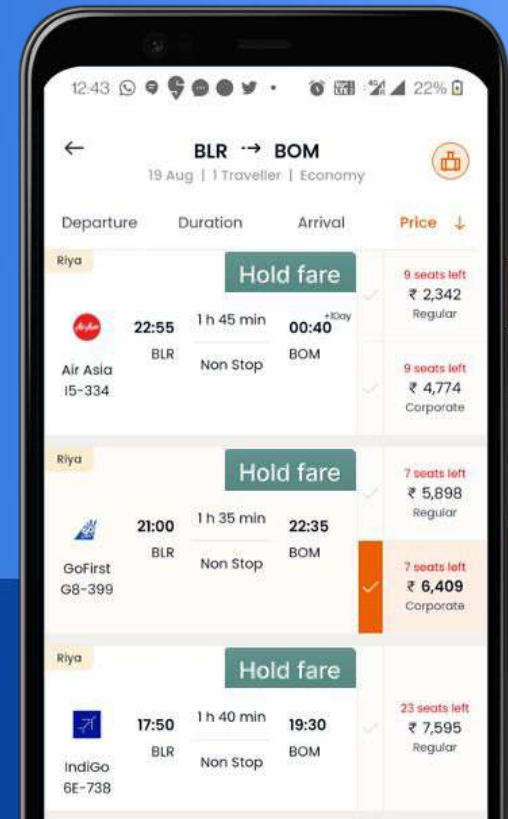
One click approval



Booking 1 ticket via the traditional way wastes 12 emails and 2.7 hrs of employees' time! Plus, delay in approvals & booking causes fare to increase by 15%-35% per ticket.

2

Save 8% to 12% annually
by enabling **“Fare Freeze”** in
your travel booking tool



Traditional booking

TIMELINE	FARE
Day 0	INR 4550
Day 3	INR 5250
Day 5	INR 5750

VS

Fare Freeze

TIMELINE	FARE
Day 0	INR 4550
Day 3	INR 4550
Day 5	INR 4550

No change as days pass



20%-45% trips are booked within 14 days of travel despite strong policies. Having a tool to freeze fares can eliminate last minute fare increases.

3

Drive >95% travel policy compliance
and **enforce automated policy checks**
instead of manual checks

Save upto

8%

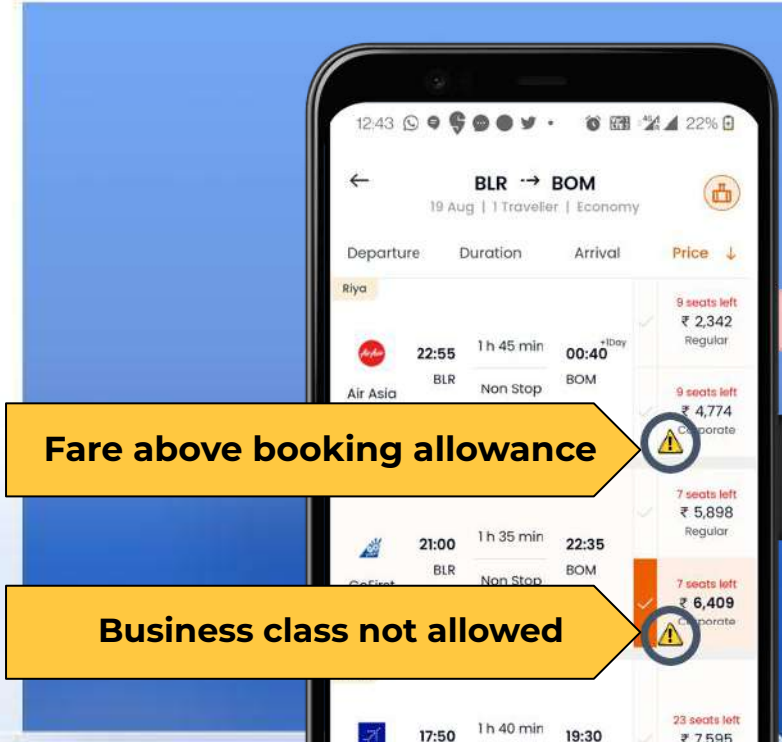
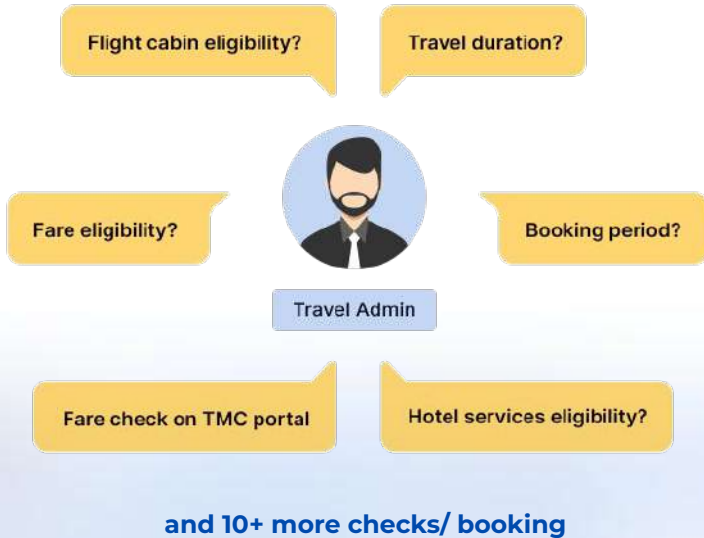
annually on
travel costs




Manual Policy compliance check

VS

Auto Policy compliance check



 Manual travel policy compliance checks has a leakage rate of 20-40%, compared to less than 5% in auto policy checks.

4

Enable “**missed savings alerts**”
in your Travel booking tool to
nudge travellers to book flights
and hotels **with lowest fare**

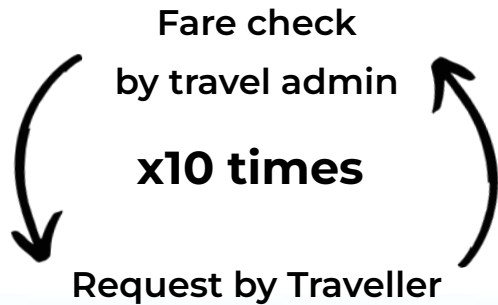
Save upto

7%

annually on
travel costs



Traditional booking



Even though there are cheaper options, costlier options within policy get booked.



Booking with missed savings alert

Missed saving alert!

You can save money by choosing the flights below

	23:10	2hr 50m	02:00	<input checked="" type="checkbox"/>	₹ 7756	₹ 1,200
Air Asia	BLR	Non Stop	DEL		Regular	Missed Savings
	19:25	2hr 50m	22:05	<input checked="" type="checkbox"/>	₹ 7814	₹ 897
Indigo	BLR	Non Stop	DEL		Regular	Missed Savings

The screenshot shows a notification titled 'Missed saving alert!'. It states 'You can save money by choosing the flights below'. There are two flight options listed. The first is an Air Asia flight from BLR to DEL, departing at 23:10 and arriving at 02:00, with a 2hr 50m duration. It has a 'Missed Savings' alert icon (a checkmark in an orange box) and shows a regular fare of ₹ 7756 and a missed savings fare of ₹ 1,200. The second is an Indigo flight from BLR to DEL, departing at 19:25 and arriving at 22:05, also with a 2hr 50m duration. It has a 'Missed Savings' alert icon (a checkmark in a white box) and shows a regular fare of ₹ 7814 and a missed savings fare of ₹ 897.



Enable missed savings alerts to nudge employees book flights and hotels with the lowest fare possible without hindering their preferences.

5

Implement “Smart Audit”
to **auto-check policy compliance**
of expenses filed by employees

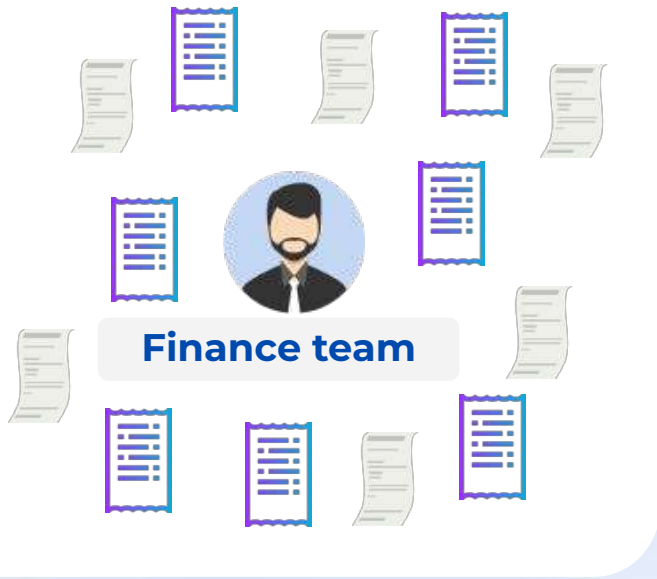
Save upto
15%
annually on
expense budget



Manual Policy check




Smart Audit



+100 more invoices to check



 **Manual checks are prone to errors. Implement automated policy checks to ensure 100% policy compliance**

6

Claim GST ITC for utmost expenses with an end-to-end **GST automation**

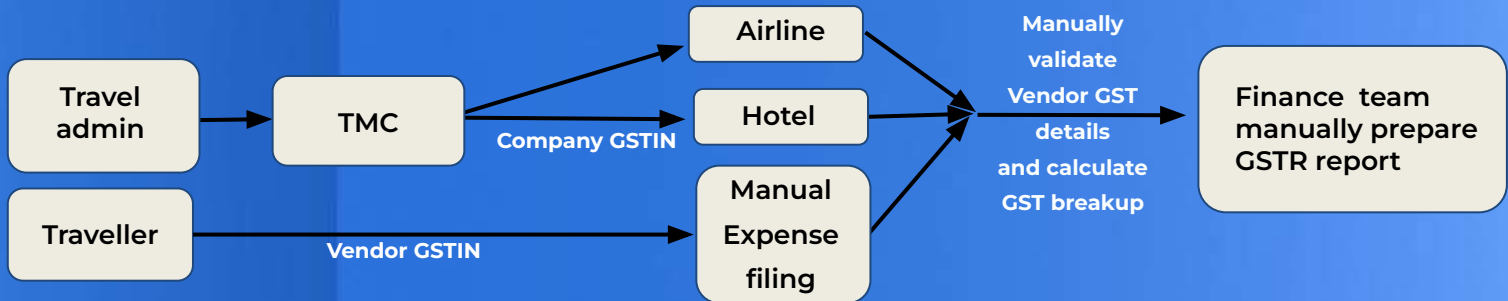
Save upto

5% to 18%

annually on
T&E expense



Manual GST process

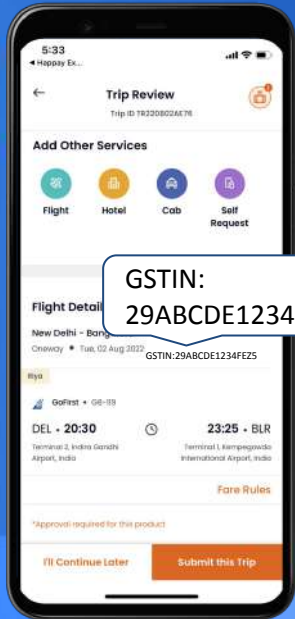


- ✘ Uncertainty in claiming ITC for every invoice: If company GSTIN is missed during booking, airline/ hotel won't file GSTR1
- ✘ Countless hours to prepare and recheck GST reports

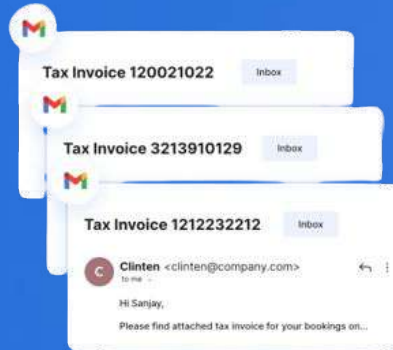


GST Automation in travel

1. Auto-fill
Company GST
while booking



2. Auto-read vendor GSTIN
and breakup from invoice sent
to a central email id



3. Auto-generate GST report
to verify with GSTR 2A

The image shows a 'Supplier GSTIN' box with the value 21AALCA4699P1ZZ and 36AACCR1234F1ZH. Below it is a GST report table with columns for CGST, SGST, IGST, and Total GST.

CGST	SGST	IGST	Total GST
0	0	92	92
67	67	0	134
0	0	299	299
64	64	0	128

Save hours of manual effort during month ends by automating GST in your T&E. Use Happay's GST report to verify with GSTR2 effortlessly and start to claim ITC for every expense made.

GST Automation in employee expenses

1. While employees file expenses...

Expense receipt

Expense Type	Amount
Expense Receipt	259.99
Expense Receipt	259.99
Expense Receipt	259.99
Expense Receipt	259.99

Expense Type*
Cash

Vendor_GST_Number*
29ABCDE1234F2Z5

Invoice_Number*
34236233

Type_of_Tax*
CGST + SGST

Tax_Percentage*
18

Base_Amount_for_Item_Entry*
10000

CGST_Amount*
900.00

SGST_Amount*
900.00

Ca

Vendor GSTIN will be auto captured along with amount and vendor name will be validated

GST Break-up will be auto calculated by choosing the percentage

2. Auto-generate GST report to verify with GSTR 2A

GSTIN	Vendor Name	Invoice No	Amount(INR)
18AABWDQ1223221	Vanitha Katthar	44/ Vanitha..	28,300.00
18AABWDQ1223222	SSTP Property Mana...	SPDG/ 22-23/128	30,600.00
18AABWDQ1223223	SSTP Property Mana...	SPDG/ 22-23/127	24,000.00
18AABWDQ1223224	Siddarth Mangolia	SPDG/ 23-29/145	5,10,800.00

Finance team need not re-calculate GST break-up, re-verify Vendor GSTIN and name for every employee or business expense

7

Use **corporate cards integrated with T&E solution** for branch petty cash expenses and other employee expenses

0

Frauds/Leakages



Physical cash-dominant process



Petty Cash Voucher NO. _____

DATE _____ AMOUNT _____

PAID TO _____

FOR _____ ACCOUNT _____

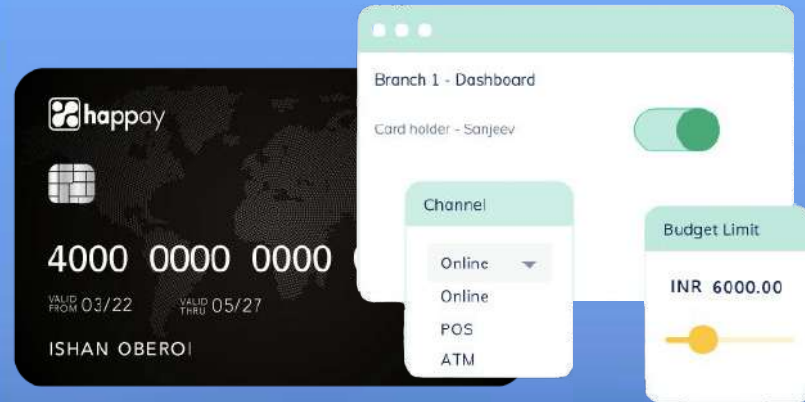
FOR _____ ACCOUNT _____
(attach documents)

RECEIVED BY _____ PAID BY _____

- Manual audit of expenses
- Poor control and visibility on branch expenses and balance
- High Cash leakage

VS

Prepaid cards



- Complete vision on expenses & idle branch funds
- Top up card only when required
- Better petty cash forecasting
- Ensures Authorized spending with set limits
- Block and unblock cards instantly



Corporate Cards integrated with T&E systems ensure complete control, real-time spend visibility and high degree of policy compliance

Thank you

www.happay.com

sales@happay.in

