

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

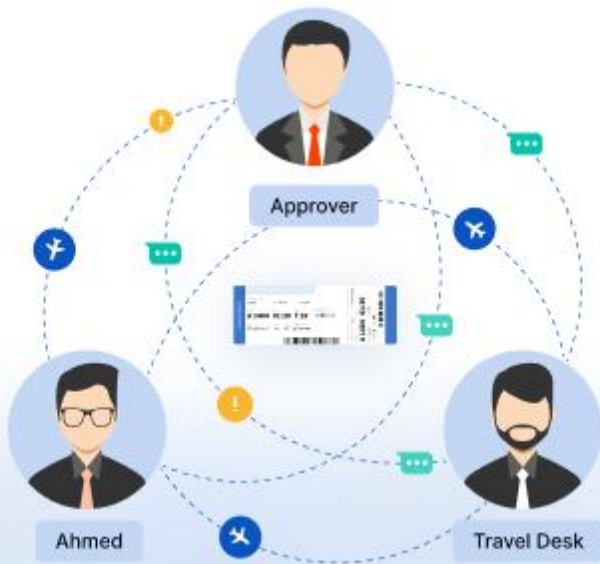
Thu, 23 Jun 2022

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

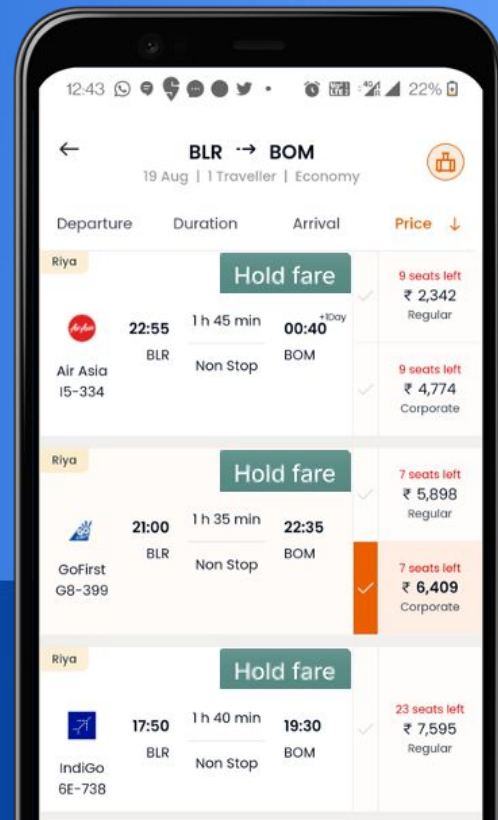
The screenshot displays the SBT interface for a **Client Trip to Delhi** (Corporate Trip - 20 Jun, 2022 - 23 Jun, 2022). The search criteria include: **From BOM** (Chhatrapati Shivaji International Airport) to **To DEL** (Indira Gandhi International Airport), **Departure Mon, 20 Jun 2022**, **Return Thu, 23 Jun 2022**, and **Novotel Hotel, Delhi** (1 Deluxe Rooms | 20th Jun - 23rd June, 2022). The request is raised by John on 20th Jun 2022. The interface shows an **Approve All** button, which is highlighted with a yellow box and labeled **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%

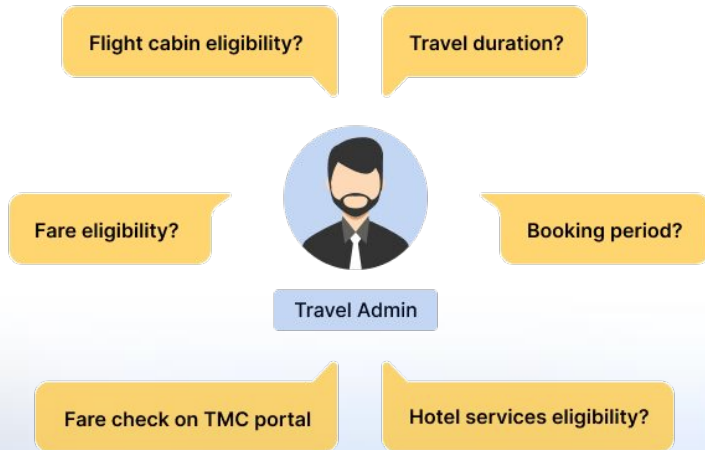
annually on
travel costs



Manual Policy compliance check

VS

Auto Policy compliance check



and 10+ more checks/ booking

A smartphone screen displays a flight search interface for the route BLR → BOM on 19 Aug for 1 Traveller in Economy class. The screen shows a list of flight options with columns for Departure, Duration, Arrival, and Price. Two yellow callout boxes with warning icons point to specific flight entries:

- Fare above booking allowance**: Points to a flight with a price of ₹ 4,774 (Corporate).
- Business class not allowed**: Points to a flight with a price of ₹ 6,409 (Corporate).

Flight	Departure	Duration	Arrival	Price	Seats Left
Air Asia	22:55	1 h 45 min	00:40	₹ 2,342	9 seats left
Air Asia	22:55	1 h 45 min	00:40	₹ 4,774	9 seats left
GoFirst	21:00	1 h 35 min	22:35	₹ 5,898	7 seats left
GoFirst	21:00	1 h 35 min	22:35	₹ 6,409	7 seats left
GoFirst	17:50	1 h 40 min	19:30	₹ 7,595	23 seats left



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**

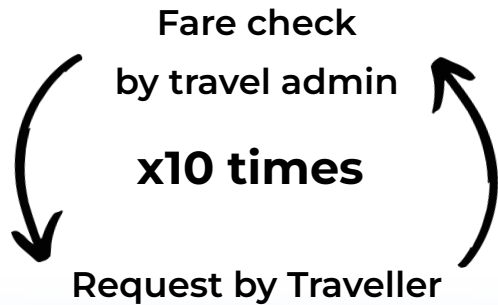
Save upto

7%

annually on
travel costs



Traditional booking



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

VS

Booking with missed savings alert

A screenshot of a "Missed saving alert!" notification. The alert states: "You can save money by choosing the flights below". It displays two flight options with a comparison between the regular fare and the missed savings.

Airline	Flight	Class	Regular Fare (₹)	Missed Savings (₹)
Air Asia	23:10 BLR to 02:00 DEL (2hr 50m Non Stop)	Regular	₹ 7756	₹ 1,200
Indigo	19:25 BLR to 22:05 DEL (2hr 50m Non Stop)	Regular	₹ 7814	₹ 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

vs

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**

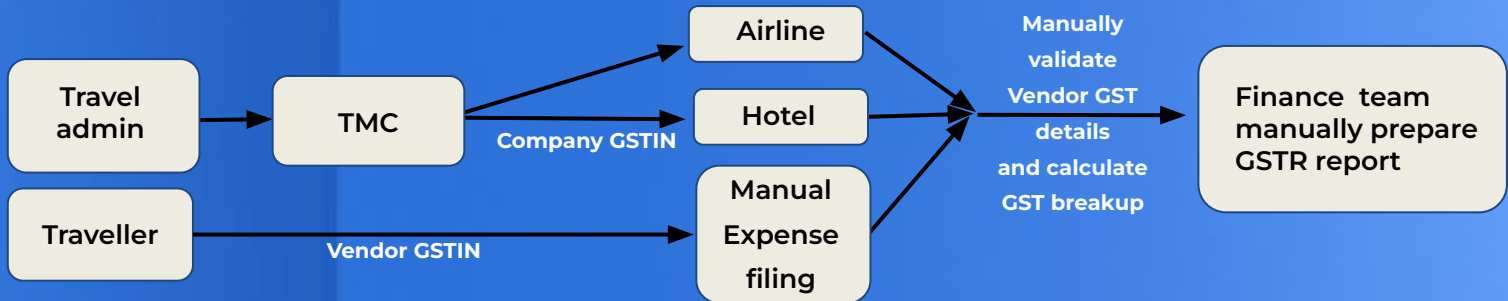
Save upto

5% to 18%

annually on
T&E expense



Manual GST process



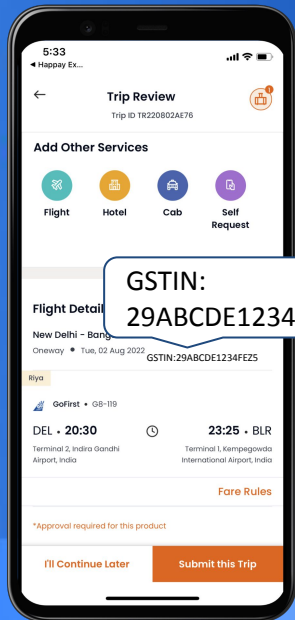
- ✗ Uncertainty in claiming ITC for every invoice: If company GSTIN is missed during booking, airline/ hotel won't file GSTR1
- ✗ Countless hours to prepare and recheck GST reports



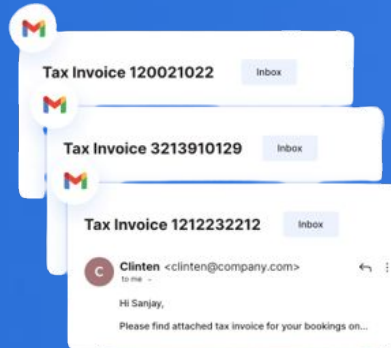
GST Automation in travel

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

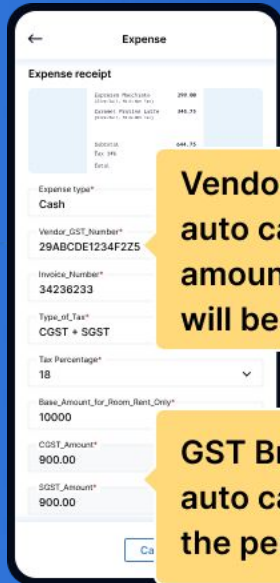
The screenshot shows a GST report table with columns for CGST, SGST, IGST, and Total GST. The table contains four rows of data.

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 Receipt	259.99
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 Room Rent Only*
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 Delivery Address	Vendor Name Vendor	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

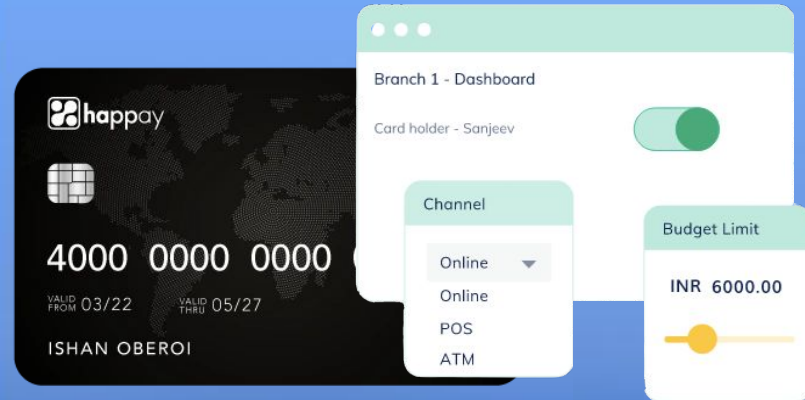


A Petty Cash Voucher form with the following fields: NO. (blank), DATE (blank), AMOUNT (input box), PAID TO (blank), FOR (blank), ACCOUNT (blank), FOR (blank), ACCOUNT (blank), RECEIVED BY (blank), and PAID BY (blank). There is a small box for (attach documentation) and a small box for (attach documentation).

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



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

