

# Modern Workplace

## My Expenses

## Mobile-First Expense Management for Microsoft 365

Modern Workplace **My Expenses** is a mobile-first solution that enables you to easily track and manage your company expenses.

You can easily create expense claims using your mobile device or browser, and then submit these for review and approval at the click of a button. Features include multi-item expense claims, receipt upload from your mobile camera, a dedicated review and approval dashboard, and flexible expense reporting.

### Expense management on-the-go

With MW My Expenses, staff are able to use their mobile device to easily create expense claims, add and amend individual expense items, and then submit their expenses for approval.

Individual expenses can be entered against your own expense categories or account codes, with VAT amounts if applicable. You can also add mileage expenses using your standard mileage rates. Expenses are organised into expense claims, so when you are ready to submit for approval, they are all sent together, along with any attached receipts.



### Improve efficiency and control

MW My Expenses helps you to centralise and streamline your entire expense management process.

Staff expense claims that are created and submitted from mobile devices are immediately displayed on a dedicated browser dashboard for review and approval. All your expense records and associated receipts are centrally stored and always accessible from the administration area.

- ✓ Centrally capture all expenses
- ✓ Streamline review and approval
- ✓ Improve efficiency and accuracy
- ✓ Record keeping with full audit trails
- ✓ Boost productivity with M365 integration
- ✓ Leverage M365 to save time and money

# Modern Expense Management for the Modern Workplace

Designed to work within your secure Microsoft 365 environment, MW My Expenses is a mobile-first solution that gives your staff immediate access to an easy-to-use mobile app for entering and submitting expenses, and a dedicated browser app for your authorised approvers so they can easily review and approve claims.



MW My Expenses uses Microsoft 365 technology to provide a modern user experience that is simple and easy to use. The service is available on any device from any location and users are automatically signed in securely with their normal Microsoft 365 credentials.

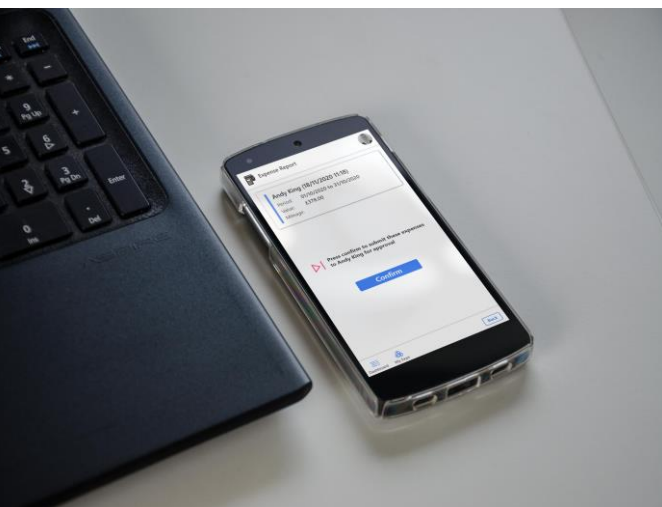
## Easy review and approval

MW My Expenses has a dedicated expense approvals dashboard and supports multiple approvers and approval workflows.

Expense claims are submitted to authorised individuals with approval status or to the accounts team, who are then able to easily review the details of claims and individual expenses. Uploaded receipts can be viewed and if needed expenses can be edited, before simple one click approval.



Use your own Microsoft 365 service to centralise and control expense management.



## Feature Highlights

- Maintain expense **categories** and account **codes**
- Submit expense claims for **multiple items**
- Track **mileage** expenses and rates
- **Review** open claims and items before submitting
- Multiple **approvers** and approval **workflows**
- Enter and track **VAT amounts** where applicable
- **Upload receipt** images from files or mobile camera
- Track items requiring **client recharge**
- Dedicated **Approvals Dashboard**
- Full expense **administration** and **reporting**

**Contact us now** to book a demo or to find out more about MW My Expenses