

► T&E Expense Management

Today, many companies, whether employees travel locally or out of the country, continue to use expense management processes that are paper intensive. Employees are required to fill out, print, and submit expense reports, while managers must review and approve the reports manually. Once submitted, this manual process continues to hinder reimbursement times, which can take up to two weeks.

Data Dimensions' T&E Expense Management solution provides you with a completely automated process. We streamline your entire process - from travel and entertainment expense submission, approval processes, and reimbursement, to auditing and reporting. We enable you to be free of the paper intensive work of T&E expense reporting, allowing your employees to focus on core competencies and moving your T&E expense management into the 21st century.

We deliver a customizable solution that enables you the flexibility to determine how the system works for you, including:

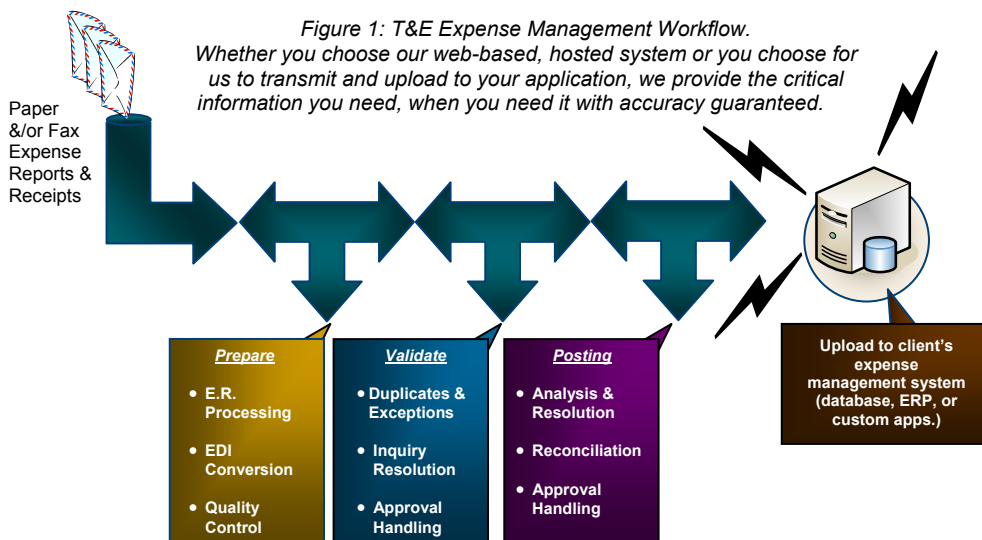
Collection of receipts: We can receive via fax, e-mail, mail, web, etc.

Approvals: We set approvals according to your company's policies.

Corporate Credit Card: We offer support, payment, and reconciliation services for corporate credit card usage.

Reporting: Customized according to the information and data collection you request and need to analyze.

Auditing: Whether you choose for us to review every physical expense report and receipt prior to approval or other pre-determined rules (e.g., 100% audit containing "Other" expenses, 100% over the amount of \$3,000, etc.).



Outsourcing your travel & entertainment expense processing services provides you with:

- Automated workflow for routing & approvals, eliminating manual processes
- A cost-effective, highly flexible & customizable solution with company specific policies & exception rules
- Guaranteed accuracy, removing once error-prone processes
- Full audit capabilities & control, ensuring company-specific & SOX compliance
- A team of dedicated, experienced staff, helping to deter fraud & reduce reimbursement errors
- Data protection, full redundancy, & system availability 24/7
- Simple, rapid deployment, with little to no IT resources

BECOME PROACTIVE TODAY

To learn how Data Dimensions can help you achieve your goals,

Call or visit our website:

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