

EXPENSE REPORTING WITHOUT THE HASSLE...IT'S POSSIBLE

Do you have a hard time tracking expense reimbursements either for yourself or for your employees? Do you dread the process of collecting, sorting and verifying receipts and expense reports? If so, we are happy to report that there are solutions to help ease the burden.

The advance of technology and smart phones has created a whole new ecosystem of apps and programs dedicated to assisting small businesses. As part of this, several companies have decided to tackle the cumbersome nature of expense reporting. We reached out to many clients and other small businesses to learn which, if any, of these expense reporting programs they use. Based on our conversations, we uncovered three cloud based solutions that people have been happy with: [Expensify](#), [Concur](#) and [Xpenditure](#).

Cloud based programs allow you to have paperless expense reporting and many allow you to upload receipts via smartphone, reducing the need to have a bunch of pesky papers lying around. Other common features available in these expense reporting programs include:

- Uploading and submission of receipts and expense reports via smartphone or scanner
- Ability to read receipts and create expense reports automatically
- Ability to automatically import from credit card or bank
- Integration with QuickBooks – export reports to QB (in paid subscription)
- Mileage Tracking – create and submit reports for miles driven
- Expense approval feature built-in (optional, but highly recommended)

While there is a cost to utilize the programs, the clients we interviewed say the benefits far outweigh the related expense. One of the most helpful benefits is the ability to go paperless while validating the deduction and business purpose. This is important for both financial reporting purposes and in the case of an IRS audit. As discussed in [this](#) article in our winter newsletter, it is not enough to have the bank or credit card statement alone; the receipt and business purpose needs to be documented as well. Cloud based software allows you to upload the receipts and can be set up to require entering the business purpose.

Another benefit of expense reporting software includes having a process to review and approve employee expense reports. Research from the company Xpenditure, which hosts cloud based expense reporting software, shows that cloud based business software increases employee compliance. Having a process to review and approve expenses and receipts may help to prevent fraud and employee theft in a business. This is an important process that is often missed in expense reporting. Many software programs have an approval feature built right in.

These are just a few of the solutions available to help reduce the hassle of the expense reporting process. If you have questions about expense reporting requirements, documentation, or if you want recommendations for software or setting up a business process regarding expense reports for your employees, please contact us to discuss further.