



Save time, reduce costs and stay compliant.

Simplify the way you submit, authorise, reimburse and audit employee business expenses. Employee expenses offering a dedicated mobile app, receipt scanning technology, automated driver and vehicle look-ups, GPS mileage capture, corporate card reconciliation, and over a 120 built in management reports. Built in spend reports provide an unparalleled level of insight, helping to drive further cost savings within your organisation.



#### Reduce costs

Proven savings and benefits through accurate claims, visibility of policy limits and reduced processing costs



#### Increase efficiency

Reduced manual processing. Claimants can submit claims quicker and easier, whilst approvers have less to check



#### Ensure compliance

Increased policy and HMRC compliance through flags and limits for more accurate receipt and claim validation



#### Quicker reimbursement

Record, submit and approve on the go, anytime, anywhere with a dedicated mobile app



#### Protect your drivers and organisation

Automatic vehicle and driver checks for licence, MOT, Tax and Insurance

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**Reduce expenses spend by up to 20%.  
Drive down processing by 80%.**

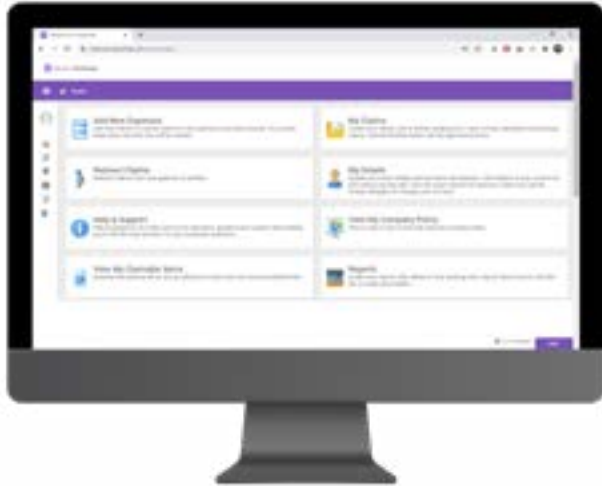
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We used to have calls to the office asking where expense claims were in the approval process. Now, everything is remote and automated, meaning that every party is kept updated. We've a really geographically dispersed team; where it used to take up to two weeks for an expense item to be approved, it now takes minutes.”

**Vincent Lisle, Financial Controller,  
Johnston Press**

**Take control of company spend with online and mobile expenses.**

Assure Expenses is the most configurable employee expenses solution, designed to reduce time and costs and increase productivity amongst payroll, finance teams, claimants and authorising managers. Tailored to fit around your expenses policy and designed to maximise expense compliance through intuitive policy and HMRC validation features.



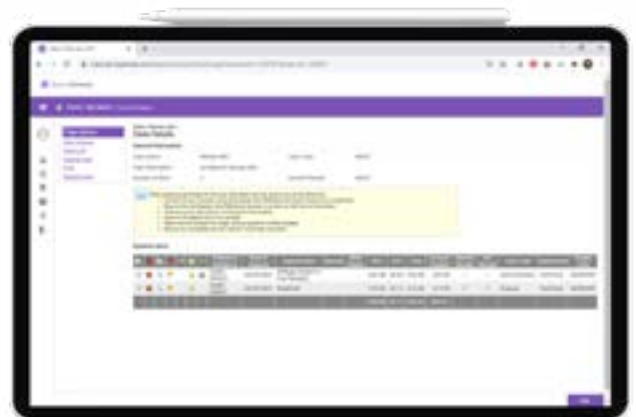
**Features**

- Accurate journey validation: accurate mileage tracking featuring both postcode to postcode lookups or street level addresses
- Highly configurable: built around your expenses policy
- Corporate card management: manage credit cards, corporate cards, and fuel cards.
- Duty of care: manage the recording and verification of driver and vehicle documentation
- Driver & vehicle check: vehicle and driver documentation automatically retrieved and populated within the system using data sourced from the DVLA
- Reporting suite: over 120 built in reports providing expenses spend analysis
- Tax & VAT: built in HMRC tax and VAT rules ensure compliance
- Mobile app: record, submit and approve expenses on the go
- OCR receipt scan: OCR technology scans receipts and automatically populates expense claims
- System integration: interface with payroll, finance and HR systems
- Self registration: new employees, non-staff, and contractors can self-register onto the system
- Delegates: select delegate users to perform actions on your behalf
- Single sign-on: stores and automatically uses credentials when signing on through a specified location

- Receipt validation: fully compliant HMRC receipt validation within 48 hours using our 16-point check
- Payment services: pay direct into employee’s banks with next day payment as standard
- Cost/project codes: customisable cost/project codes enable expense items to be recorded to the correct project, budget or cost centre
- Multiple currency: multiple currency rates allow the accurate recording of expense items in their actual currency and at accurate exchange rate with connection to automated, online exchange rates
- Help & support: extensive help & support including walkthrough guides, videos and FAQs

**Benefits**

- Maximise VAT reclamation through accurate claims with valid VAT receipts
- Reduce your expenses spend through accurate and compliant claims
- Reduce corporate risk with driver and vehicle checks using data sourced from the DVLA
- Reduce overspend with accurate journey validation
- Manage the entire process from your smartphone
- Ensure HMRC and expenses policy compliance with intuitive flags and limits
- Quick approval ensures faster reimbursement for employees
- Full visibility of claims process for employees, managers and finance



**Fast, accurate, and compliant.**

**REQUEST A DEMO TODAY**

For more information please contact your **RLDatix** Account Manager or visit [www.allocatesoftware.co.uk](http://www.allocatesoftware.co.uk)



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