

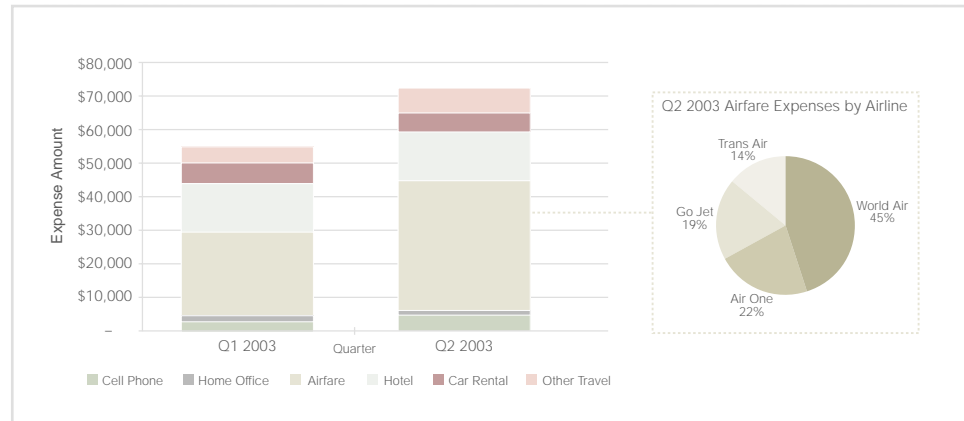
## Employee Expense Reporting

Employees within an organization routinely incur business-related expenses and bill them back to their employer in line with corporate policy. Employee expense reporting reveals amounts incurred by expense category, with totals by employee and group. These summaries can be viewed graphically, and out-of-trend activity automatically detected and highlighted. From these summaries, managers are able to drill down to individual expense item detail, allowing thorough investigation of all areas of the expense process. Business intelligence systematizes the complete review cycle through automated delivery of expense reports to managers and employees prior to each reimbursement cycle.

### Key Performance Indicators

- Airfare Expense
- Average Cellular Phone Expense Per Employee
- Total Entertainment-related Expenses
- Average Travel Expense Per Employee
- Top 10% of Workforce with Highest Reimbursements
- Top 10% of Workforce with Highest average Airfare Expenditures

### Sample Report: Regional Expenses by Expense Category



This report graphically reveals trends in spending areas for a region and provides detail on an area with noticeable relative increase in spending – in this case airfare expenses. From this report, a manager could drill to transaction-level detail to see exact expense items, and further to the individuals submitting those items. Further analysis might include investigating a single employee's complete expense report, trending of expenses within the cost account or a comparison to expense limits.

### COMMON BUSINESS QUESTIONS

- Which employees expensed the highest amounts for cellular phone use in February?
- Which employees are spending the most money?
- Which business unit is expending the largest percentage of its budget on expense reimbursements?
- What types of expenses are responsible for most of our costs?
- Which employees spent over \$1000 on airfare this quarter?
- How many days passed between the date the expense was incurred and the date the employee submitted this expense for reimbursement?
- Did any employees submit expenses outside the usual categories of travel and communications?
- Why did this employee incur this expense? What was this purchase for?