

## Expense Reimbursement Application

**Client:** A Non-Profit organization with multiple location and over 100 employees.

**Industry:** Non-Profit

**Issue:** The organization had a manual paper based expense reimbursement process. There were multiple paper forms that were used by employees for submitting their expense for reimbursement. The forms needed approval from various managers based on the \$ amount. It was a time consuming process and delays and loss of forms in the process was frequent. The organization was opening offices in Washington and California and was looking for ways to automate the process, so employees would not have to mail these forms to different locations for processing.

The issue with this process was:

- Manual, paper based process
- The process was time consuming with little accountability and visibility in the process
- Loss of forms and supporting expense receipts were frequent
- No reporting around the process, the management had no visibility in the volume and amount of forms that were being processed.
- Errors in the form required re-starting the process from the beginning
- The processed forms and supporting receipts had to be physically stored in filling cabinets, leading to unnecessary storage cost

**Technology:** ASP.NET, SQL Server 2008.

**Solution:** Intellixion built a custom electronic expense reimbursement application with e-signature capability. The application is a web based solution that allows user to access the application securely from all of their different locations. The user can electronically fill the forms, attach supporting receipts, e-sign and electronically route the form to their senior management for review and approval. Following were the benefits of the application:

- Web based solution, with easy and secure 24 x 7 access
- Process automation, leading to faster processing of claims and accountability during the entire process
- No need to physically store forms and receipts, everything is saved electronically and available online
- Management get status reports that provides insight into the volume and amount of form being processed
- Reduction in storage cost, increase in productivity and greater efficiency in the process, leading to substantial savings for the organization

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