

# Expenses Mobile - Feature Overview

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## Overview

Expenses Mobile is our innovative mobile app which allows you to manage your expenses on the move. The full claim and approval process from Selenity Expenses has been mirrored within Expenses Mobile, allowing you to add your expenses at any time with ease, while approvers can stay on top of claims, ensuring that reimbursements are as efficient as possible.

## Features

| Feature                | Description                                                                                                                                                                                                                                                                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Full mobile submission | Create, submit, track and approve business expenses on the go. Expenses Mobile allows you to manage the entire claim process in the palm of your hand.                                                                                                                                                                                                    |
| Receipt Scan           | Snap your receipts and store them in your digital 'Receipt Wallet' whilst on the move, removing the need to keep a pile of receipts in your real wallet.<br><br>OCR technology captures details from the receipts in your Receipt Wallet and automatically populates certain fields on your expense claims, saving you time whilst improving reliability. |
| Quick access           | Expenses Mobile harnesses the mobile devices' security controls offering quick sign-in options including 4-digit pin logon, fingerprint and face recognition technology.                                                                                                                                                                                  |

| Feature                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accurate mileage validation    | Accurate journey validation from your phone. GPS tracking allows you to pinpoint your exact start and finish locations. You can also manually add in locations visited via postcode and with Address+ you can pinpoint down to street level for even more accuracy.                                                                                                                                                                                 |
| Policy compliance              | Expenses Mobile provides the same level of advanced validation that checks claims against policy compliance and applies VAT rules. You can be assured that duplicate claims, missing receipts, miscalculation of mileage and VAT won't slip through the net!                                                                                                                                                                                        |
| Real-time visibility of claims | Claimants can access a full status history of their submitted and previous claims. From the app they can see if any claims have been approved for reimbursement or queried by their line manager for amendments or justification before resubmitting all on their mobile phone.                                                                                                                                                                     |
| Corporate card reconciliation  | Reconcile your corporate card statements within Expenses Mobile. Statements are automatically pushed down to your phone. You can either reconcile each transaction by adding a new expense, completing the additional details and attaching your receipt; or if you like to add your expenses as they happen, you can match each card transaction to existing expense items, which intuitively find the matching items based on the date and value. |
| Multiple app platforms         | Expenses Mobile has the same advanced functionality across iOS and Android, available in the respective app stores.                                                                                                                                                                                                                                                                                                                                 |

## Implementation

1. Familiarise yourself with the following Frequently Asked Questions before proceeding:

[Expenses Mobile - Admin FAQs](#)

[Expenses Mobile - User FAQs](#)

2. Inform your users of the changes which are being undertaken and make them aware that Help and Support documentation can be found within Knowledge (use Selenity Expenses credentials to login to Knowledge).
3. Once a user downloads Expenses Mobile from the appropriate app store, they will be able to start using it straight away.

[Expenses Mobile - Download Instructions](#)

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