


Overview of Assure Expenses Mobile

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The full claim and approval process from Assure Expenses has been mirrored within Assure Expenses Mobile, allowing you to add your expenses at any time with ease, while approvers can stay on top of claims, ensuring reimbursements are as efficient as possible. We see it as an extension of the web version of Assure Expenses!

We've tried our best to make the app nearly identical across Android and Apple devices, so don't worry if you don't see any iPhone screenshots; we just chose to use an Android device for our articles 😊.

Features

Feature	Description
Full Mobile Submission	Create, submit, track, and approve business expenses on the go. Assure 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. 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	Assure Expenses Mobile harnesses the mobile device's security controls, offering quick sign-in options including Touch/Face ID, Biometrics, and PIN sign-in.
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 the postcodes of locations visited, and using Address+ you can pinpoint your location down to street level for better accuracy!
Notifications	Users won't miss anything with our handy notifications menu. We'll let you know when your receipts have finished processing, if you have any outstanding claims to check, or if there are any important announcements. Just look out for a red indicator icon above the Navigation Menu:  .
Policy Compliance	Assure Expenses Mobile provides the same level of advanced validation that checks claims against policy compliance and VAT rules. You can be assured that duplicate claims, missing receipts, miscalculation of mileage, and VAT won't slip through the net!

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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	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 finds the matching items based on the date and value.
Multiple App Platforms	Assure Expenses Mobile has the same advanced functionality across iOS and Android devices and is available in the respective app stores.

Implementation

1. Familiarise yourself with the following frequently asked questions before proceeding:

Assure Expenses [Mobile - Admin FAQs](#)

Assure 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 Assure Expenses credentials to sign in to Knowledge).
3. Once a user downloads Assure Expenses Mobile from the appropriate app store they will be able to start using it straight away!

To download Assure Expenses Mobile, visit [Assure Expenses Mobile - Download Assure Expenses Mobile](#).
