

Online travel expense claims

Expense reporting software

Employee expense item report

FOR: ALL DEPARTMENTS - AND - ALL DIVISIONS - AND - ALL LOCATIONS

SHOW 50 ENTRIES

export this data to excel

Name	Department	Claim ID	Claim status	Date	Amount	type	Paid by emp?	Chargeable?	Project
David Blair	Management	7	R	31/03/2014	55.0	Meals / Entertainment	No	No	
David Blair	Management	52	A	08/04/2014	3.2	Parking	Yes	No	
David Blair	Management	52	A	08/04/2014	2.25	Mileage	Yes	No	
Bloggs		2572	A	27/10/2014	6.75	Mileage	Yes	No	
Connon	Management	5347	R	27/10/2014	150.0	Travel	Yes	No	
Connon	Management	5347	R	06/02/2015	25.0	Training	Yes	No	Brighton Proj
the Jackson	Warehouse	511	R	06/02/2015					



The days of expenses in a paper-based system are over. Throw away the forms and the manual systems and put all the information into breatheHR. Staff can submit their expenses online from wherever they are without waiting to get back to the office. They can take photos of the receipts and submit them with the expense description so that the whole process becomes automated. Then you can deliver up-to-date and consistently categorised management reports on travel budget variance.

Add expense

EXPENSE DATE *

DESCRIPTION *

COMPANY EXPENSE TYPE *

PROJECT

AMOUNT *

PAID BY EMPLOYEE PAID BY COMPANY

CHARGEABLE TO CLIENT

HAS RECEIPT

[Add expense](#)

Online expense submission

Simple. efficient and quick

Type in your expenses as you incur them. Take a photo of the receipt and attach that too. Allocate it to company-wide pre-defined categories and it makes the whole process light on admin and quick to deal with.

Find employee...

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David Blair	Management	52	A	08/04/2014	3.2	Parking	Yes	No	
David Blair	Management	52	A	08/04/2014	2.25	Mileage	Yes	No	
Joe Bloggs		2572	A	27/10/2014	6.75	Mileage	Yes	No	Brighton Project
Joe Bloggs		2572	A	27/10/2014	150.0	Travel	Yes	No	Brighton Project
Jack Connon	Management	5347	R	06/02/2015	25.0	Training	Yes	No	Client B
Jack Connon	Management	5347	R	06/02/2015	15.0	Meals / Entertainment	Yes	No	Client B
Christine Jackson	Warehouse	614	A	07/07/2014	4.5	Mileage	Yes	No	
Christine Jackson	Warehouse	614	A	07/07/2014	3.45	Parking	Yes	No	
Christine Jackson	Warehouse	19447	A	27/01/2016	18.68	Mileage	Yes	No	Brighton Project
Bob Marsh	Sales	6	C	31/03/2014	40.0	Mileage	No	Yes	
Bob Marsh	Sales	51	A	08/04/2014	1.35	Mileage	Yes	No	
Bob Marsh	Sales	51	A	08/04/2014	2.35	Parking	Yes	No	
Bob Marsh	Sales	2573	C	28/10/2014	5.0	Parking	Yes	No	Brighton Project
Bob Marsh	Sales	2574	A	29/10/2014	21.0	Travel	Yes	No	Client B

Easy expense reports

Up-to-date information all online

If you are using breatheHR's expense system, all the expenses are directly to hand and completely up to date whenever you want to run a report. Export data to excel for further processing and some pretty graphs. Allow the payroll department access to so they can refund staff without any further input from either HR or the employee.