



SIMPLE TRAVEL EXPENSE RECORDING AND ACCOUNTING

- » Digital travel expense recording provided by the ZEUS® software solution simplifies the accounting of business trips and speeds up the process from recording to paying out authorised travel expenses.
- » As with other absences, business trips are requested and validated via predefined workflows. ZEUS® Travel Expense Recording completes the process by ensuring both accurate, up-to-date time accounts and automated calculation of the applicable per diem rate.
- » Once the trip is over, travel expenses can be easily recorded and receipts for tickets, parking fees, business meals, etc. can be quickly uploaded and assigned to the previously approved business trip.

WELL-ORGANISED TRAVEL EXPENSE RECORDING:



INCREASED EFFICIENCY AND COST SAVINGS:



- » Thanks to ZEUS® Travel Expense Recording, receipts in the form of incomplete loose sheets of paper as well as cumbersome filling out and handling of paper forms are replaced by a digital process.
- » All it takes is a simple press of a button by the line manager for approval and the travel expense report is transferred to payroll accounting.
- » This means that business travel expenses are fully and transparently documented and if queries arise, they can be verified quickly and easily at any time.



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