

Personal Expense Tracker

Expense management refers to the systems deployed by a business to process, pay, and audit employee-initiated expenses. These costs include, but are not limited to, expenses incurred for travel and entertainment. Expense management includes the policies and procedures that govern such spending, as well as the technologies and services utilized to process and analyze the data associated with it.

Software to manage the expense claim, authorization, audit and repayment processes can be obtained from organizations that provide a licensed software, implementation and support service, or alternatively, from software as a service (SaaS) providers. SaaS providers offer on-demand web-based applications managed by a third party to improve the productivity of expense management.

Expense management automation has two aspects: the process an employee follows in order to complete an expense claim (for example, logging a hotel receipt or submitting mobile phone records) and the activity accounts or finance staff undertake to process the claim within the finance system.

