

# u.s. bank travel solutions

Corporate Card | Meeting Card | Expense Management | One Card

**U.S. Bank  
Expense Management  
has arrived**

All of **us** serving you™

**us bank**

# Increase visibility, control and savings

## Automate the expense management process

To effectively manage expenses, organizations need tools that are comprehensive, yet easy to implement and use. Companies require flexible, intuitive, on-demand access to information so they can:

- Understand spending patterns
- Increase control over spend
- Identify cost-saving opportunities
- Ensure program compliance

### Save time and money

U.S. Bank® Expense Management is ideal. It is a comprehensive, data-rich expense management solution. Moreover, it automates the expense management and reporting processes, and complements other U.S. Bank tools such as U.S. Bank Access® Online.

As a result, your organization can cut the time and costs associated with expense report preparation and approval, and policy compliance.

### Increase compliance and make better decisions

By streamlining the T&E expense management process with U.S. Bank commercial card data and U.S. Bank Expense Management, organizations can increase compliance and enhance access to T&E data for better decision making.

### Easy to learn and use

Because U.S. Bank Expense Management delivers services directly to employees via the Internet, it does not require IT staff or costly training. Self-paced learning tools are readily available for your end users and back-office administrators. In short, U.S. Bank Expense Management is a high-speed, low-cost way to automate your expense management and reporting processes.

### Get started using our step-by-step deployment

A team of experienced U.S. Bank specialists will work with you to ensure the implementation process goes smoothly. Our step-by-step deployment process ensures that your program is designed to meet your organization's needs, your data feeds into the application, your program administrator is completely trained, and the system is fully operational.

## Contact U.S. Bank for more information

For more information about U.S. Bank Expense Management and how it can benefit your organization, contact us at (866) 274-5898.

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### Everyone benefits

#### Employees

- Get anytime, anywhere expense reporting
- Access key features with just a few clicks
- Prepare and submit expense reports quickly and easily
- Create expense reports using pre-populated card data and easily enter out-of-pocket and cash expenses

#### Accounting

- Integrate transaction data directly into in-house accounting and general ledger systems
- Leverage management reporting to help monitor corporate and individual spend

#### Administrators

- Automate user and password set up
- Create accounting code defaults
- Establish policy and procedure compliance

#### Managers

- Generate employee activity, category and supplier reports
- Enable online review and approval of employee expenses

#### Organization

- Improve supplier negotiations
- Eliminate the costs associated with paper-based transactions through expanded analysis capabilities and cost controls
- Enable trend and cost analysis