

## Implement a Seamless Automated Expense Reporting System with Diners Club®

Automate the expense reporting process and reduce the administrative workload on your travelers and office staff. Diners Club works with you to establish a secure, reliable automated expense reporting system that saves your organization time and money.

Diners Club has the technology to interface with any of the many software vendors who provide stand-alone automated expense reporting systems or who provide modules within an enterprise resource planning system. We work with you and the vendor of your choice to create a seamless, integrated process. Our objective, consultative services go beyond the selection process to create a system that continues to meet your organization's needs.

### How it Works

Diners Club transaction data is the foundation for your automated expense reporting system. Secure transaction data feeds pre-populate traveler expense reports with the frequency that you choose — daily, weekly, or monthly. With less data entry and less paperwork, the expense reporting process is simplified entry errors are minimized and administrative handling is reduced.

Automatic prompts from the automated expense reporting system ask travelers to provide complete information and justify expenditures that do not comply with travel policy. Expense reports then move through the approval process electronically, minimizing delivery delays. With complete, compliant expense reports, manager time involved in the approval process is reduced.

Travelers receive faster reimbursements and can monitor the status of their expense reports through automatic status approval updates, limiting the number of inquiries.

### End-to-End Integration

The automated expense reporting system integrates with front-end booking systems to provide more complete travel information and with back-end reimbursement systems, including accounts payable, direct deposit, and payroll.

**Diners Club works with you and the software partner of your choice to define your needs and ensure a seamless, integrated system for automated expense reporting**