

# Xero Expenses

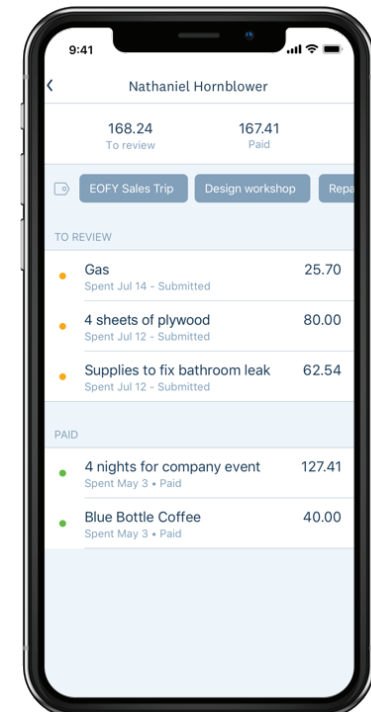


Beautiful business



## A smart, simple way to stay on top of spending.

Save time and costs keeping up with – and reimbursing – expense claims. Have a clear view of employee spending with Xero Expenses.



# Features that will change your life



## Submit with just a photo

You and your team can capture and submit expense claims on the spot with a mobile. You can see claims as they occur, and create expenses for employees, to help plan ahead and manage cash flow.



## Auto-fill expense claims

Xero automatically pulls the key information from a photo and creates the claim. All you need to do is review and approve.



## Go paperless – no more paper receipts

Keep it simple with everything online so expenses are easy to record, claim, and find. Photos of receipts attached digitally to expense claims are automatically stored in a folder within the Xero file library to help comply with regulatory requirements.



## Take control of your spending

See expense patterns by account and employee to monitor spending and get up-to-the-moment information to make fast, informed decisions. Use labels to organise expense claims by an employee so they can keep all of the expenses related to a trip, project, or client in one folder.



## Show multi-currency calculations

If you or your employees are making purchases from abroad, multi-currency processing can make it easier to keep track of actual costs, maintain accurate records and reimburse employees accurately.



## Save time with easy approval and payment

Receive push notifications on your phone to keep up-to-date on the status of a claim. See and approve claims right away for a better spending picture and faster reimbursements.



## Xero Expenses mobile apps – claim expenses on the go

Don't wait to get back to the office to make a claim. You and your team simply snap photos of receipts on your mobile through the app, then submit claims as soon as a purchase is made.



## Get free online support, 24/7

Browse support articles at Xero Central to find answers at any time or, if you can't find what you're looking for, click the 'get in touch' button to get a response from our global support team.



For more information check out:  
[xero.com/expenses](https://xero.com/expenses)

