CIVICA
ideas into action

Civica Expenses

Fast, accurate and sustainable employee expense management

Civica Expenses makes expense management easy. On desktop or app, employees can capture receipts and submit claims in real-time.

With over 20 years' experience, Civica Expenses supports more than 200,000 users worldwide.

On the go expenses

The Civica Expenses app empowers employees to enter and submit claims anytime, anywhere.

The app also allows managers to approve claims, speeding up the approval process.

Receipt management

Using the app, employees can photograph receipts, which are safely stored in the platform.

The app uses optical character recognition (OCR) to populate fields – dates, values and VAT – automatically.

Accurate mileage

With GPS and Google Maps built-in, recording of journeys is easy and accurate. Employees can also enter postcodes to create their journeys. These accurate calculation methods result in an average 10% saving on mileage claims.

Quarterly HMRC Advisory Mileage Rate updates ensure correct mileage reclaim values and maximum VAT reclaim.

Carbon calculator

Support sustainability commitments, such as Net Zero, by tracking carbon emissions related to business travel – mileage, rail, taxi, bus, flights, hotels and more.

Using carbon emissions data supplied by the UK Government, you can measure and track your Scope 3 emissions over time.

Benefits

1 Access anytime, anywhere

2 Improve efficiency through automation

3 Supports sustainability

"With Civica Expenses, there's no need to keep paper copies, no lost receipts, all information is available online, which allows quick and efficient processing."
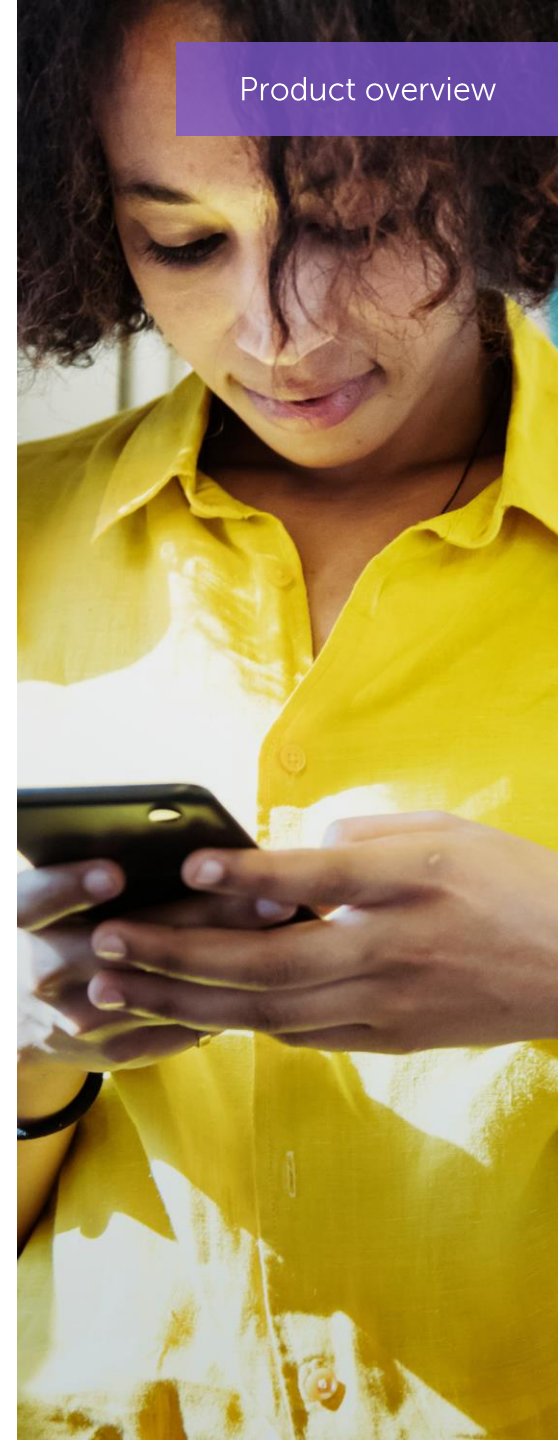
Tomasz Nikiel, Finance Director, Rightmove

Learn more:

civica.com/expense-management

Contact email:

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Worldwide use

With multi-currency, country or region-specific VAT and rates, advances and allowances, Civica Expenses supports organisations and users worldwide.

Advances

Manage and account for advances given for upcoming expenses – such as business trips – with full workflow authorisation.

Returned advances, and departmental or company petty cash, for incidental expenses, can also be managed and accounted for.

Integrations

Civica Expenses works with all systems, providing control and visibility, while saving time, removing errors and reducing manual input with easy transfer of information.

Flexible outbound interfaces allow the transfer of authorised claim information into your finance, ERP, payroll or HR solution.

Employee details, new starters, and credit, fuel or pre-paid card information can be seamlessly transferred into Civica Expenses.

Card reconciliation

Employees can create claims from a statement by simply uploading receipts.

Additionally, they can create claims for business card expenditure as they go – matching them against statements. On-screen accounts keep track of the values reconciled, so everything purchased is accounted for.

Policy adherence

With policy adherence built in, Civica Expenses ensures your claims process is followed, that employees comply with company policy, and managers can approve claims with confidence.

Reporting

Real-time reporting provides access to expense, mileage, coding or user data. Create customisable reports to view key information and insights, such as P11D expense categories, or business mileage per employee or vehicle.

Audit mileage rates, confirming each employee has been repaid at the correct rate throughout the financial year.

Budgeting tools enable expenses against department or project budgets to be measured – helping to maintain control and prevent overspend.

Data extract tools provide full downloads of claims and receipts – saving time collating information required for annual returns.

Learn more:

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