

Global Mobility Expense Management

What is it and
why it works for you

Getting the money right

What's the problem

Assignee data collection

Payments

Compliance

Reporting



Getting the money right

Companies big and small struggle with managing the money flow around Global Mobility, creating exposure to **risk** and other serious national and international **breaches of compliance**.

Our Global Mobility Expense Management service repurposes your existing processes and data to ensure you **get the money right**; and as with so many things – when you get the money right everything else falls into place.

The benefits to you include:

- Reduced exposure to risk
- Suppliers paid accurately and on time
- Full reconciliation of payments, recharging and tax data
- Low noise levels from Employees and Vendors
- Accurate information at your fingertips
- Accurate and timely recharging
- Process where none existed
- Accurate and timely Payroll, Personal Tax and Social Security data.



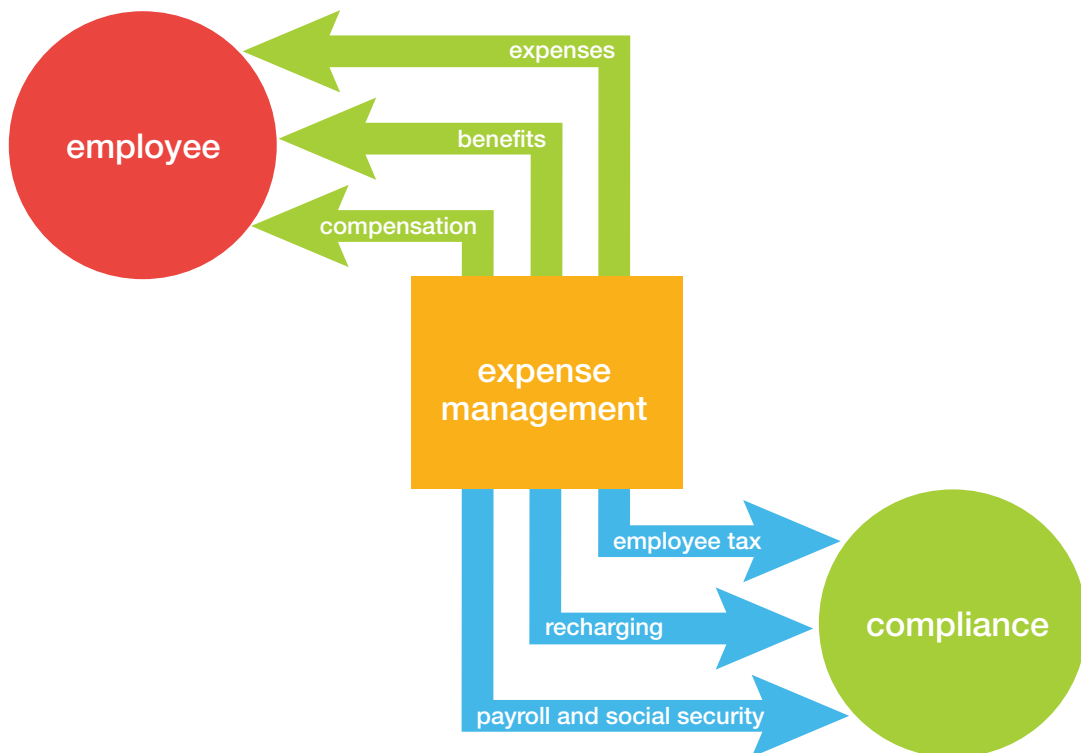
What's the problem?

Any Global Mobility programme creates a complex, individual and variable trail of relocation expenses, international payments, and **tax and social security liabilities**; a trail that needs to be **checked, reconciled, reported and paid**.

Every time you make a payment, you are generating a **tax and social security liability** for someone, somewhere. Your systems just aren't set up to handle this. Other difficulties include **urgent foreign currency payments** to secure the lease on a property, for example.

This is why a relatively small assignee population creates a disproportionately **large compliance headache**.

The established, flexible and sophisticated expense management solution we offer makes your Global Mobility programme more effective. This stops you becoming bogged down in these few but complex international transactions.



Assignee data collection

Our ***purpose-designed interface*** allows assignees to easily and ***accurately upload expense data***, supporting receipts and other documentation. They can also choose to be reimbursed in the currency, country and bank account best suiting their needs. We can also provide fully tracked and accounted pre-paid cards to help with a “soft landing” before other banking arrangements are in place.

We work closely with you to ensure proper validation and control of supplier invoices. This means that approved suppliers get accurately paid on time.



Payments

Accurate and timely payments are fundamental to getting the money right. They play a vital role in **talent management** and **maintaining goodwill** in suppliers and third party vendors. Nothing annoys people more and **damages corporate reputation** than **late or inaccurate payments**.

Using our fuss-free and cost effective process we can pay everyone in your worldwide, multi currency Global Mobility chain in an accurate and timely manner including; landlords, property taxes and liabilities, utilities, revenue authorities and ad-hoc third party vendors. Plus we can, of course, ensure employees are quickly reimbursed.

Pre paid cards

Uniquely we offer the accuracy and convenience of purpose designed **Global Mobility prepaid cards**. The cards can be real or virtual for single or multiple use.

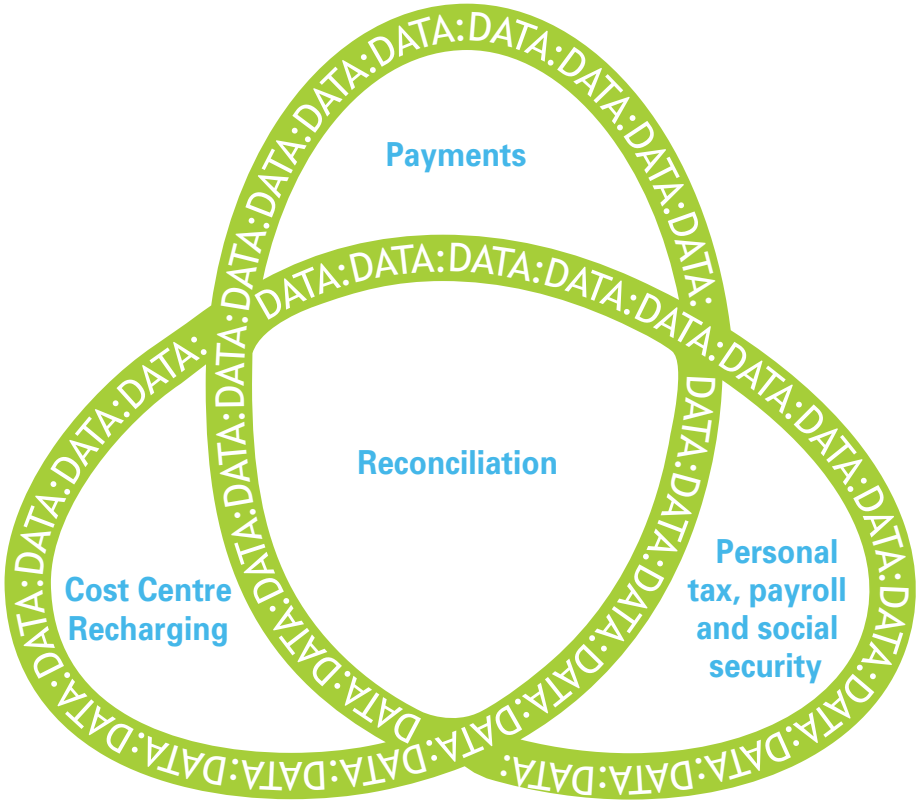
As all transactions are tracked and backed by VISA, authorisation can be allocated to key points in the chain such as assignees or vendors. This authorisation flexibility immeasurably streamlines the payment process.



Compliance

Managing the complex big data streams around Global Mobility has created an increased awareness of risk, both perceived and real. We alleviate this risk by using a single, integrated data stream to collect, track, report and pay, all your Global Mobility expenditure.

This single data stream gives you the peace of mind that the values you report for financial compensation have been **directly reconciled with actual expenditure**. Similarly you can be confident all costs have been allocated to the **right cost centre before being paid**.



Reporting

We put assignees at the heart of our system, which generates up to date, accurate reporting in the utmost detail and with great accuracy. Our system is flexible, allowing for both scheduled reports and ad-hoc special reporting such as vendor reviews or KPI analysis.

On-line iReports

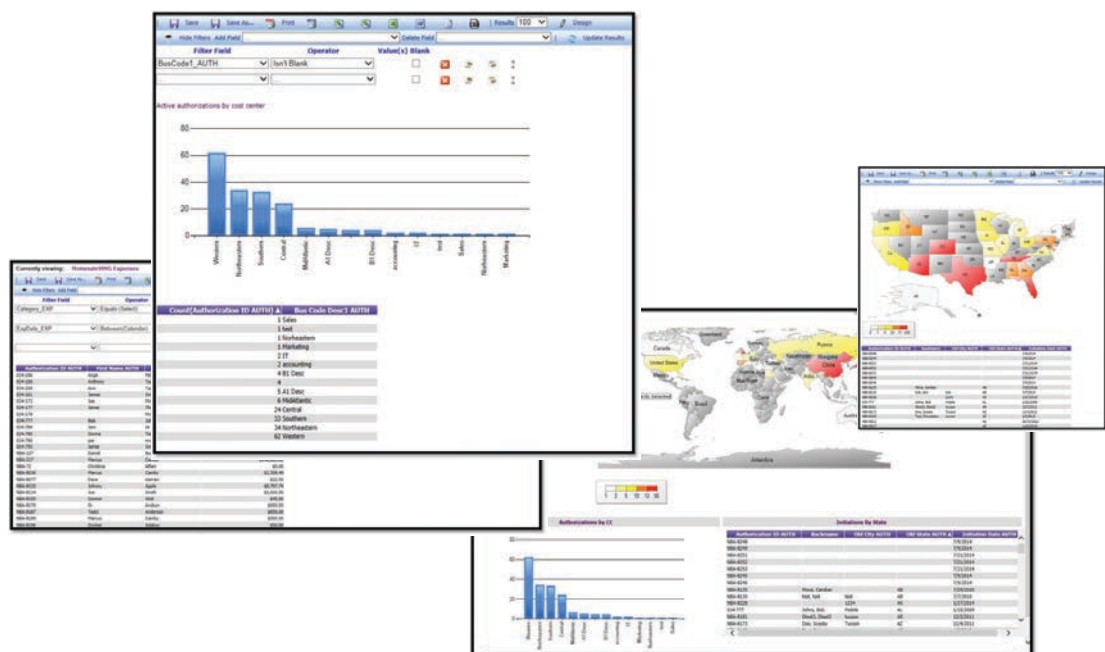
Through our web portal we can provide access to the iReports suite. This tool allows authorised administrators to prepare and run data analytics reports and charts at any time. The iReports suite can be customised to suit the individual client requirements. It also has a powerful dashboard function that provides an instant overview of the assignee population.

Scheduled Reports

We custom-build a suite of standard reports to handle the main reporting requirements including: cost centre recharging, funding and reconciliation, payroll data, tax data and management information.

Custom interface report files

We can also produce custom interface files for data feeds to accounting systems and other analytic tools in CSV, fixed-width ASCII and XML.



An introduction to Global Mobility Expense Management

This brochure is aimed at giving you an insight into why and how our Global Mobility Expense Management service will make your life better and easier.

The process is quick and easy to implement and can be tailored to meet your exact needs.

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