

# Altamira Expense



Altamira

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# Digitalize your expense management process

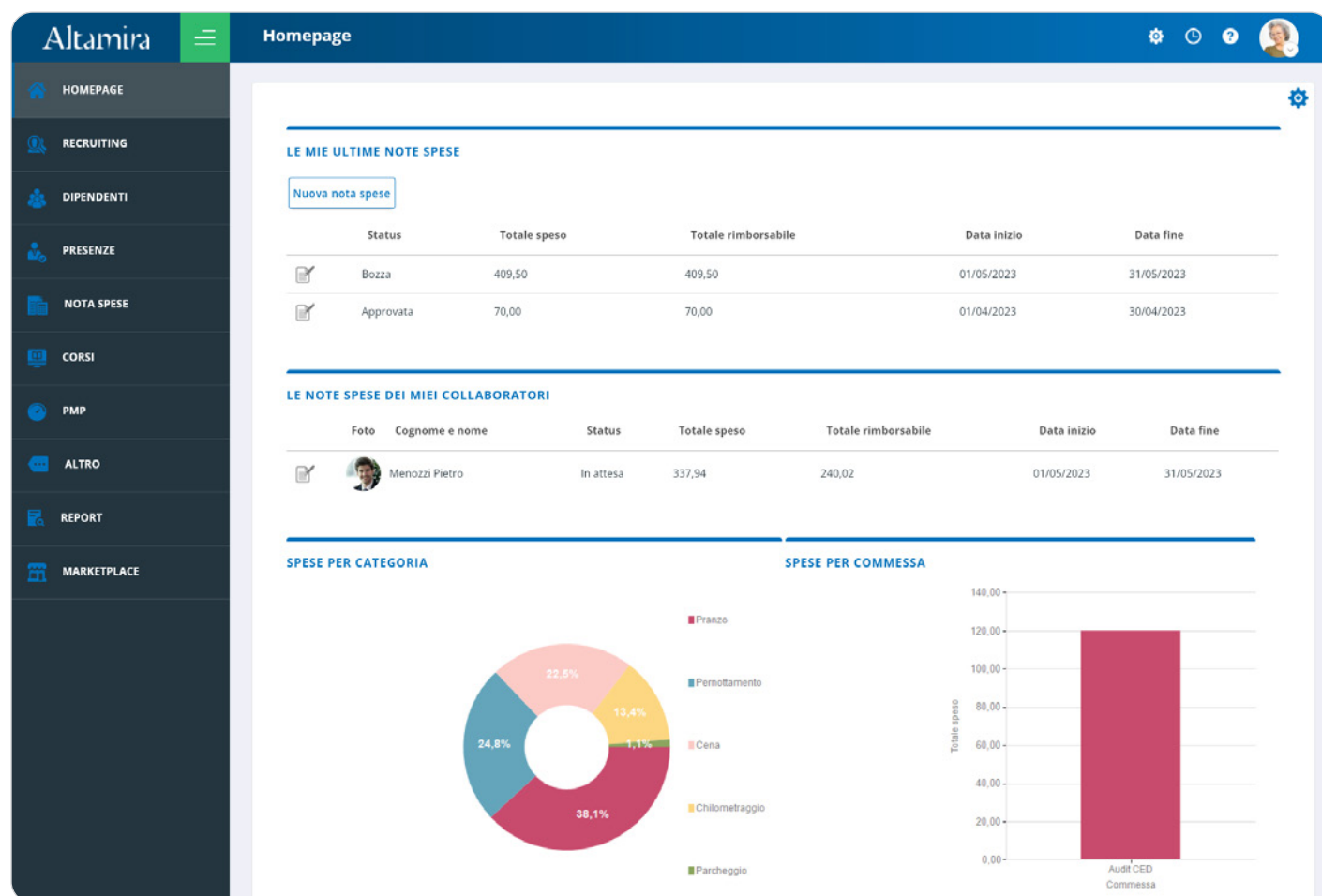
Altamira Expense is the ultimate solution for simplifying and expediting the reimbursement process for your employees.

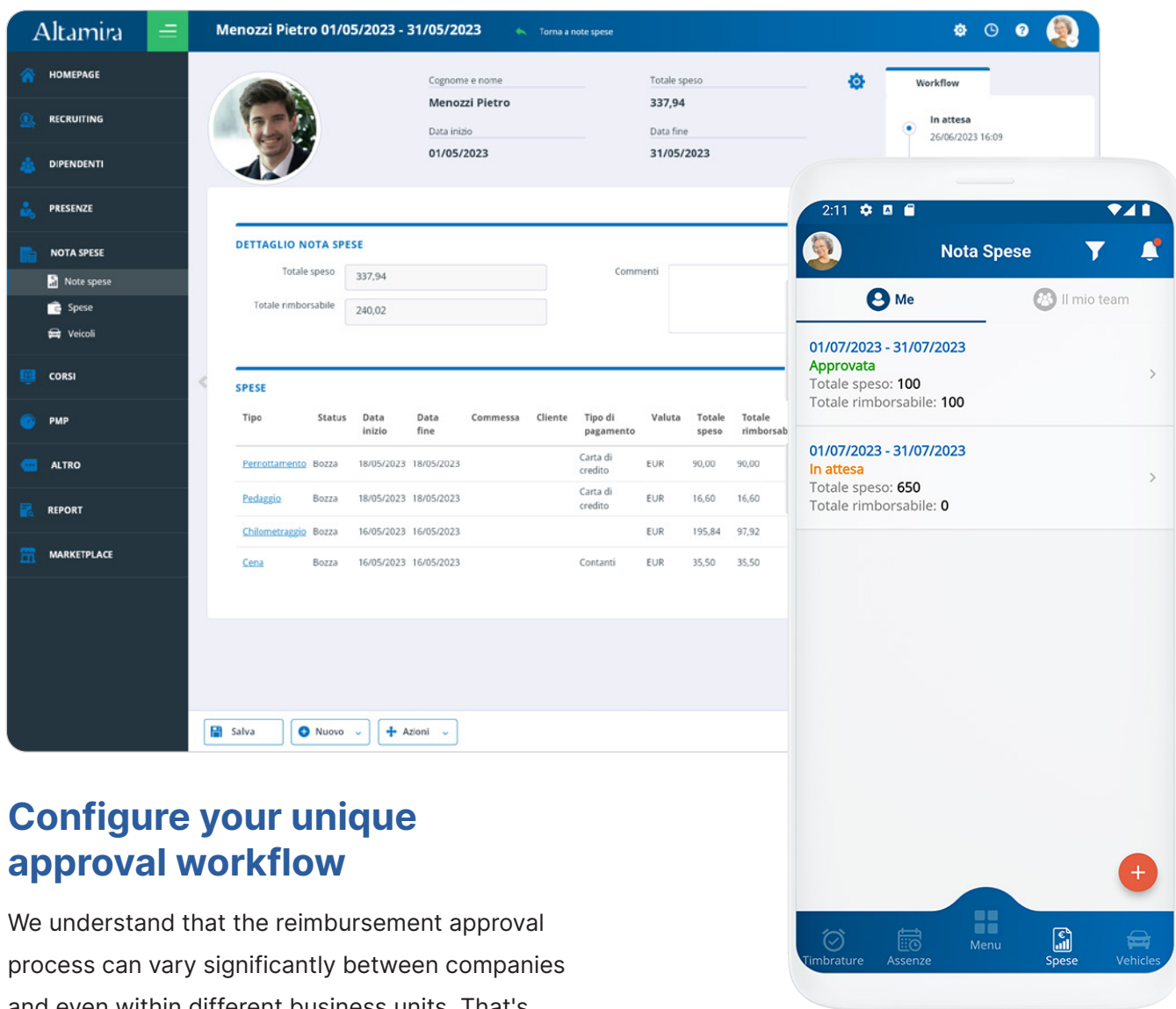
## Efficient reimbursement management

With our platform, you can improve the efficiency of this critical administrative task, one that directly impacts your employees' compensation. Experience the benefits of customizable approval workflows, automatic notifications, seamless data and attachment storage, comprehensive reports, intuitive dashboards, and much more.

## Create, submit, and approve expenses effortlessly

Our user-friendly interface and dedicated smartphone app enable employees to create expense reports in a matter of seconds. With Altamira Expense, users can easily attach receipts and submit approval requests in just a few clicks.





## Configure your unique approval workflow

We understand that the reimbursement approval process can vary significantly between companies and even within different business units. That's why Altamira Expense allows users to customize their desired approval workflow, involving the right stakeholders at the appropriate time.

## Effortlessly manage multiple companies, currencies, and languages

Altamira Expense is specifically designed to cater to the requirements of multinational corporations and business groups, as it seamlessly supports the use of multiple organizational charts and currencies. Moreover, the platform is available in five languages (English, Italian, French, German, and Spanish), with the flexibility to add additional languages based on your specific needs.

## Align with your company's reimbursement policy

Each company has its own travel and expense policies, as well as a unique reimbursement approach, whether it be expense-based, flat-rate, or a combination of both.

Altamira Expense enables companies to easily recreate their specific policies and seamlessly apply them to each reimbursement request. Meanwhile, our user-friendly interface guides employees through the submission process, ensuring compliance with your established guidelines.



The screenshot displays the Altamira Expense web application. At the top, a navigation bar includes the Altamira logo, a menu icon, and the user's name 'Molly Jones' with the date range '12/04/2023 - 12/04/2023'. A 'Return to expenses' link is also present. On the left, a sidebar lists various modules: HOMEPAGE, RECRUITING, EMPLOYEES, ATTENDANCE, EXPENSE REPORT (highlighted), LEARNING, PMP, OTHER, REPORT, and MARKETPLACE. The main content area shows a user profile for Molly Jones, including her photo, name, and dates. Below this is an 'EXPENSE DETAILS' form with fields for Type (Mileage), Employee (Molly Jones), Expense report (01/04/2023 - 30/04/2023), Start date (12/04/2023), End date (12/04/2023), and Comments. To the right of the form, a table displays summary information: Contract (Implementazione ERP), Client (XYZ Inc), Payment type (Carta di credito), Currency (EUR), Total spent (51.20), Total refundable (51.20), and Calculated km (128.00). Below the form is a 'PROOF OF EXPENSE' section with a message 'The document is not present' and an 'ITINERARY' section with a 'New' button. At the bottom, there are 'Save', 'New', and 'Actions' buttons.

## Embrace the convenience of our native app

With our native Android and iOS app, employees can effortlessly add expenses in real-time, minimizing the risk of lost or misplaced receipts. It's as simple as filling out a digital form, while receipts, invoices, and bills can easily be attached by scanning them with the camera on your smartphone.

## Track company vehicles

Altamira Expense includes a robust database for managing the company's vehicles. You can assign cars to specific employees and establish mileage reimbursement coefficients; our platform will automatically calculate reimbursements based on the submitted travel routes.

The screenshot shows the Altamira Expense mobile app interface. At the top, a status bar displays the time '2:13' and various icons. Below it, a blue header bar contains a back arrow, the title 'Spesa', and a green document icon. The main content area shows a date '5 lug, mer' and a user profile for 'GREEN ALICE' with 'Totale speso: 650' and 'Totale rimborsabile: 550'. Below this is a 'Details' tab with a 'Nota spese' section containing a date range '01/07/2023 - 31/07/2023' and a 'Dipendente' dropdown menu set to 'Green Alice'. The 'Tipo' section is set to 'Chilometraggio'. At the bottom, there is a 'Data inizio' field with a red '+' button. Below the form, a status bar shows 'In attesa' with an upward arrow. At the very bottom, there are two buttons: 'Rifiuta' (Reject) with a red 'X' icon and 'Approva' (Approve) with a green checkmark icon.

## Gain insights into company expenses

Unlike traditional paper-based methods, Altamira offers comprehensive reporting tools that empower administrators to obtain valuable insights into company expenses. Meanwhile, our user-friendly dashboard keeps employees informed about the status of their requests, ensuring transparency and accountability.



# Enhance Altamira Expense with the rest of the Altamira HRM Suite

Managing multiple HR processes with Altamira HRM gives great advantages. There is only one set of credentials to create, remember and discard, a single interface to use and lots of data to analyze.



Improve employer branding and hire the best talent with **Altamira Recruiting**



Manage employee information, documents, and processes with **Altamira Employees**



Develop upskilling and reskilling programs with **Altamira Learning**, and improve the competencies of your employees



Recognize and reward merit with a digital employee evaluation system thanks to **Altamira Performance**



Organize the company's vacation plan and speed up the vacation approval process with **Altamira Leave Management**



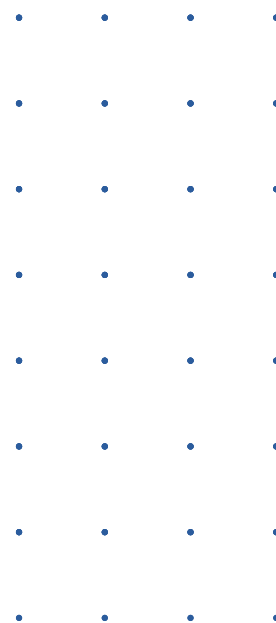
Manage working hours, shifts, clock-ins, and overtime with **Altamira Attendance**



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