

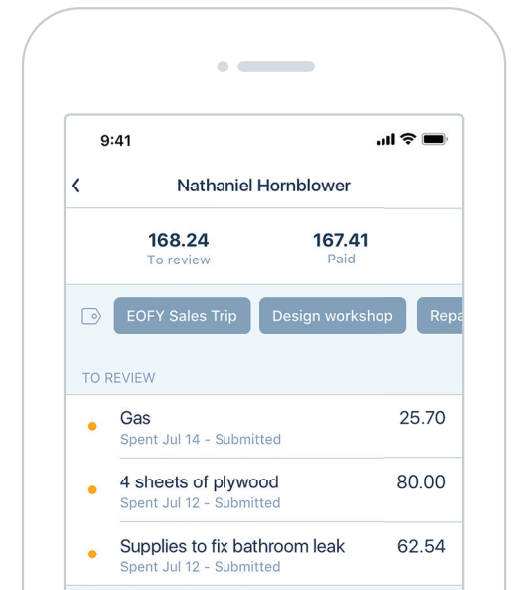
# Xero Expenses

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.







## 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.

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## 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.

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## 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.

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## 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.

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## 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.



## 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.

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## Stay Making Taking Tax Digital compliant

One of the key requirements of the legislation introduced in April 2019 is keeping and maintaining digital records, which you can do with ease using Xero Expenses.

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## 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.

Talk to your accountant to find out how they can help you try Xero Expenses free for 3 months for one user. More users can be added for £2.50 a month per employee. Ts and Cs apply.

Check out [xero.com/expenses](https://xero.com/expenses) for more information.

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