

# Online Expense Report Software

## PROCAS Expense™

Government procurements require contractors to record employee expenses according to the applicable regulations – rules that are complex and continually changing. Contractors subject to the cost principles of the Federal Acquisition Regulation (FAR) must limit travel expenses to amounts allowed by the Federal Travel Regulations (FTR).

Employee travel expenses have been a problem area for many contractors, and it is an area of emphasis under many government audits. The limits on lodging and on meals & incidental expenses (M&IE) are particularly difficult – placing limits by city and country on the amounts claimed. In many cases, the daily rates vary from day to day.

The PROCAS expense report software (PROCAS Expense) streamlines the reporting of expenses and simplifies compliance. The database maintains a complete record of the maximum rates for lodging, M&IE, and mileage reimbursement. Data is cross-indexed for all FTR-listed cities and countries and all dates of travel. The system is automatically updated for periodic changes in the travel regulations. Claimed expenses in excess of the maximums are identified by the system to be processed according to your company's policies.

PROCAS Expense integrates smoothly with the PROCAS accounting software. Employees enter expense report details, choosing from a list of authorized expense categories and projects. Completed expense reports are approved electronically by supervisors and project managers and are incorporated into the job cost records or indirect expense accounts under the PROCAS accounting software.

[www.PROCAS.com](http://www.PROCAS.com)



# Expense Report Software Features

## Per Diem Rates

Per diem rates established by the General Services Administration (GSA), the Department of Defense (DoD) and the Department of State are maintained in the system by city and country and updated automatically.

## Itineraries

The system applies the maximum per diem rates allowed for lodging and meals & incidental expenses (M&IE) based on an "itinerary" created using per diem cities.

## Furnished Meal Deductions

Appropriate amounts for meals provided by the government or as part of a registration fee are deducted from the daily M&IE per diem rates.

## Day of Departure and Return Adjustments

The system adjusts the maximum allowable per diem rates for M&IE for trip departure and return days.

## Amounts Claimed in Excess of Maximum

Amounts claimed for lodging or M&IE that exceed the maximum allowable daily amount are automatically identified by the system.

## Travel Advances

Travel advances can be recorded by the employee on the expense report and are automatically applied to determine the amount due to the employee.

## Expense Types

Companies create their own list of expense types for employees to choose from, i.e., airfare, automobile mileage, lodging, M&IE per diem, office supplies, training, etc. These user-friendly expense types are linked to the appropriate general ledger accounts so that the entries

are recorded to the proper accounts within the PROCAS accounting software.

## Mileage

Mileage expenses for privately owned automobiles, motorcycles and airplanes are supported by the system. The system calculates the miles traveled from actual starting and ending odometer readings, or the number of miles can be entered based on standard mileage guides. The miles are multiplied by the appropriate rate to calculate the reimbursable amount.

## Expense Authorization

Only those expense types that have been authorized are available for employees to choose from. Expense authorization can be established either by employee or by task.

## Payment Methods

Employee paid, company credit card(s), company debit card(s) and other company payment methods are supported by the system. The appropriate general ledger account is established for each payment method so that entries are recorded to the proper accounts within the PROCAS accounting software.

Expense Report - No. 497				View Per Diem Add M&IE Per Diem		
Hunter, Alexander S. (100002): <b>May 20XX</b> On site meeting with team.						
Itinerary						
Departure City	Depart Per Diem City	Destination City	Dest Per Diem City			
COLUMBIA, MARYLAND 5/7/20XX 12:00 PM	COLUMBIA, MARYLAND	SAN DIEGO, CALIFORNIA 5/7/20XX 06:00 PM	SAN DIEGO, CALIFORNIA			
SAN DIEGO, CALIFORNIA 5/10/20XX 07:00 AM	SAN DIEGO, CALIFORNIA	COLUMBIA, MARYLAND 5/10/20XX 03:00 PM	COLUMBIA, MARYLAND			
Expenses						
Charge Code	Employee Paid	Receipt Attached	Date	Pre-Tax	Tax	Amount
<b>NSA Task 1 - Rental Car</b>			05/10/XX	485.00	48.50	533.50
5600100.10001.001.00.100	Direct travel	National Security Agency	Rental car.			
					<b>Total:</b>	<b>533.50</b>
<b>Ramada Inn Company Credit Card VISA Receipt Attached</b>			05/10/XX			
5600100.10001.001.00.100	Direct travel	National Security Agency	05/07/XX			
<b>NSA Task 1 - Lodging Per Diem</b>			05/07/XX	133.00	24.95	157.95
5600100.10001.001.00.100	Direct travel	National Security Agency	05/08/XX			
<b>NSA Task 1 - Lodging Per Diem</b>			05/08/XX	133.00	24.95	157.95
5600100.10001.001.00.100	Direct travel	National Security Agency	05/09/XX			
<b>NSA Task 1 - Lodging Per Diem</b>			05/09/XX	133.00	24.95	157.95
5600100.10001.001.00.100	Direct travel	National Security Agency				
					<b>Total:</b>	<b>473.85</b>
<b>US Air Company Credit Card VISA Receipt Attached</b>			05/01/XX			
5600100.10001.001.00.100	Direct travel	National Security Agency	05/01/XX			
<b>NSA Task 1 - Airfare</b>			05/01/XX	273.83	61.76	335.59
5600100.10001.001.00.100	Direct travel	National Security Agency	Round Trip flight to San Diego.			
					<b>Total:</b>	<b>335.59</b>
<b>Mileage Employee Paid</b>				<b>Miles</b>	<b>Rate</b>	
5600100.10001.001.00.100	Direct travel	National Security Agency	05/07/XX			
<b>NSA Task 1 - Mileage - Automobile</b>			05/07/XX	12.00	0.555	6.66
5600100.10001.001.00.100	Direct travel	National Security Agency	Travel to BWI airport.			
<b>NSA Task 1 - Mileage - Automobile</b>			05/10/XX	12.00	0.555	6.66
5600100.10001.001.00.100	Direct travel	National Security Agency	Return from BWI.			
					<b>Total:</b>	<b>13.32</b>
<b>M&amp;IE Per Diem Employee Paid No Receipt</b>			05/10/XX			
5600100.10001.001.00.100	Direct travel	National Security Agency	05/07/XX			
<b>NSA Task 1 - M&amp;IE Per Diem</b>			05/07/XX	53.25	0.00	53.25
5600100.10001.001.00.100	Direct travel	National Security Agency	05/08/XX			
<b>NSA Task 1 - M&amp;IE Per Diem</b>			05/08/XX	71.00	0.00	71.00
5600100.10001.001.00.100	Direct travel	National Security Agency	05/09/XX			
<b>NSA Task 1 - M&amp;IE Per Diem</b>			05/09/XX	71.00	0.00	71.00
5600100.10001.001.00.100	Direct travel	National Security Agency	05/10/XX			
<b>NSA Task 1 - M&amp;IE Per Diem</b>			05/10/XX	53.25	0.00	53.25
5600100.10001.001.00.100	Direct travel	National Security Agency				
					<b>Total:</b>	<b>248.50</b>
					<b>Total:</b>	<b>1,604.76</b>
					<b>Less Advance:</b>	<b>(100.00)</b>
					<b>Less Company Paid:</b>	<b>(809.44)</b>
					<b>Due to employee:</b>	<b>695.32</b>
Printer-Friendly Version PDF <a href="#">Add/Edit Allocations</a>						
<input type="button" value="Add/Edit Itinerary"/> <input type="button" value="Add/Edit Furnished Meals"/> <input type="button" value="Add/Edit Mileage"/> <input type="button" value="Add Expense"/> <input type="button" value="Submit for Approval"/>						
Status: Open Expense Report - Not Submitted						

## Approvals

Approval by the employee's supervisor is required, and project approval is optional. Accounting approval is also supported as a final check to ensure that receipts are provided as appropriate.

## Email Notifications

Email messages are sent automatically to supervisors and project approvers, if appropriate, to alert them that expense reports are awaiting their approval. Email messages are sent to employees to alert them when expense reports have been approved or disapproved.

## Electronic Receipts

Electronic receipts can be attached to expense reports. Administrators and supervisors can view and print attached receipts at any time.



10320 Little Patuxent Parkway  
Suite 930

Columbia, MD 21044

410-730-4011 www.procas.com

Copyright © 2015 PROCAS, LLC. All rights reserved.