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.
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.

**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.