

CIVICA

A hand is holding a blue credit card. The card features a crest with a crown and a shield, and the Mastercard logo (two overlapping circles, one red and one yellow) is visible in the bottom right corner. The background is a blurred image of a laptop keyboard, with several large, semi-transparent purple geometric shapes (rectangles and a triangle) overlaid on it.

G-Cloud 15 Pricing

Civica Expenses

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Pricing

Civica Expenses

Civica Expenses is available with many options and it very configurable. The pricing provided here is a guide price for our standard product.

Prices are based on active users per month for a 1-year annual contract.

Additional discount is available for multi-year contract commitment.

Prices exclude VAT.

2026

Active Users	Price per Month per User – Year 1	Price per Month per User – Year 2	Price Per Month Per User – Year 3	Price Per Month Per User – Year 4
Up to 49	£ 5.25	£ 5.51	£ 5.79	£ 6.08
50-99	£ 4.99	£ 5.24	£ 5.50	£ 5.78
100-149	£ 4.73	£ 4.73	£ 4.97	£ 5.22
150-249	£ 4.46	£ 4.68	£ 4.91	£ 5.16
250-499	£ 4.20	£ 4.41	£ 4.63	£ 4.86
500-999	£3.96	£4.16	£4.36	£4.58
1000-1499	£3.76	£3.95	£4.14	£4.35
1500-1999	£3.57	£3.75	£3.94	£4.13
2000-2499	£3.36	£3.53	£3.70	£3.89
2500-3000	£3.15	£3.31	£3.47	£3.65

Each site includes:

- Full access to MyExpenses features including our mobile apps, OCR and mileage calculation.
- Full Finance & Admin help & support inc. web, email and telephone assistance for any question or query.
- Unlimited access to our help wiki, including video training.
- One outbound interface file used for export to your finance software.
- Our project managed “Get Up and Running” Standard plan – NO SETUP FEE.

Options – Product POA

- CarbonCalc – calculation of carbon emissions for business travel
- Credit card reconciliation.
- FTP interface inbox (upload or download interface files).
- Additional outbound interface files, including BACS formats.
- Inbound interfaces – link to HR systems, etc.
- DriverCare - be sure that your drivers are safe and legal with driver and vehicle risk management.
- iComply - stay GDPR compliant with data assets monitoring, Subject Access Request processing, while building your audit log.
- MyTime – Online Time tracking with workflow.
- TimeOff – online holiday and absence management.
- InvoiceFlow – manage supplier invoices with workflow.

Options – Services POA

- “Get Up and Running” Pro plan.
- Help & Support for ALL users.
- Receipt Validation, where we validate every single claim running through your system.
- Additional WebEx or onsite training sessions

Get Up and Running

STANDARD

- Site url available and Design Record available same day
- Introductory call arranged to discuss data requirements.
- Data loaded with expense policy requirements.
- Card and payment interfaces available
- Call to discuss data setup and testing.
- Clear down of test transactions
- Go live.
- Assistance available from Helpdesk
- 1st payment run.
- Assistance available from Helpdesk

PRO

- Site url available and Design Record available same day
- Design record send out same day.
- Introductory call arranged to discuss data requirements.
- Data loaded.
- On site visit to discuss data and company policies
- Card and payment interfaces available
- Testing
- Additional site visit to train Finance and Administrative staff
- Clear down of test transactions
- Go live.
- Assistance available from Helpdesk
- 1st payment run.
- Assistance available from Helpdesk

Complementary Products

Civica People Hub



People Hub encompasses the entire employee lifecycle, including but not limited to, recruitment and onboarding, retention, contractual arrangements, training, and development, managing absence and performance. Process automation connected data, and digital and mobile employee engagement features, deliver demonstrable efficiency savings. Whilst flexible and intuitive reporting provides fast access to accurate data and analytics, with users citing **time savings of over 90%**.

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