

Civica Expenses

Flexible expense tracking system

Civica Expenses is our cloud-based expense tracking system which runs from a web browser or mobile app. The software was originally developed in line with an NHS Trust. This means that it is flexible and has a depth of functionality required by the Public Sector.

The feedback we have from clients who have moved from a paper-based system is often about how much time they have saved using an online system which does not require any double entry as claimants enter their claim details fully coded. They are then approved by the correct managers and can be spot checked and a file downloaded for their finance system which also improves accuracy of the data provided.

Why choose Civica Expenses?

The web application offers full mobile support, optimisation for mobile and tablet browsers. We also have native apps for iOS and Android devices available via the Google and Apple app stores. The software version is the same for all organisations, but there are some functionality switches available and labels on screen can be updated to terminology used within your organisation.

Civica Expenses efficiently handles all expense claim types from local purchase items, mileage, entertainment, car hire and any specific travel allowances from any country. The system has the flexibility to process a wide range of claims quickly and efficiently so that all staff members can minimise the time spent on entering and processing expenses.

Any exceptions or out of policy items are flagged to the claimant via on screen messages during the claim entry process and to any authorisers via the warnings section on the claim line.

The system has several built-in warning messages which check for:

- Duplicate claim lines by monitoring claim lines for the same date, value and category
- Claim lines where a receipt has not been attached
- Pre-dated claim lines being entered in the wrong order
- Claim lines entered with a value above the policy limit
- Claim lines entered outside of the claim time limit as set by the policy
- Exchange rates entered by the claimant outside of a pre-defined tolerance
- Additional mileage entered outside of a pre-defined tolerance
- Claims outside of the company claim policy (eg. claim lines over 90 days).

Items relating to policy, for example, how far back an item can be claimed for and the values claimed for can be set as either advisory or hard limits.

Advisory limits will warn the claimant and managers that they have gone outside of policy but will not stop them submitting the claim line. Whereas hard limits will not allow the claimant to save the claim line if it is outside of the policy setup. These options give administrators of the systems peace of mind that company policy is being adhered to.

Welcome to Civica

Civica is proud to be the UK's largest software company focused on the public sector, which we have served as a trusted partner for over 30 years.

Our products and services are used by 2.5 million professionals across national, regional and local government, health and care, housing, education and democracy. They deliver improved outcomes for 90 million citizens.

Our deep sector and technology expertise helps our customers to meet unprecedented challenges as they sustain and enhance public services. Through greater digitisation and automation, a growing use of cloud solutions and smart use of data, we help address rising citizen expectations for innovative and efficient public services around the world.

We have a strong commitment to delivering social value and sustainability, which includes supporting our customers' Net Zero ambitions, creating software with sustainability built in and reducing our own impact on the planet.

Civica Expenses features and benefits

Features

Fast, accurate and sustainable employee expense management.

Civica Expenses makes expense management easy. On desktop or app, employees can capture receipts and submit claims in real-time.

- Snap, email and scan expense receipts with OCR technology
- User friendly mobile app, available on Android, IOS and Windows
- Built-in Carbon Calculation – using UK Government data to automatically calculate carbon emissions for mileage, rail, taxi, bus, flights and hotels
- Accurate mileage expenses calculations using GPS or Google Maps
- Our signature multi-level approval workflow
- Automatic VAT reclaim calculation
- Ensure HMRC compliance with quarterly mileage rate updates
- Upload and reconcile credit card statements
- Ability to manage cash advances, petty cash and fuel cards
- Easily interface with all finance/ ERP/ payroll systems
- Custom reporting with over 90 templates available.

Benefits

With over 20 years experience, Civica Expenses supports more than 200,000 users worldwide.

The Civica Expenses app allows empowers employees to enter and submit claims anytime, anywhere.

- Prevent lost receipts, maximising HMRC compliant VAT reclaim
- User friendly for fast roll-out and adoption
- Support sustainability commitments, such as Net Zero, by tracking Carbon Emissions related to business travel, assisting in Scope 3 calculations
- Access to our friendly and knowledgeable award-winning support team
- Improve overall operational efficiency while saving time and money
- Enforce company expense policy and spend limits
- Dramatically reduce errors and fraudulent or duplicate claims
- Average 10% saving on mileage by preventing over claiming
- Simplified P11D reporting
- Increased visibility of your expenses identifying trends and reduction opportunities
- Meet your duty of care by managing employees driving for the company.



Certification Number 663
ISO 9001
ISO 14001
ISO 27001
ISO 22301
ISO 45001
ISO 27701