

# myMileage & Expenses for Agencies

## DOES YOUR AGENCY HAVE MILEAGE EXPENSES UNDER CONTROL?

Home care aides, nurses, and therapists who serve elderly, disabled, and chronically ill patients across the United States drive 7.88 billion miles and make more than 718 million home care visits a year on average. At up to \$0.54 per mile, that represents a \$387,720,000,000/year cost for agencies.

Using Agency Workforce Management's myMileage & Expenses quickly pays for itself:

- ▶ Automatically verify mileage claims using GPS or past averages
- ▶ Eliminate the costs and risks of paper-based expense forms
- ▶ Eliminate data entry
- ▶ Cut out those extra miles!
- ▶ Optionally integrate with payroll or accounts payable

### MILEAGE

- ▶ Use time & attendance locations and add additional locations such as hospitals, doctor's offices, government buildings, other agencies, etc.
- ▶ Use GPS coordinates or past averages to verify mileage claims
- ▶ Track mileage costs to job/clients
- ▶ Process mileage claims
- ▶ Reimburse mileage, tolls and parking expenses as non-taxable items through payroll or accounts payable integration
- ▶ Eliminate payroll data entry for non-taxable expenses

### EXPENSES

- ▶ Unlimited expense categorization (hotel, meals, parking, tolls, car rental, flights, etc.)
- ▶ Optional integration with accounts payable
- ▶ Capture receipts electronically

**PTO/Expense Request**

**Date:** 2/14/2017

**Type:** Expense Reimbursement

**Expense:** Travel.Mileage

**Job:**

Leave blank for Default Job

**Start**

Location: MAIN STREET /

Odometer:

**Stop**

Location: MAIN STREET S

Odometer:

**Total Miles:** 24.5 24.5

**Note:**

CANCEL SAVE

## How myMileage & Expenses Works

- ▶ Employees submit claims from anywhere, anytime, from any device with an easy-to-use web form
- ▶ Claims automatically go to the employee's manager for approval
- ▶ Managers can use GPS or past history to quickly check claims
- ▶ Approved records can be reimbursed through payroll or accounts payable, or mix of both
- ▶ Unlimited history retained

For more information, contact  
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