



# EXPENSE MANAGEMENT

## AN OVERVIEW OF THE GMS APPROACH

 **EXPENSE REPORTS**

 **AUDIT PROCESS**

 **INVOICING**

 **PAYROLL**

Expense Management offers employee reimbursements, accurate tax accounting, and takes the audit burden off the hands of HR, AP, and Payroll team. With this program, your employees can submit their expense receipts on the portal using their smartphone. GMS will completely manage the audit process, reimbursement, tax gross-up calculations, payroll updates, and reporting on your behalf. Global expense management services are provided for cross-border moves with foreign currency payment options.

### MYRELOCATION™

- World class MyRelocation™ portal
  - Online expense submission and tracking
  - Accessible anytime, anywhere
  - Customized expense reporting for transferee and HR
  - Exception cost tracking and reporting
  - Secure payroll reporting

### EXPENSE REIMBURSEMENTS AND INVOICES

- Able to handle multiple currencies
- Reimbursements and invoices processed in 24 to 48 hours via ACH or global wire
- Lump sums can be processed before start date

### AUDIT PROCESS

- Policy compliance
- Mathematical accuracy
- Attachment of receipts
- Properly documented exceptions
- Business versus relocation expenses

### INVOICING

- Customized billing using client’s preferred coding, frequency, and format
- Flexible funding option and payment terms
- Prepaid card solutions

### PAYROLL

- Regularly scheduled wage updates
- Consistent and flexible tax assistance calculations
- Year-end tax reporting for employees
- Expatriate compensation balance sheet/worksheet creation
- Assignment and tax cost estimates
- Tax coding per US IRS guidelines
- US W-2 compensation data accumulation and reconciliation

