Our Tool for Travel Expenses: MobileXpense

Content

A. What can MobileXpense do?

With the help of the web based tool MobileXpense you can capture and declare business expenses either with :

App SpendCatcher

and/or

MobileXpense web-application

The document entry can be done completely digitally via the app or in the web version!

1.1. Travelexpenses with the APP SpendCatcher – short & simple

1. Download APP
2. Login
3. fotograph document
4. allocate costs
5. check
6. create expense note
7. send to approval

1.2. Shortcut: Online Tutorials (YouTube Videos)

enter transaction

enter meal allowance

enter mileage

Create and send off expense notes

use deputy functionality

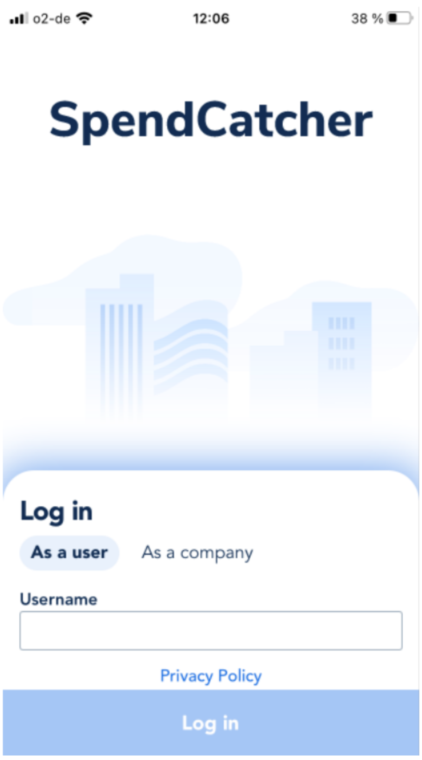
1.3. Download APP

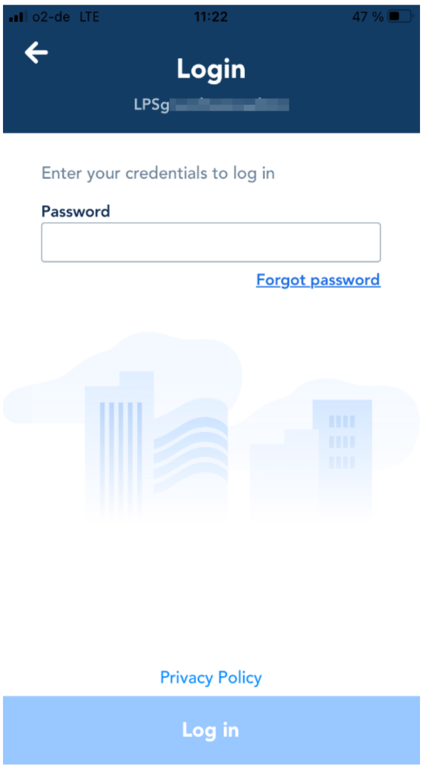
AppleStore for iOS

PlayStore for Android

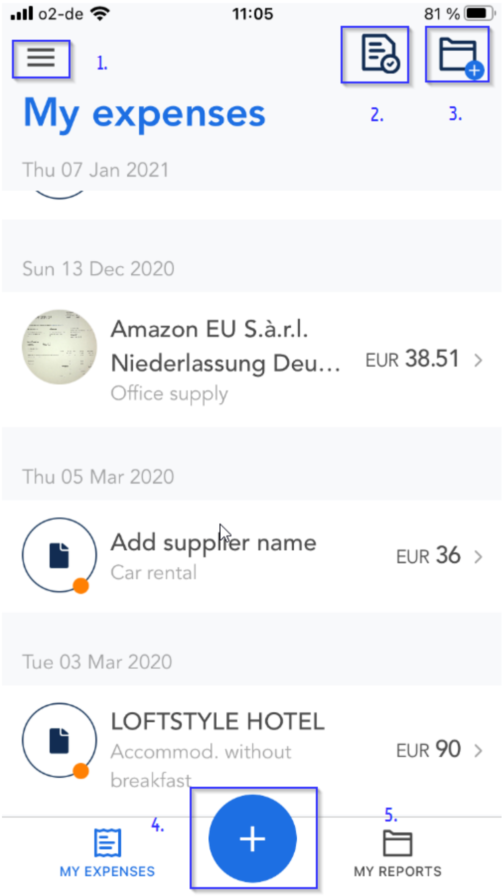
1.4. Login

Login always as User | with MXP-ID = LP+Windowslogin | + | MXP Passwort | Password change every 30 days





1.5. Start Screen



1. Menu

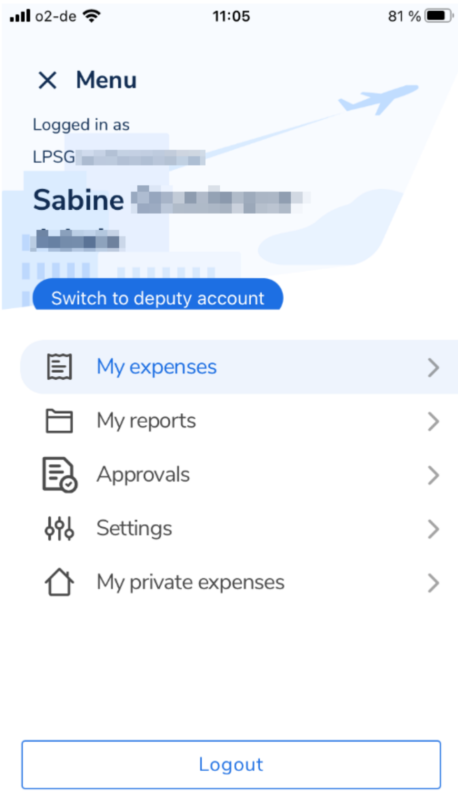
2. Approvals (Cost-Center Supervisors/Deputies

3. My expenses (already entered transactions)

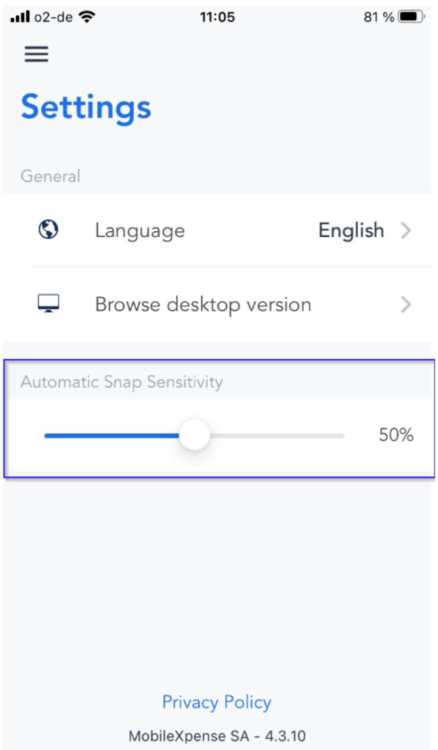
4. details + recording-mode for new expenses

5. my reports

1.6. Menu



1.7. Settings



We recommend:
automatic snap sensitivity 50%

1.8. Taking Photos GoBD*) compliant – Attention: very important!

Basically, all receipts must be recorded that will also be used for billing.
Only take photos of receipts that have not been received as e-mail attachments.

- take photos against a **dark background**!
- **capture receipts completely** – keep a suitable distance!
- **Edges musn't be cut off**.
- If the reverse side is printed with textual components (e.g. GTC), the reverse side must also be scanned.

  In the case of **multi-page documents, all pages** must be **photographed**. If the information on the reverse sides is identical for all pages, it is sufficient to record the reverse side once.
- The **information** on the documents must be **legible without any doubt**.

  This concerns especially small fonts, texts on dark background and light fonts.
- The original documents must not contain creases or folds that **impair legibility**.
- **Repeated photographing** may be necessary if this is not the case.
- When photographing with smartphones, **ensure adequate exposure** and **avoid reflections** or **overexposure** when using the flash.

*)GoBD is the German short form of: The principles for the proper keeping and storage of books, records, and documents in electronic form, as well as for data access

1.9. Allocate receipts

1. Choose country of destination- or issuing for choice of currency

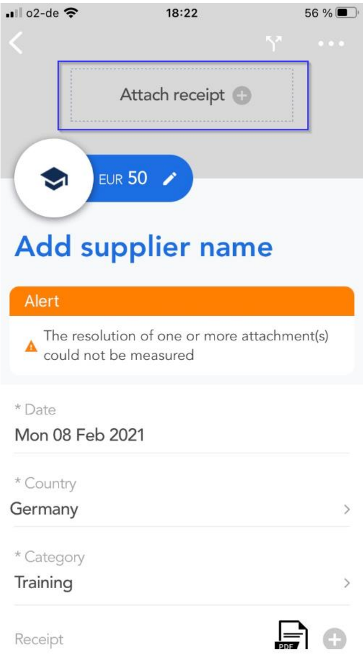
2. Choose category, e.g. taxi, hotel etc. each category corresponds to Finance-account

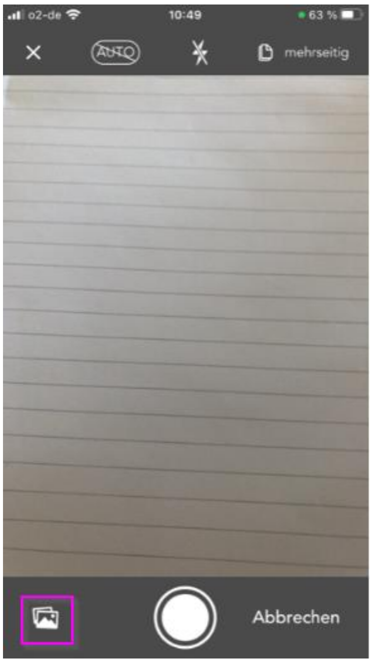
3. Save

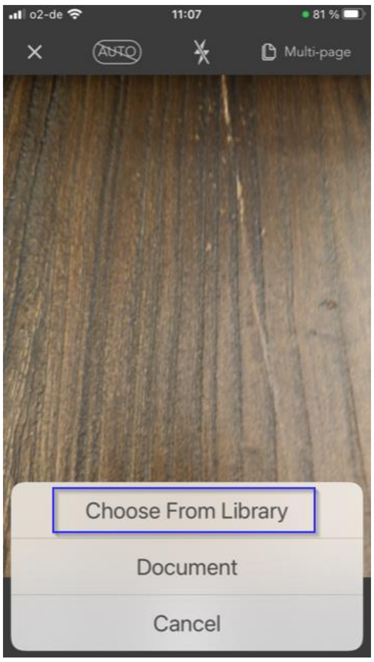
MobileXpense then extracts information and creates a transaction with date, gross and net amount, vendor and location (not for all receipt types) - this runs in the background and takes some time.

1.10. Attach PDF

You can upload receipts received by email (e.g. Mytaxi invoices, hotel invoices) as PDF if you have saved them on your smartphone:

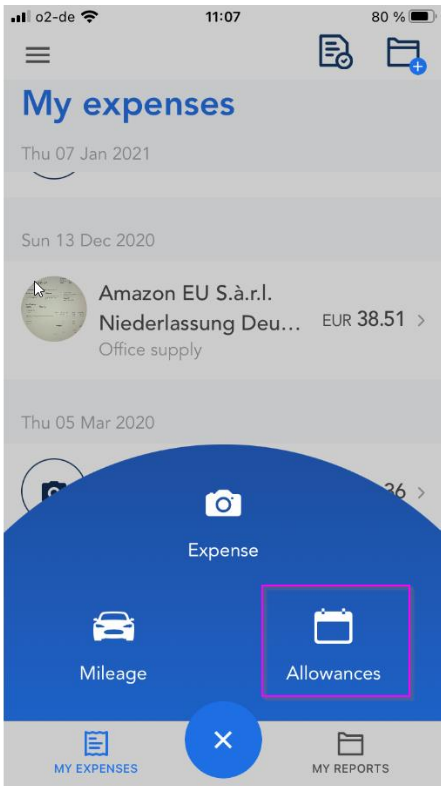






1.11. Meal allowance

The app guides you step by step through the individual specifications:



1. Start date of business travel
2. Starting time (business trip can start from home or office)
3. End date of business travel
4. Arrival time (business trip can end at home or at office)
5. meals granted by company*)
6. Address of location/business partner
7. Town of Destination
8. Country of Destination
9. Project, reason for travel
10. Calculate
11. Save

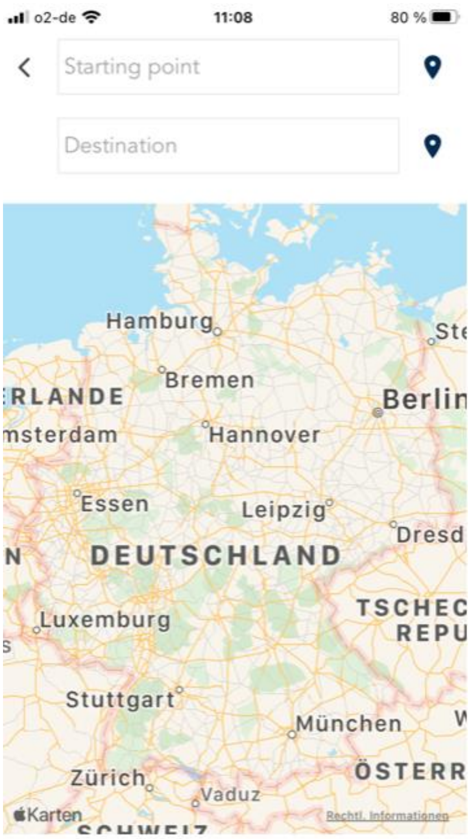
For air travel, please add the itinerary created by the travel agency as a PDF to the final statement using drag & drop.

for 5: *) Meals e.g. on international flights, breakfast included in hotel accomodation, invitations to/from business partners – have to be ticked off here – they can also be set individually in the next step

1.12. Mileage

Here you can account for kilometers driven in your private car for business purposes. The use is similar to a route planner.

Mileage is calculated with 0,27 €/km. Expenses for fellow passengers are not reimbursed.



no receipt please add internal approval!

enter starting point/destination

travel date

Comment: Project/Partner

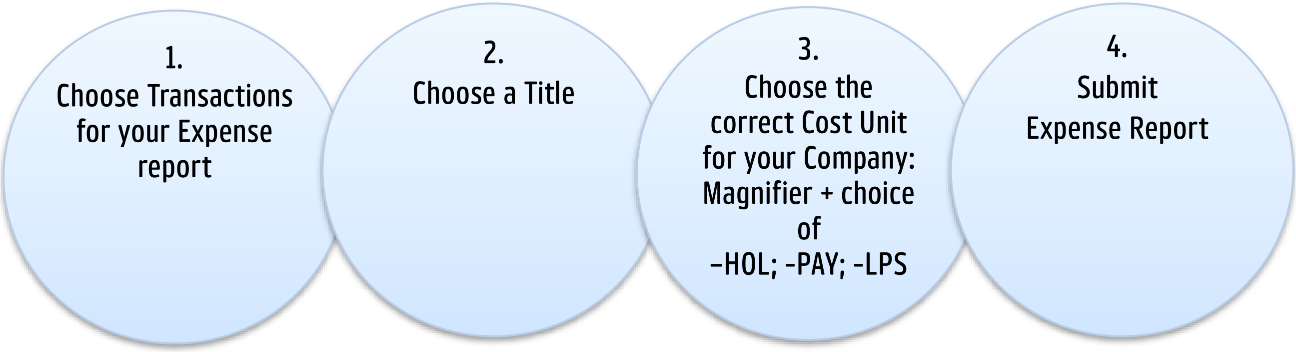
Details: vehicle plate no.

For insurance reasons, please add the approval of the trip to the completed expense note via PDF. Templates to be found in the Word templates of each company: file "PKW-Nutzung".

1.13. Check

Please check if all entries are correct, if necessary add non-readable information.

1.14. Create an Expense Report



1.15. Approval

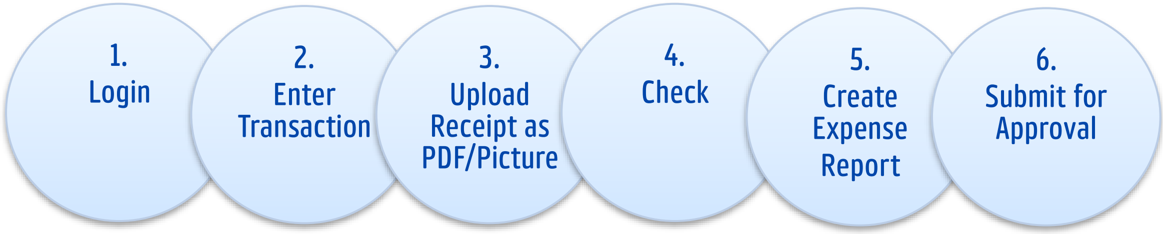
The Approval workflow starts with the submission of your completed expense report.

Your Cost Center Supervisors will receive a notification for the pending approval.
Further approval is given by Accounting when checking the content, correctness of the information, formal requirements (sales tax components!) travel expense guidelines and GoBD conformity of the receipts.

1.16. Safekeeping of receipts/destruction of receipts

Keep the receipts until the settlement is completed and paid - another scan may have to be submitted if the quality is poor!
Paper receipts must **not be destroyed until payment has been received**.

2. Travel expenses in the Webapplication – short & simple



2.1. Login

2.2. Shortcut: Online Tutorials

https://mobilexpense.zendesk.com/hc/en-us/articles/360049533452-How-to-create-an-expense

https://mobilexpense.zendesk.com/hc/en-us/articles/360050004751-How-to-create-an-expense-report

https://mobilexpense.zendesk.com/hc/en-us/articles/360049533512-How-to-create-an-allowance-claim

https://mobilexpense.zendesk.com/hc/en-us/articles/360050004691-How-to-split-expenses

https://mobilexpense.zendesk.com/hc/en-us/articles/360049533652-How-to-approve-an-expense-report

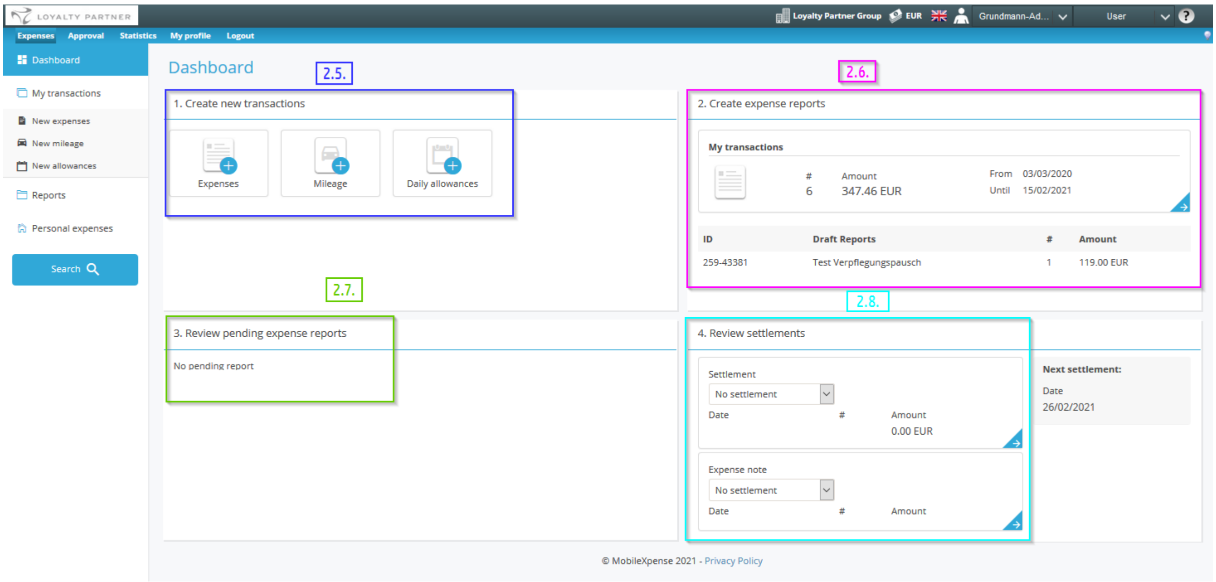
2.3. Add receipts (PDFs) complying to GoBD – Attention: very important!

Basically, all documents that are also used for billing must be entered..

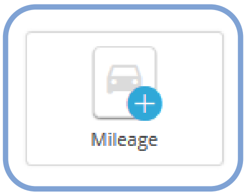
- Upload receipts received via email attachment directly as PDF.
- Other, loose receipts such as cab receipts, train-tickets, till receipts, etc. can be scanned and uploaded as PDFs, but can also be uploaded as image files.
- Capture receipts in **full**
- If the **reverse side** is printed with textual components (e.g. general terms and conditions), the reverse side must also be scanned.
- In the case of **multi-page documents**, **all pages** must be scanned/inserted. If the information on the reverse side is identical for all pages, it is sufficient to scan the reverse side once.
- The information on the documents must **be legible without any doubt**.
  This applies in particular to small fonts, texts on a dark background and light fonts.
- - The original documents **must not** contain any creases or folds that **impair legibility**.

Original (paper) receipts may not be destroyed until payment is received.

2.4. Step by Step Explanation – Where do I edit my business expenses?

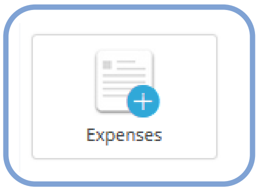


2.5. Create a New Transaction – here you can enter Expenses, Mileage and Meal Allowances



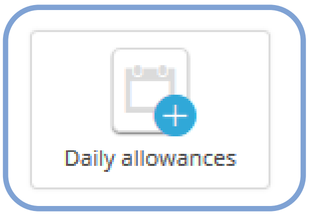
Mileage: here you can account for kilometers driven on business with a private car.

Receipts can be uploaded as PDF or in picture formate



Expenses: Here you can enter and save your privately financed business expenses including all necessary details.

Each category corresponds to an accounting account and makes Finance's work easier.



Meal Allowance: here you can claim lump sums for additional meal expenses.

Please note that there may be reductions here if meals are provided by the company. For this purpose, click on the corresponding icon in the input mask.

2.5.1. Mileage

Here you can account for kilometers driven in your private car for business purposes. The use is similar to a route planner.

Mileage is calculated with 0,27 €/km. Expenses for fellow passengers are not reimbursed.

- no receipt – please add internal Approval
- Enter Starting Point/Destination
- Travel Date
- Comment: Project/Partner
- Details: Vehicle plate no.

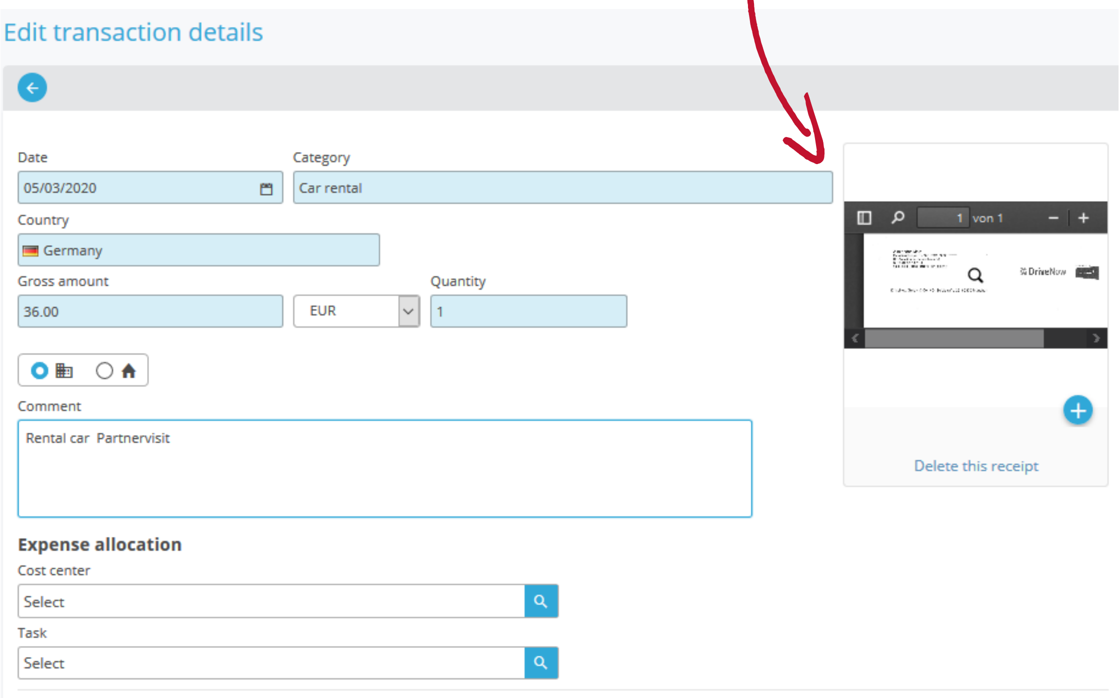
For insurance reasons, please add the approval of the trip to the completed expense note via PDF.
Templates to be found in the Word templates of each company: file "PKW-Nutzung".

2.5.2. Expenses

Good to Know:

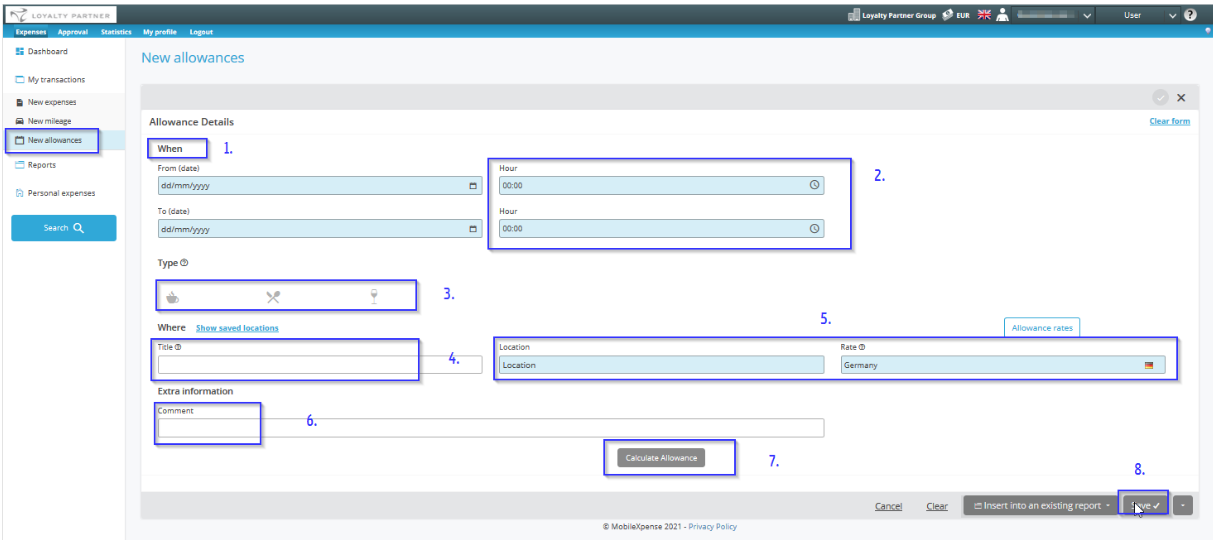
- Enter date as indicated on the receipt (for hotel: check-out date).
- Select voucher category from drop-down menu (corresponds to accounting account).
- For foreign vouchers, select country from drop-down menu = currency adjustment
- Gross amount
- Quantity (if relevant)
- Always fill in notes: Project, Customer, Occasion
- mandatory for entertainment, voluntary social expenses
- Do not fill in cost center/cost unit as a rule - these can be specified in the last step when creating the invoice!
- Save

Upload receipts digitally as PDF or in image format via drag & drop



Basically, all documents that are also used for billing must be entered..

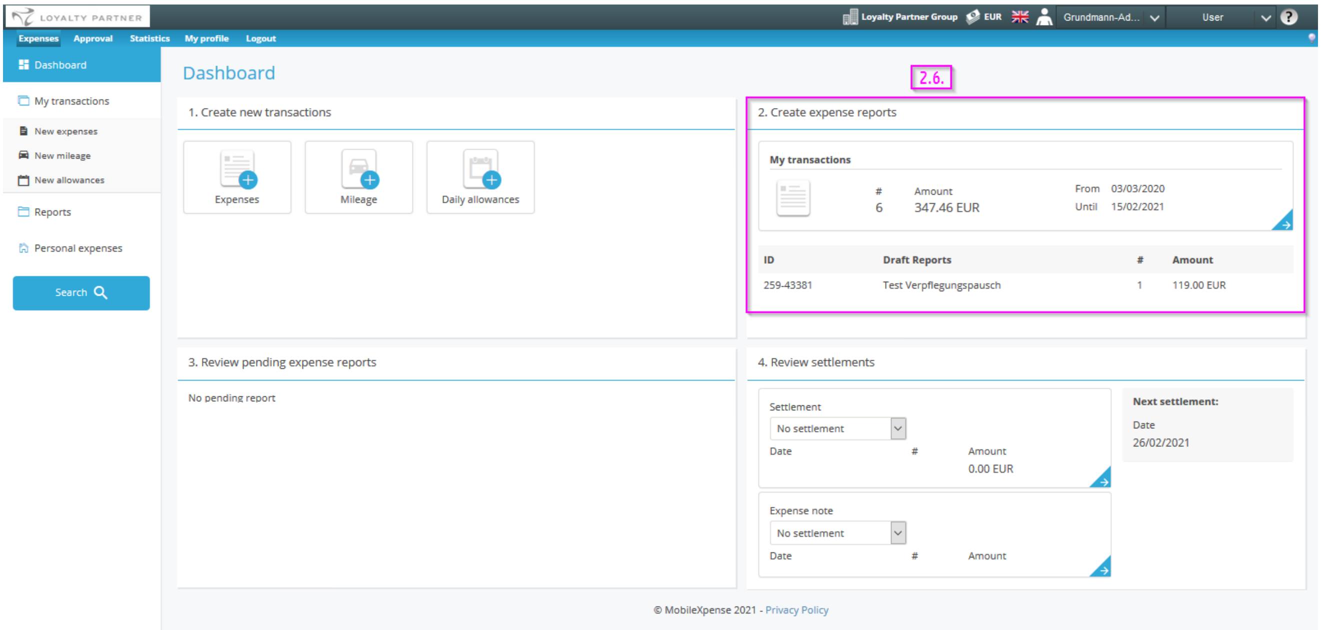
2.5.3. Meal allowance/lump sums



1. When: travel date of the business trip from to
2. departure time (start of business trip from home or office) to destination
   Arrival time (end of business trip with arrival at home, office or intermediate travel location, if applicable)
3. meals provided by the company (on international flights, hotel, invitations business partners) check – can also be set individually in the next step
4. address of the visited place/business partner
5. destination / destination country
6. project, reason of the trip
7. calculate
8. save

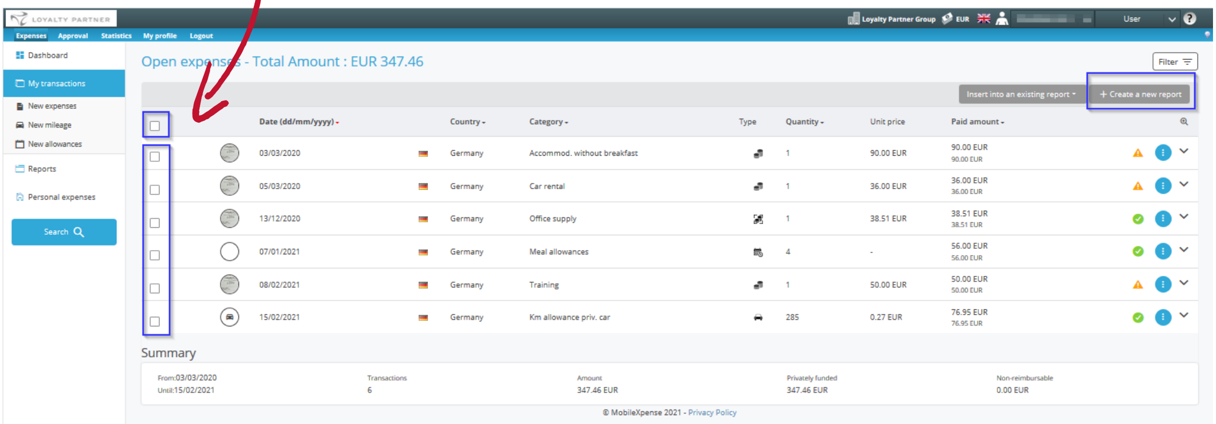
For air travel, please add the itinerary created by the travel agency as a PDF to the final statement using drag & drop.

2.6. Create Expense Reports



In "**My Transactions**" all recorded travel expenses are collected after saving.
By selecting them you can create an expense report.

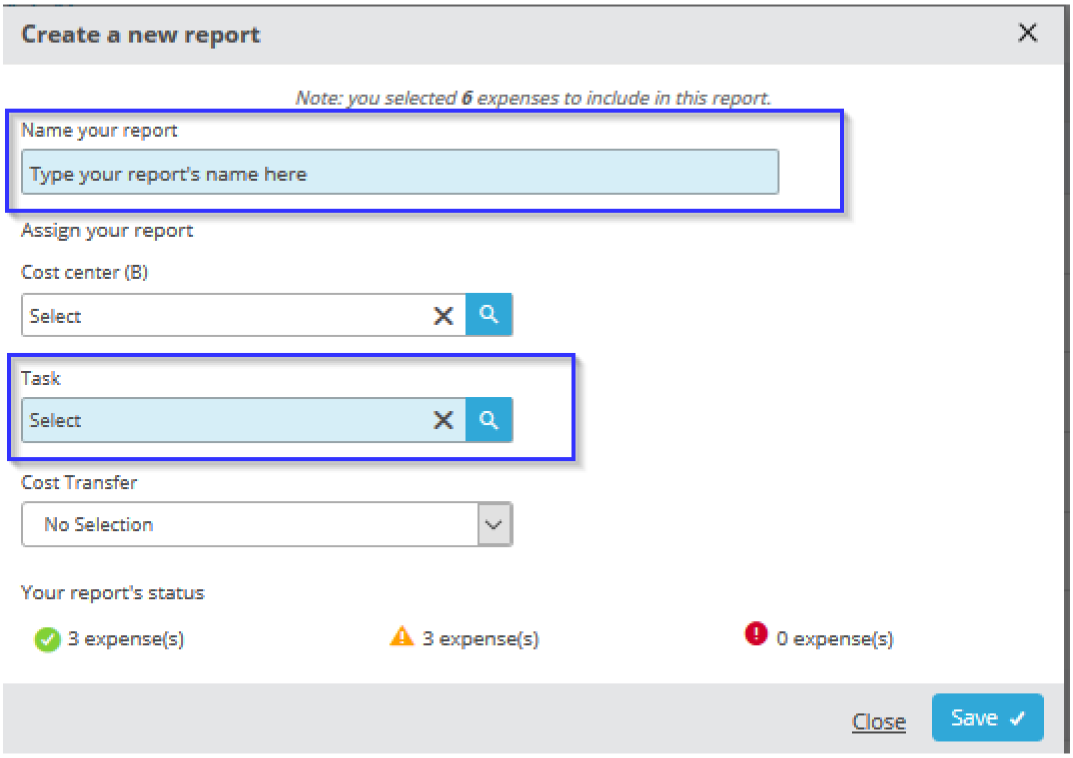
1. Tick the respective transactions (above for choosing all or individual selection) :



2. Create a new report.

Mandatory fields are marked in color:

3. **Title of report**: choose a short meaningful title/name.
4. Task = choose **cost unit:**



2.6.1. What is a cost unit/task?

Cost units are project numbers.

Click on the magnifying glass function for the appropriate cost unit and select **exclusively** one KTR of **your company:**

- **HOL** for LOYALTY PARTNER GmbH
- **LPS** for LOYALTY PARTNER SOLUTONS GmbH
- **PAY** for PAYBACK GmbH

They can also be requested from the team assistance or controlling.

2.6.2. What is a cost center?

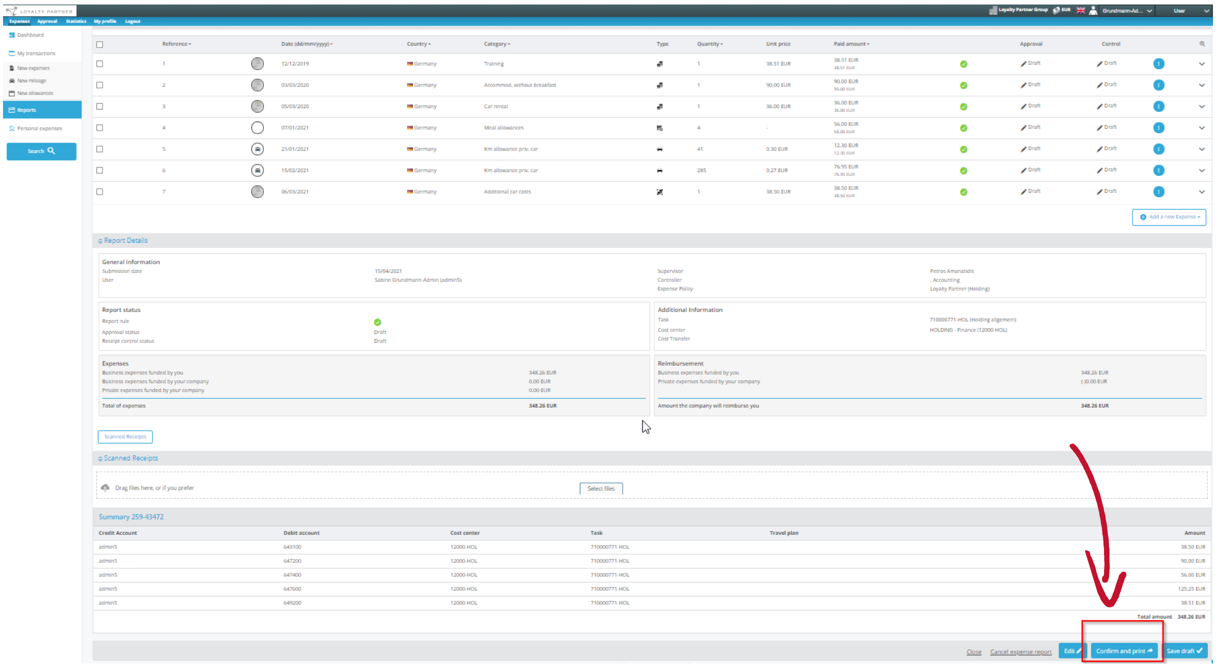
Cost Center are the departements you are working for.

The program basically chooses the master cost center stored in the account profile.
It will be updated by the MXP admins at Finance when cost center changes occur.

Therefore, **please no entries under cost center,** unless a different cost center from your own bears the costs.

2.7. Submit report and send into workflow

Click the button „confirm & print"to send the report into workflow.



2.8. Pending expense Reports

- Here you can view the current processing status of each statement.
- The approval workflow begins with the submission of the completed settlement.
- Your cost center managers electronically receives an information about the approval.
- After approval by the cost center managers and approval by Accounting (document check for legibility, correctness, etc.), the settlement is reimbursed.
- Bookings made via the company travel agency are processed separately via Accounts Payable.

Original (paper) receipts may not be destroyed until payment is received.

Status of report:

→ Approval granted

→ Approval pending

→ Approval rejected

2.9. Review Settlements

Here you can look for already settled reports.

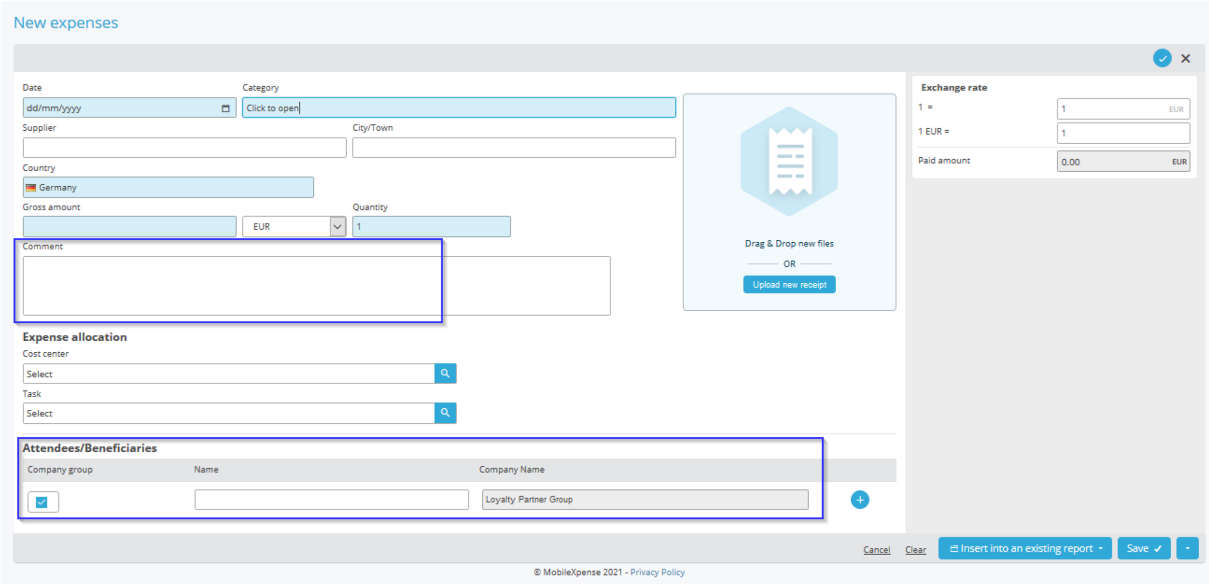
2.10. Safekeeping of receipts/destruction of receipts

Keep the receipts until the settlement is completed and paid - another scan may have to be submitted if the quality is poor!
Paper receipts must **not be destroyed until payment has been received**.

B. Loyalty-specific Information, Specifics, deep dive!

3. Special categories

3.1. Entertainment (meals)



Mandatory entries besides the usual details:

- **Comment = Reason for Meal entertainment**=> a business reason must be specified here (do not enter „dinner"!)
- **Expense Allocation**: Name of Restaurant Name and Location
- **Attendees/Beneficiaries** are to be entered giving Name and Company
- Did colleagues attend, you have to tick off „company group". Now you can choose from the list of colleagues in MXP.
- For external attendees, remove tick and enter name and company

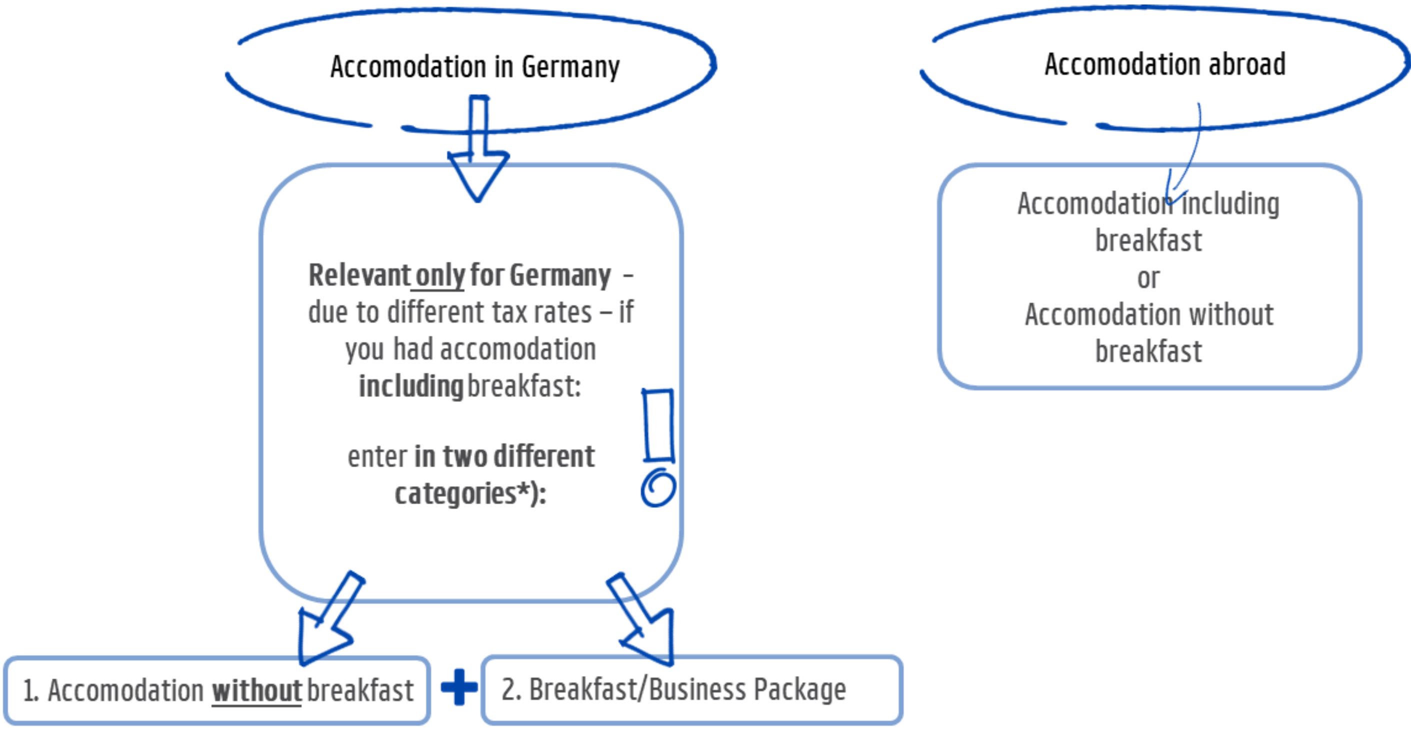
3.1.1. Invoice to the company address?

- Receipts **under 250.00** euros are considered small value invoices - it is important here that the tax rate is shown (cab receipts, office supplies, entertainment, etc.).
  Your name should not be on it, unless added to the company name.

- Receipts from 250,00 Euro must be issued to the company for tax reasons (also restaurant bills)!

3.2. Accomodation (Hotel)

When recording overnight stays in hotels, there are two variants, which differ depending on the services provided:



If there is only an overnight stay without breakfast, the recording of breakfast is of course omitted.

Tip:

The duration of the hotel stay can be entered via the calendar as well as manually.
The program calculates the number of nights based on the difference between the first and the last day of the stay. Usually, this date corresponds to the invoice date.
This specification controls the "quantity" of nights/breakfasts.

3.2.1. Limitation of costs for Accomodation

In Germany, the maximum amount is EUR 150.00/night plus breakfast.

Internationally, the maximum amount is the equivalent of EUR 200.00/night plus breakfast.

If accommodations cannot be found in this price category, approval must be obtained from the cost center representative by email, without a form, before booking and added to the expense note as a PDF.

3.3. Voluntary benefits

These expenses are subject to strict regulations for taxation – please contact TAX when planning expenses and respect the Travel Expense Guidelines!

Enter here expenses for Teamevents, presents for employees for outstanding performance, internal hospitality expenses for exceptional occasions (according to regulations in Travel Expense Guidelines).

Always add comment, supplier, City and Attendees – as for entertainment!

3.4. Gifts for business partners under/over 35 € (net)

Enter only expenses for gifts for external business partners!
The two categories are subject to different taxation.

Always enter comment and Attendees!

3.5. Additional food expenditure

Tricky stuff !

If you are on a business trip for more than 8 hours a day, you can claim allowances in the category „New allowances".

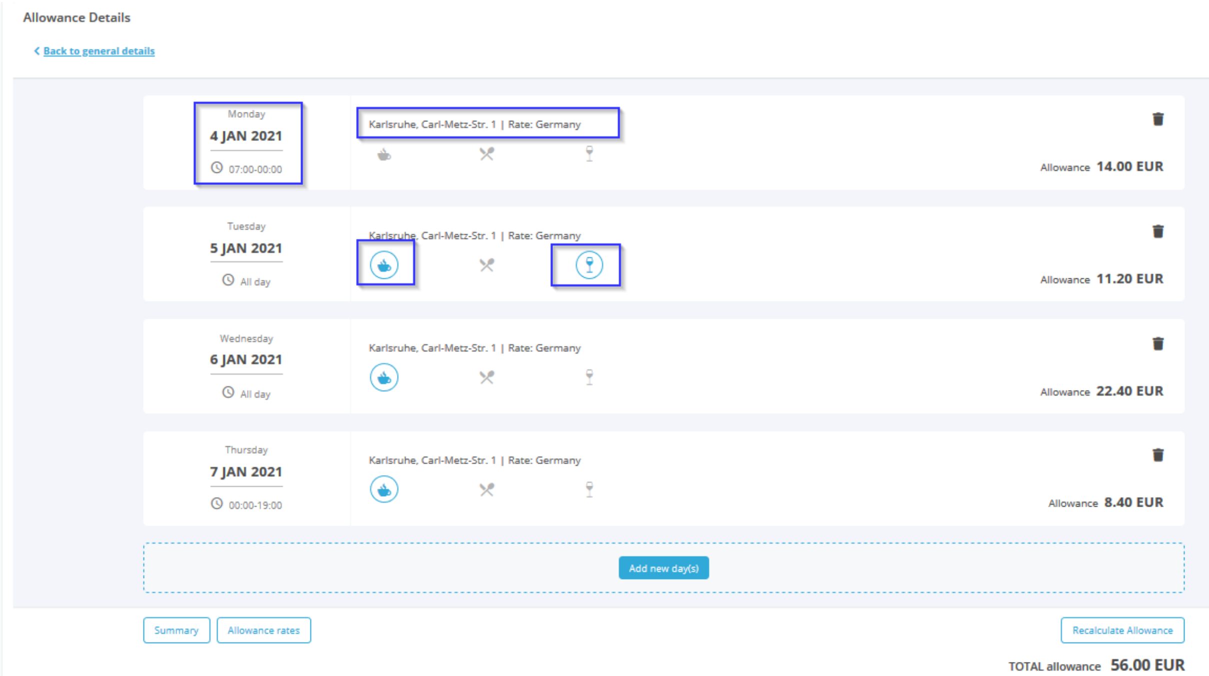
They can be reimbursed tax free to the employee and help reduce exceeding expenses for meals when on business trip.

Your business trip can either start at home or from work. Important is to record the time of your departure and arrival, not the actual working hours.

Pay attention to the choice of destination - metropolitan regions have special lump sums!

- Specify travel times with date and time of departure and return
- Under location please additionally indicate business partner + visited address!

  → this serves to monitor visits to one and the same business partner and address over periods exceeding 3 months. There is a special tax case for this: the three-month rule (more on this below).



3.5.1. Entering meals provided by the employer

Meals provided for by the employer must be deducted from these per diems:

Mark **ONLY meals you have not paid for yourself** the respective icon for breakfast, lunch or dinner..

- If breakfast is included in the hotel booking that matches the trip: check "Breakfast.
- If a business partner was invited to dinner by the creator of the statement and this entertainment is reimbursed via travel expenses or paid for with the company credit card: mark "dinner".
- If a meal was served on a flight, which was actually a breakfast, lunch or dinner included in the ticket price, then the meal allowance must also be reduced for this - click on the corresponding icon.
- Refreshments/snacks do not count as a meal (crackers, pretzels, drinks) and neither does a piece of cake at coffee time.

For air travel, please add the itinerary created by the travel agency as a PDF to the final statement using drag & drop.

3.5.2. 3-Month Rule

If one travels regularly (and sometimes on more than 2 days in a week) to one and the same customer/business partner over a longer period than 3 months, these costs must be **wage-taxed**.

An interruption of visits to this customer of 4 weeks will result in a new start of the 3 months rule.

By additionally entering the customer and address in the "LOCATION" field, these periods can be tracked and the taxation initiated.

Basically: