

ClickTime's Expense Module offers quick and easy reporting, straightforward Expense Sheet review for managers, and swift reimbursements for employees.

Date	Type	Description	Notes	Project	Billable	Payment	Amount (\$)
1/1/2010	Airfare	Virgin Atlantic - SFO -> JFK	✓	Billboard Ad	✓	American Express **	3,513.23
1/1/2010	Hotel	Four Seasons - January 1 -> January 5		Billboard		American Express **	2,880.39
1/1/2010	Entertainment	Broadway Theatre Tickets	✓	Billboard		MasterCard **	486.32
1/1/2010	Meals	Katz's Delicatessen		Levis 501 Mail-in Cards		American Express **	110.36

** = non-reimbursable Reimbursable Total = \$0.00 Total: \$6,990.30

Date	Type	Description	Project	Billable	Payment	Amount
8/20	Hotel	Marriott	BMW-002 (M6 Catalogue)	x	MasterCard **	\$700.00
8/20	Meals	hotel restaurant: diners with business partners		x	Cash	\$158.00
8/20	Internet Service	wireless and internet access on the plane	BMW-002 (M6 Catalogue)	x	American Express **	\$28.00
8/20	Parking			x	Cash	\$40.00
8/20	Tips			x	Cash	\$20.00
8/20	Airfare	SFO - Chicago roundtrip (United Airlines)		x	American Express **	\$350.00

** = non-reimbursable	Reimbursable Total = \$418.00	Total = \$1,496.00
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Expense entry is straightforward. Use any browser from anywhere you have internet access to securely pull up your expense report.

Managers can quickly view and approve an expense sheet, and generate online reports for reimbursement.

About Expense Tracking

ClickTime is pleased to bring its famous ease-of-use and simplicity to expense reimbursement and tracking. This optional add-on to the ClickTime Web Timesheet offers a complete employee expense solution that's easy to use and really affordable.

System Requirements

Like our Web Timesheet, the ClickTime Expense Tracking Module runs on virtually any web-connected computer and any modern web browser.

Pricing

Adding the Expense Tracking Module to your ClickTime Web Timesheet subscription adds \$2 to your per-user monthly fee (and volume discounts are available).

For additional ClickTime Expense Module information, contact sales@clicktime.com or phone us at 888-746-8227 and ask for Sales.

Feature	The Expense Tracking Module Advantage
Browser-based Entry	Employees can enter their expenses from anywhere so they're recorded and paid faster.
Pre-configured with your company's data	The Expense Tracking Module inherits all your company's settings from the Web Timesheet - so you can skip the setup process.
Cross-Platform	Everyone in your company can enter expenses, no matter what kind of computer they're using. Or, use our Handheld interface for remote expense entry.
International Options	Enter expenses in 40+ currencies, even mix currencies on one sheet.
Fast Approvals	Managers are alerted to new expense sheets over email and can approve them quickly.
Integrated Reporting	All expense sheet data is available for easy reporting. PDF, onscreen, or Excel—it's your choice. Use reports to track reimbursements, client billing, or departmental expenditures.