

A Better Way to Manage Expenses and Time

“By automating our expense process with TriNet Expense, we’ve saved 160+ human hours in accounting.”

Krystyl Riggs, Accounting Supervisor, Kyriba

Eliminate the hassle of collecting, storing, submitting and tracking cumbersome paper expense reports and timesheets. TriNet Expense automates the expense report process and timesheet management, online or from a mobile device.

Expenses Made Easy

Import from a bank, credit card, our collection of CSV formats, or enter from our free mobile expense application for iOS and Android. Additionally, expenses can be entered in 160 different foreign currencies and calculated to the user’s base currency.

Mobile Expense Application

Record cash expenditures, track mileage, snap pictures of receipts or edit existing expenses imported from a credit card from our free mobile applications. Users can add or edit existing expenses and attach a digital receipt directly with the mobile app. Create, submit and approve expense reports on the go.

Time Tracking & Job Costing

Time and job costing enables easy logging of billable hours and non-billable time, breaking them out by project, task or client, from any pc, smartphone or tablet, with our mobile app for iOS and Android.

Auto-Import Expenses from Credit and Bank Cards

Choose from nearly 20,000 credit and debit cards, securely downloaded every day. Our technology categorizes and displays the expenses properly for expense report or client invoice. TriNet Expense also supports a variety of corporate credit cards, including American Express and CitiBank.

Eliminate Paper Receipts

With TriNet Expense, users can upload scanned receipts, email them to their private TriNet Expense email address, or even snap a picture when using our mobile app. This eliminates the inconvenience of carrying paper receipts or stapling them to paper for submitting.

Mileage

Mileage can be easily recorded and tracked within TriNet Expense. Use a map to enter the from and to locations, accurately calculating the distance driven. Drag the mileage direction line to the actual route driven. Users can also enter in the number of miles driven either online or from our mobile app to quickly create a mileage expenditure.

Custom Expense Categories

TriNet Expense provides a list of standard expense categories. This list can also be completely customized to match the needs of your company or you can import expense categories (Chart of Accounts) from accounting solutions like **NetSuite**, **Intacct** and **QuickBooks**.

Automated Approval Process

Approve employee expense reports online. When a report is submitted, the approver will be notified by email to log into their TriNet Expense account. All approvers can view expenses, receipts and policy violations, and approve/reject the expense report. What's more, company expense policies can be created very quickly. This enables submitters and approvers to be notified when an expense report contains a policy violation.

“Thanks to TriNet Expense, our entire expense process is now automated and integrated with our Intacct accounting system. We see this not only as a real timesaver, but a revenue producer as well.”

**Vincent DiRaddo, Director of Finance and Administration,
Prairie Capital Advisors**

Reimburse Your Employees

TriNet Expense offers the ability to reimburse employees through TriNet Payroll and TriNet Direct Pay. Set up your account with TriNet Payroll and export expenses for your next pay period. Set up TriNet Direct Pay, for an additional fee,* to reimburse employees through direct deposit. Payment is directly submitted to the banking account within 4-5 business days.

Analytics Your Business Can Use

To better understand spend and usage, TriNet Expense advance analytics show detailed historical spending by date range and user across expense categories, merchants, clients, projects and tags.

Export and Use Expense Data

TriNet Expense allows you to export expense report data directly into your Payroll, Accounting or General Ledger system. Create custom CSV files with required fields such as employee/vendor ID, G/L account, currency, amount, and department ID for easy export into Oracle and Sage. Supported direct integrations include NetSuite, Intacct and QuickBooks (Online & Desktop). Payroll systems include ADP and TriNet Payroll.

“TriNet Expense has streamlined our expense process... Our expense process is now more accurate as well as more efficient.”

**Crystal Murphy, Accountant,
Match Education**

About TriNet Cloud

TriNet Cloud provides a suite of software solutions designed to make HR easy. Your employees will rave about the ease of use and productivity we offer. From applicant tracking, expense and time management, performance management and travel to an exclusive ecommerce hub, we've got your HR productivity needs covered.