

Expense Management -That Doesn't Feel Like Auditing a Crime Scene



Travel expense management isn't just about forms and policies — it's about time, trust, and transparency. With over **5,000 travel reports** worth **₹7 crore (~\$1M)** processed across 100+ users, **Falco TEM** proves that digitization works when it's real-world-ready.



What's Broken Today?

- ❖ Expense management is a necessary process — but it often feels like an unnecessary headache.
- ❖ In many organizations, travel and expense (T&E) workflows are an afterthought.
- ❖ Reimbursement claims are buried under emails, Excel sheets, WhatsApp approvals, and ERP entries that don't talk to each other.
- ❖ Employees delay submitting claims, finance teams chase receipts, and managers often approve without real scrutiny — just to keep things moving
- ❖ The result?
 - ❑ Errors.
 - ❑ Delays.
 - ❑ Missed audits.
 - ❑ And a quiet leak of company funds that never shows up as a red flag — until it's too late



Why Falco Expense Manager (TEM)?

- ❖ Falco TEM was built to simplify this chaos — without losing control.
- ❖ We've studied the real-world frustrations of field engineers, mid-level managers, plant supervisors, and finance controllers.
- ❖ The goal wasn't just automation. It was human-centered design — so users can submit and track expenses with minimal effort, and finance can enforce compliance without friction.
- ❖ Falco's approach combines workflow intelligence with intuitive UX to make expense management fluid, foolproof, and fully auditable.- without burdening users



Falco TEM – Key Features

- ❖ **Easy Entry, Anywhere**
 - Submit expenses directly via mobile or desktop.
 - Snap and upload receipts — no scanners, no delays.
 - Built-in validation rules catch errors before submission.
 - Even if some expenses exceed the policy limits Falco doesn't prevent submitting the report with justification. It just creates exception alert
 - ❖ **Raise On Behalf Of**
 - Executive assistants and secretaries can file reports on behalf of others, such as CXOs or regional heads.
 - Role-based rights ensure control — no accidental misuse.
 - ❖ **Configurable Workflows**
 - Set different approval hierarchies by geography, department, or role.
 - Auto-routing of approvals based on claim type and amount.
 - Notifications and reminders built in — no chasing.
 - ❖ **Audit-Ready Logs**
 - Full audit trail of every edit, comment, and approval.
 - Secure storage of bills and justifications for exceptions.
 - Track delays, rejections, and escalation reasons.
 - ❖ **Policy Compliance Built In**
 - Define allowable expense types, limits, categories.
 - Block non-compliant claims automatically.
 - Flag policy breaches in real time.
 - ❖ **Finance Dashboards**
 - Track expenses by team, region, project, or employee.
 - Compare budget vs actuals in real time.
 - Drill down to any individual claim instantly
 - Wallet dashboard – showing total wallet balances across the organization
 - Wallet settlement triggers
 - ❖ **Insurance**
 - Apply Travel Insurance policy to all travel requests
 - Transparent share the coverage under the policy
 - Each request shows if insurance cover is valid for the given period and travel location
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Powerful Extension: Local Trip Tracking

Falco TEM now includes a smart Local Trip module — designed to make short-distance, intra-city travel effortless for teams on the move.

- ❖ Plan trips with one or more destinations within a city
- ❖ Auto-track time, distance, and route in real-time using GPS
- ❖ Auto-detect halts: Any long stoppage gets auto-flagged
- ❖ Attach taxi receipts or auto-claim mileage for self-drive based on policy rate
- ❖ Add sundry expenses like meals or parking before submission
- ❖ Use as a standalone local trip or attach to larger outstation report later
- ❖ Mobile-first experience — from planning to submission, all on your phone

This module is perfect for sales, service, and operations teams that juggle multiple stops and need a seamless way to track and report



What Makes Falco TEM Different?

- ❖ Most ERP-based expense modules are Bolt-Ons. They weren't built with actual user behaviour in mind. Which is why you see common workarounds:
 - People avoid filing claims because it's a pain.
 - Bosses forward expenses via WhatsApp or email.
 - Finance teams re-enter data manually in ERP.
- ❖ Falco TEM flips this — by starting with real usage pain points, not just back-end logic.
 - Field engineers can upload bills while traveling.
 - Assistants can submit expenses for executives — without breaking audit trail.
 - Finance can close books faster with auto-matched expenses and budgets.

And it's not just faster — it's smarter.



The Hidden Costs of Bad Expense Workflows

Lost productivity.

- ❌ Duplicate reimbursements.
- ❌ Missed tax claims.
- ❌ Weak audit trail.
- ❌ Employee dissatisfaction.

A disjointed T&E system silently costs your business far more than the claims it processes



With Falco TEM, You Get

- ❖ A system your team wants to use — because it works the way they do.
 - ❖ A clear line of sight into who spent what, when, and why.
 - ❖ Audit confidence and financial discipline — without micromanagement.
 - ❖ A solution that grows with you — customizable, scalable, and SaaS-ready.
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