

Agave Partners

Fast Track To The Good Stuff

Expense Concierge Program



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- ❑ Question: Do you want these individuals spending measurable amounts of time filling out Expense Report forms?



- ❑ There is an **Alternative**:
Inexpensive & Simple to implement

Expense Concierge

1. Place receipts in envelope
2. Completed expense report + Pdf of receipts arrives via email (traveler – then manager)
3. Upon approval, Check created or cash auto deposited

- Very Low Cost:
\$20 - \$50 per month each
2 reports



What happens in the background?



- We have a team that
 - Pdf scans the receipts
 - Prepares the expense report
 - Emails traveler the completed report + receipts
 - Upon traveler approval / emails approving manager
 - Depending on relationship
- Either: Creates entry, or enters in AP, or creates check or auto deposit

Contacts and References

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