



## Online Expense Report

**The Expense Report is a leading complimentary Digital Expense Report tool to support Corporate Customers and is accessible via American Express® Online Services.**

### **Benefits of the Expense Report:**

- Flexible access from any location, 24 hours a day, 7 days a week
- A list of transactions to create an Expense Report
- Editable functionality: adding an expense type/business justification/receipt number as well as itemizing a transaction.
- Ability to exclude specific transactions items (check box) such as Personal items
- Ability to select transactions from current unbilled cycle or up to 3 billed cycles
- Ability to add non-card (cash) expenses
- A functional Expense Report, with facility to sign and approve selected transactions
- Save an Expense Report to Excel, PDF or Word and e-mail to an approver or print out for approval



### **Leading Experience**

A simple intuitive tool targeted to Corporate Customers needs



### **Time Saving**

Streamlining and automating the creation of an Expense Report, reducing effort and expediting the process



### **Complementary tool**

Available next to the Monthly Corporate Card Statement

[americanexpress.nl/corporate](https://americanexpress.nl/corporate)



**1. Enter your personal details**  
Enter here your personal details, such as name, employee ID, etc. (first time only). In the additional details section you can also include Authorizer information



- MIJN KAART
- KAARTEN
- REIZEN
- REWARDS
- ZAKELIJK

- Overzicht
- Instellingen
- Extra (5)
- Membership Rewards
- Help & contact

# Expense Report

**1. Enter Your Details:**

Full Name: M D GRAAF      Company Name:

Cost Center:       Employee ID:

Company Number: 000000      Phone Number:

▼ Hide Additional Details

Job Title:       Department Name:

Authorizer Name:       Authorizer Job Title:



**2. Choose from the Billing cycles**  
For expense made on your Corporate Card



**3. Select or Unselect transactions**  
To only include reimbursement related expenses



**4. Expand your transactions**  
To get more relevant information



**5. Categorize and/or Itemize any transaction**  
Select the correct Industry type from the drop down menu and if relevant breakdown the charges into further details



**6. Add cash expenses**  
To include expenses made using cash payments



**7. Save your form Details**  
Partially or completely for future usage



**8. Review your report**  
And print or save in Pdf, word or excel

Expenses for the Card ending -XXXXX:

**2. Select your billing cycle:** 29 September 2016 - 28 October 2016

Date	Description	Amount	Expense Type	Receipt Number/Comments	Receipt?
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<input checked="" type="checkbox"/>	27 Oct	Shell 185477 Shell Laarderhoogtweg NL5 Ams	68.00€	Expense Type	e.g. your business justification or receipt reference number.	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	19 Oct	SCANDIC PARK STOCKHOLM	285.27€	Itemised		<input type="checkbox"/>
x Exchange Rate 9.6464 =						
		Item Foreign Amount	Item Amount	Item Type	Item Justification	
		€ 6.41		Commission Charge		
		€		Hotel		<input type="checkbox"/>
		€		Restaurants		<input type="checkbox"/>

Add Itemised Expenses

TOTAL CARD EXPENSES REQUESTED ..... 353.27€

**6. Cash Expenses:**

Date	Expense Type	Merchant & Location	Amount	Receipt Number/Comments	Receipt?
19 Oct	Taxi	TAXI Stockholm	50 EUR		<input checked="" type="checkbox"/>

168 characters remaining

TOTAL CASH EXPENSES REQUESTED ..... 50.00€

- Cancel
- 7. Save for Later
- 8. Report Summary »