



MyTravelTool™

BOX



*A complete and efficient management of
company bills of costs!*

www.mytraveltoolbox.it



MyTravelTool™

MTTBox is the multichannel tool for a complete and efficient management of company bills of costs



What does MTTBox?

CASH ADVANCES MANAGEMENT

virtual portfolio for the disbursement of advances in view of future travels

BILLS OF COSTS MANAGEMENT

Create, approve and pay company expenses

REIMBURSEMENT MANAGEMENT/PAYMENT OF THE BILL OF COSTS

Payment of reimbursement of expenses: any payment method available (cash, bank transfer or paycheck deposit) according to company rules and regulations

Why MTTBox?

EASE



- intuitive tool
- flexible
- user friendly

EFFICIENCY



- automation of processes that can be suited to client's needs
- time-saving for those who travel and for administrative staff

REDUCTION OF THE COSTS



- **of management**, related to reimbursement process
- **of travel**, thanks to a prompter monitoring of the requested reimbursement

RAPID ROI



- maximization of company return on investment

Functions

Benefits



Traditional hard-copy approval processes, usually slow and poorly controlled, are replaced with an **efficient automated digital approval process**



Reduction of bills of costs management time: faster and more efficient compiling and payment of bills of costs



Expenses control



Monitoring of any types of expenses **via personalized reports**



Automation of cash advances requests



Implementation of travel policies according to limits of liability

Respond to your needs

LIMITS OF LIABILITY AND EXPENDITURES MANAGEMENT:

daily or single expenses, according to **company policy**

Expenses with **prepaid credit cards (Telepass, fuel cards, credit cards)**

Expenses made by the appointed travel agency via a standard import track

SOFTWARE INTEGRATION:

expenses data can be exported and moved to the **payment and attendance systems**

management systems

HR systems: **automatic import of users and corporate organization data**

CREATION OF REPORTS:

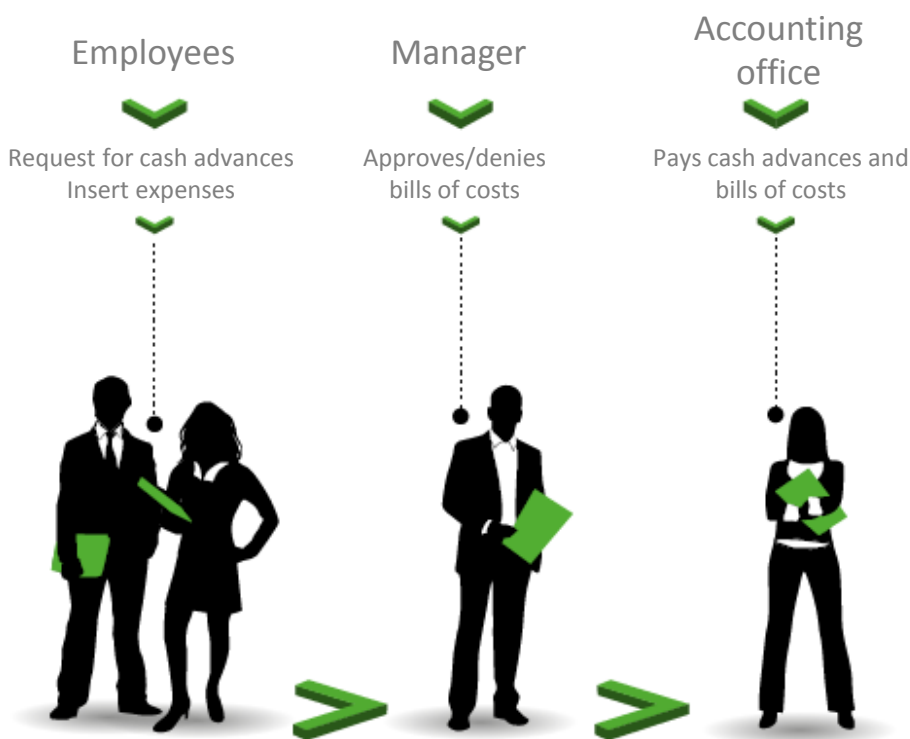
to meet **report and analysis requirements** related to the company bill of costs.

- **DRAG&DROP SYSTEM:** to associate receipts, expenditures and bills of costs in a rapid, intuitive and high-performing way
- **RECEIPTS CONTROL: Digital acquisition of the receipts** for a fast and mistake-free bills of costs management and a more efficient monitoring of expenditures. Available also in Cloud.

Supporting documents management



Intuitive tool, flexible
and user friendly



CLOUD OR ON-PREMISES

According to client's needs, MTTBox is available in **cloud** or **on-premises**, directly installed on the client server.

Both solutions provide many **advantages**:

CLOUD

- Rapid setup of the standard solution
- Cut of internal management costs
- A single fee to use all the services
- Rapid and frequent functions updates

ON PREMISES

- Full adherence to the strictest security policies
- Total control on the mode of access to the system (e.g. via VPN)
- Independent management of the system



T h i n k i t e a s y

*CST is a **Services Provider** leader in IT market specialized in **EIM & SAP** thematic.*



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