ReceiptBank™ + tripcatcher

TRIPCATCHER - RECEIPT BANK
MILEAGE CLAIM PROCESS

NOTE:

This will need to be repeated separately for every employee claiming mileage.

To ensure the smoothest workflow, set default categories for all your regular fuel suppliers (such as Shell, BP, etc) in **Receipt Bank**:

1. Navigate to the Suppliers tab;

2. Search for fuel suppliers;

3. Select 'Fuel' (or appropriate) from the Category dropdown to set as default.

Depending on your client, this can also done for supermarkets, but it's always worth checking whether they purchased fuel or subsistence.

MILEAGE
tripcatcher

Create Mileage claim in Tripcatcher

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Publish Mileage claim to Receipt Bank

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Filter inbox for 'Mileage' and User (where relevant) to obtain Tripcatcher information

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Select all items and click 'Add to Expense Report'

→

Select new or existing report as necessary

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MONTHLY

Publish Expense Report to Cloud accounting software

↑

Reimburse employee as usual

FUEL RECEIPTS
ReceiptBank™

Submit fuel receipts directly to Receipt Bank via mobile app

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Filter inbox to show only items with category 'Fuel'

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Click 'Add to Expense Report'

→

Select new or existing report as necessary

↑

QUARTERLY

Compare with VAT summary in Tripcatcher

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Archive Expense Report

ReceiptBank™

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