

Expense & Reimbursement Management

Capture, approve, and reimburse expenses with automated workflows and real-time visibility.

Specification

SKU	BUS-FIN-EXP
Solution area	Business Operations
Works with	Budget Planning & Management, Procurement Requests & Intake, Vendor & Supplier Management, Finance & Administration
Updated	Sep 26, 2026
Datasheet	v1.0

What it is

Expense & Reimbursement Management is the process of capturing, approving, and reimbursing employee expenses in a structured and controlled way. It ensures that expenses are compliant with policies, accurately recorded, and aligned with organizational bud

SmartSuite's Expense & Reimbursement Management solution provides a structured, scalable system to capture, review, and reimburse expenses across the organization. It replaces manual processes, spreadsheets, and disconnected tools with a centralized, policy-driven expense system.

With a centralized system of record, finance teams gain full visibility into expense activity, approval status, and financial impact.

Core capabilities

Expense Submission & Capture

Allow employees to submit expenses with required documentation.

Receipt Management & Validation

Upload and validate receipts and supporting documents.

Automated Approval Workflows

Route expenses through managers and finance teams.

Policy Enforcement & Compliance Checks

Ensure expenses meet organizational policies.

Budget Integration & Validation

Verify expenses against available budgets.

Reimbursement Processing Workflows

Track and manage reimbursement status.

Real-Time Expense Tracking

Monitor expense activity and trends.

Audit Trails & Documentation

Maintain traceability for all expense activity.

Dashboards & Reporting

Provide visibility into spend and performance.

The Expense Management Lifecycle

Step 1 Submit Expense Capture expense details and receipts.	Step 2 Validate & Route Apply policy checks and route for approval.	Step 3 Review & Approve Managers and finance review expenses.	Step 4 Process Reimbursement Finalize and track payments.	Step 5 Monitor & Report Analyze expense activity and trends.
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Who it is for

Employees / Staff Submit expenses and reimbursement requests.	Managers Review and approve expense submissions.	Finance Teams Validate, process, and track reimbursements.
Department Leaders Monitor expense activity and budgets.	Procurement Teams Align expense activity with purchasing policies.	Executive Leadership Gain visibility into organizational spend.

Works with

Budget Planning & Management Validates expenses against budgets.	Procurement Requests & Intake Aligns expense activity with purchasing.
Vendor & Supplier Management Links vendor-related expenses.	Finance & Administration Supports financial processing and reconciliation.

Built differently. Expense & Reimbursement Management runs on the same relational platform as every other SmartSuite product, so its records link to the risks, controls, issues and evidence they affect, and every report reflects the current state rather than a copy.

See it working with your data

Ask your SmartSuite account team for a demo of Expense & Reimbursement Management configured for your organization, or read the full product entry at smartsuite.com/products/expense-reimbursement-management.

Schedule a demo