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Expense Management — employee expense claims

The creditor is the employee: small amounts, high volume. A clear policy and automation are key

Where Mindee fits
A historic use case: the crumpled, skewed, sometimes foreign receipt. Rules and reimbursement stay in the expense tool.
Pitch: employee experience, automated policy checks.

PHASE 1 · POLICY & SPEND

1 Expense policy
What is reimbursable, caps (hotel, meals), travel class, receipts required

→

2 Pre-approval (optional)
Manager sign-off before a large expense (travel)

→

3 Spending
The employee pays out of pocket or with a company payment method

Two ways to pay
Own money → reimbursement (7a)
Corporate, virtual or prepaid card → reconciliation (7b)

Outside Mindee's scope
Policy, pre-approval and payment stay in the expense tool. Mindee steps in once a receipt exists.

PHASE 2 · PROOF & APPROVAL

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4 Receipt capture
Photo of the receipt + OCR (amount, date, merchant, VAT); certified scans are legally valid

→

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5 Expense report
Categories, allocation to project / client / cost center; mileage at tax rates

→

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6 · Review & approval
Manager, then finance

Yes →

No: anomaly →

Rejected or to fix
Over cap, duplicate, weekend spend, unreadable receipt

To fix →

Mindee · steps 4–6

Capture — Receipt photo: merchant, date, amount, currency, VAT. Crop handles several receipts in one photo.

Report — Pre-filled, with a category suggested from the merchant. Hotel and train invoices: Invoice API or a custom model.

Review — Structured data: caps, weekends, duplicates, inconsistent dates checked automatically. Controllers handle exceptions only.

PHASE 3 · SETTLEMENT & POSTING

Out of pocket →

7a Reimbursement
Bank transfer as you go, monthly batch or through payroll

Company card →

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7b Card reconciliation
Corporate card transactions ↔ receipts; nothing to reimburse

→

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8 Posting
Expenses by nature (travel, entertainment…) + VAT where recoverable

Typical entry (French GAAP)
Dr 625x · travel, entertainment
Dr 44566 · deductible VAT
Cr 421 / 467 · employee
(card: bank or issuer)

Mindee · steps 7b & 8

Corporate card — Receipt amount, date and merchant matched to transactions automatically.

VAT — Accurate VAT extraction: more VAT recovered.

PHASE 4 · COMPLIANCE & INSIGHTS

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9 Tax & social rules
Unsupported costs can be requalified as salary (URSSAF). Flat allowances follow scales. Some VAT is not recoverable

→

10 Analysis & reporting
Spend by category, team, employee; non-compliance rate; time to reimburse

What it's for
Tune the policy (→ 1)
Negotiate with travel suppliers
Catch fraud: inflated claims, reused receipts

Mindee · step 9

Reliable digitized receipts: proof that expenses were real if URSSAF audits.