VERSION CONTROL

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02	Patricia Vertedor Virginia Barrera	Patricia Vertedor Armando Castillejo Sonia Cervantes	Digitization Financial /Legal HR
	11/09/2024 Update of Section 3-Scope of Application.		

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1. Introduction

This manual explains how to use the Expensya expense report application at the user level.

The tool for managing expense reports is Expensya Next. It can be used from the mobile version (app) or from the web. The use of the mobile version is recommended.

2. Functions

The responsibilities of each department or user are as follows:

Functions	Responsible
Enter expenses	User
Verify / reject expense	User's supervisor
Expense review	Financial/Legal
Registration / changes	HR

3. Scope of Application

Applies to employees of the following companies:

- CORPORACIÓN EMPRESARIAL ALTRA, S.L.

- AIRZONE CLIMA, S.L.

- AIRZONE FRANCE.

- AIRZONE ITALIA.

- AIRZONE NORTH AMERICA.

Note that the tool cannot be used by employees established in the following countries: Germany and Poland.

The reason it cannot be used by these employees is due to legal/tax specifications of the mentioned territories.

4. Expense Policy

It is very important that before making the expense report, the employee is aware of the Expense Policy applicable to the market in which they work, as there are variations between them due to existing legal regulations in each country.

The Expense Policies of each market are prepared by the HR department and made available to all employees.

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5. Registration from Welcome Email

For new employees.

Once registered by HR, the employee will receive a welcome email from Expensya asking them to confirm their account.

After clicking on "Confirm Account," they will be redirected to the Expensya website to confirm personal details, complete the phone number, and create a password. Once these steps are completed, they can manage expenses from the mobile or web version.

6. Registration and Usage from the Mobile Version

It is necessary to download the "Expensya Next" application from your app store (App Store or Google Play).

Illustration 1- Mobile app icon.

6.1. Registration from the mobile version

For employees already registered in the previous expense report system.

Proceed as follows:

Step 1:

Open the application and click on "Forgot your password? Reset it."

Step 2:

Enter your Airzone email and then press "Forgot Password."

Step 3:

You will receive an email to reset your password. Click on "Reset Password".

Step 4:

After resetting the password, you can log in to your account.

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6.2. Usage from the Mobile Version

It is recommended to use the mobile version for efficient expense management.

Once logged in, you can manage expenses that are reimbursable according to the applicable expense policy.

The steps to correctly incorporate them using the tool are as follows:

1. **Create a report** by clicking on the blue icon ➕, a dropdown menu will open, and you click on "Create report." Assign a name that identifies the expenses, differentiating if they are tickets or invoices, for example, if tickets are to be attached: "Trip to Madrid tickets."
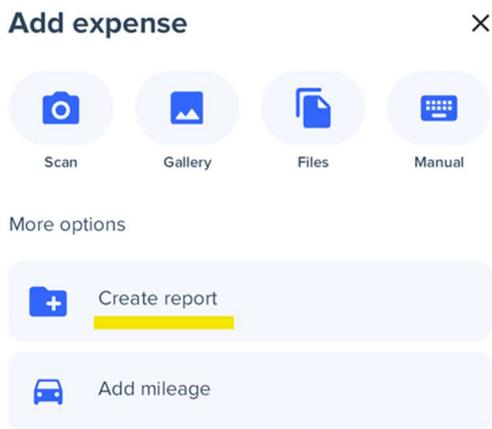
Illustration 2 - Creating a report.

It is advisable to group expenses by month or event, depending on what is easier to manage. It is not necessary to send expenses one by one. (If it is just one invoice or ticket, it can be done from the "Expenses" icon).

2. To **add a per diem,** from the created report, click "Add expense," and in the dropdown menu, click "Manual."
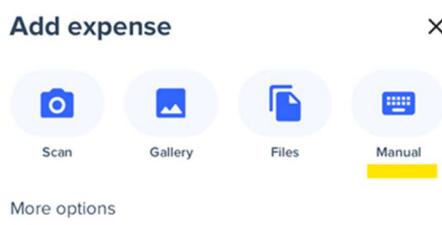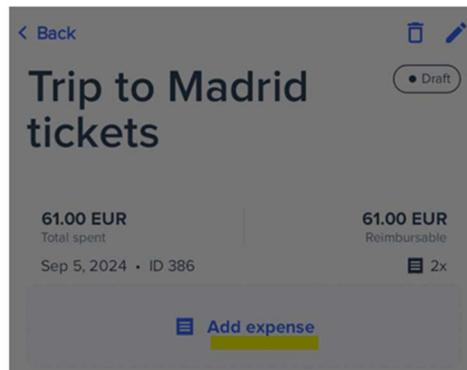
Illustration 3 - Adding an expense manually.

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A new window will open where you can enter the expense information:

- Title: If it is necessary to detail the per diem.
- Category: Indicate the type of per diem (per diem, international per diem, half national per diem, and half international per diem), and some fields will be automatically completed. Per diems have established amounts.
- Date: Indicate the date of the expense.
- Attach the receipt.

Review the information and click "Save" to finish. The expense will be marked as "To be sent."

Illustration 4- View of the form indicating Per Diem.

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3. **To add an expense other than a per diem,** click "Add an expense," and in the dropdown menu, click "Scan" to scan the ticket.
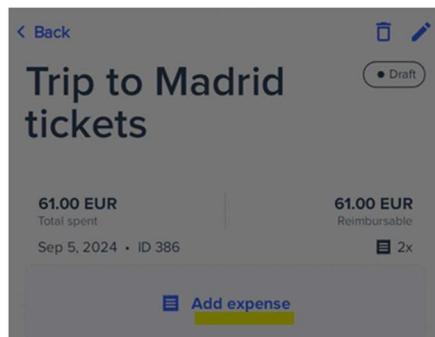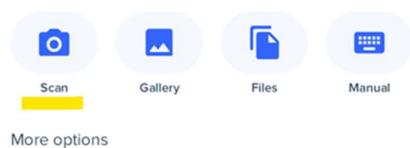

Illustration 5- View of adding an expense from "Scan."

The program automatically records the data. It is necessary to review the data incorporated into the expense, as it may indicate an incorrect categorization, and complete any missing information. Click "Save" to finish. The expense will be marked as "To be sent."

Illustration 6- Example of ticket registration.

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4. **To add an invoice(s),** it is necessary to create a separate report from the one being generated with the rest of the tickets. Tickets and invoices cannot be included in the same report. For example, in these cases, create the report: "Trip to Madrid Invoices" and attach the invoice(s) to it. Click "Save" to confirm the expense.

5. It is very important to take photos of the **tickets** using the application, option "**Scan**" (the image should not be selected from the mobile gallery). Check that it has been uploaded correctly with the "**lock closed and green**" as shown in the image. This means that the image has been digitized and encrypted by Expensya and has full legal validity.
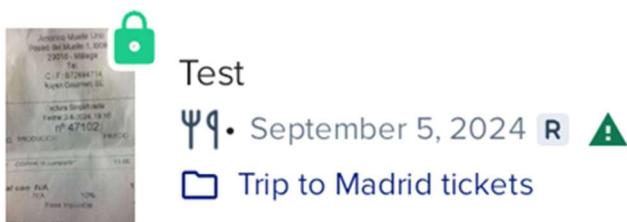

Illustration 7 - File correctly encrypted.

If the image is uploaded from an already saved file, the image will be uploaded with the lock open and red, meaning the image has not been saved correctly, and the ticket must be kept in paper format.
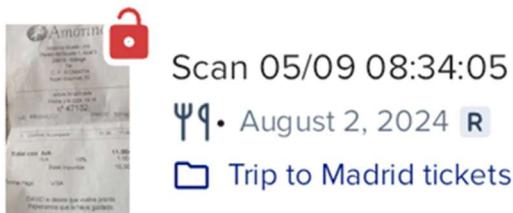

Illustration 8- Unencrypted file.

6. **Guests will not be accepted in any expenses.**

7. When all expenses included in the report are in the "To be sent" status, you can click "Slide to send," which will send the report for validation by the supervisor.
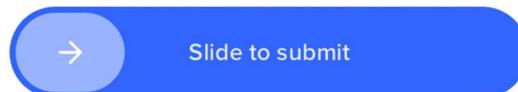
8. It is not possible to edit reports after sending them. You will receive a notification when the report is "validated" and "archived" (final validation) by the Financial/Legal department.

9. As a supervisor (if applicable), you will receive a notification to validate the reports of your colleagues. By validating them (from the app or web), they are automatically sent to the Financial/Legal Department for final validation and reimbursement.

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7. Registration and Usage from the Web Version

This is done from the website https://www.expensya.com/Portal/.

7.1. Registration from the Web

Step 1:

From the home page:

- If you already have the password, log in and you can include the expenses.

- If you do **not** have the password: Click on "I forgot my password."

Illustration 9- Registration from the web.

Step 2:

Enter the corporate email and click on "Send." You will receive an email to reset the password. After resetting the password, you can log in to include the expenses.

7.2. Usage from the Web

Once logged in, you can manage expenses that are reimbursable according to the applicable expense policy.

The steps to correctly incorporate them are as follows:

1. **Create a report** by clicking on the "Reports" icon at the top.
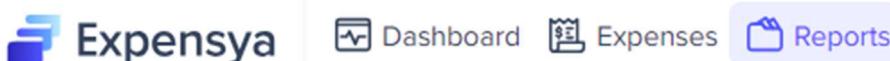
Haz Click on the "+ Report" icon and create a Report (folder). Assign a name that identifies the expenses, differentiating if they are tickets or invoices, for example, if tickets are to be attached: "Trip to Madrid tickets."

It is advisable to group expenses by month or event, depending on what is easier to manage. It is not necessary to send expenses one by one. (If it is just one invoice or ticket, it can be done from the "Expenses" icon).

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Illustration 10 - Creating a report.

2. **To add a per diem,** click "Add," and in the dropdown menu, click "Manually."
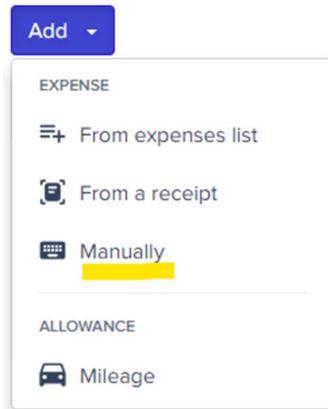
Illustration 11- Dropdown view to add expense.

Complete the "Category" field, indicating the type of per diem (per diem, international per diem, half national per diem, and half international per diem), and some fields will be automatically completed. Review and complete the sections for title, date, and amount. Then, upload the receipt and click "Save" to finish.

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Illustration 12- View of the form indicating Diet.

3. **To add an expense other than diet,** click "Add" and in the dropdown menu, select "From a receipt".
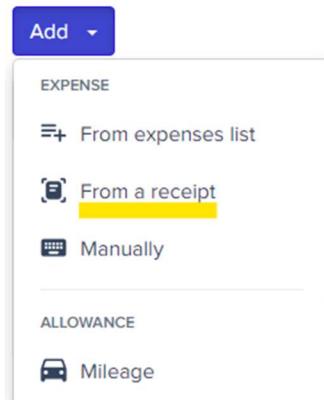
Illustration 13- Dropdown view to add expense.

Upload the receipt, the program automatically records the data, review the incorporated data as it may indicate an incorrect categorization or amount, and complete those that have not been recorded. Click "Save" to finish.

4. **To add an invoice(s),** it is necessary to create a separate report from the one being generated with the rest of the tickets; tickets and invoices cannot be included in the same report. For example, in these cases, create the report: "Trip to Madrid Invoices" and attach the invoice(s) to it. Click "Save" to confirm the expense.

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5. It is preferable to take photos of the tickets and invoices with the Expensya mobile application so that the image is correctly digitized and encrypted. If done from the web version, it will appear with the **lock open and in red**, and **you must keep the ticket in paper format.**

   If the image is uploaded from an already saved file, the image is uploaded with the lock open and in red, meaning the image has not been saved correctly and the ticket must be kept in paper format.

Illustration 14- Unencrypted file.

6. **Under no circumstances will adding guests to expenses be accepted.**
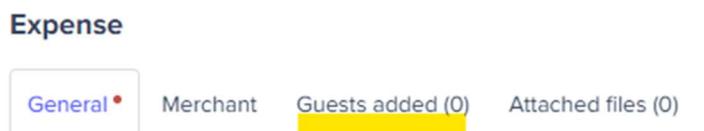
7. Then, from the reports interface, click "Action" and then "Send" to submit the report for validation by the responsible person.

8. It is not possible to edit reports after sending them. A notification will be received when the report is "validated" and "archived" (final validation) by the Financial/Legal department.

9. As a responsible person (if applicable), you will receive a notification to validate the reports of colleagues. Upon validation (from the app or web), they are automatically sent to the Financial/Legal department for final validation and reimbursement.

8. Report Statuses

The statuses that the expense report executed by the employee will go through are as follows:

Status	Description
Draft	Current expense reports, only you can see them
Sent	Sent to the first level of validation
Approved	Sent to the Financial/Legal Department for the second level of validation and reimbursement
Archived	Processed by the Financial/Legal Department, the report is archived

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9. Incidents and Data Update

For any type of update to the employee's profile data, or related to bank details for expense reimbursement, an email must be sent with the request to the HR Department (rrhh@airzone.es) indicating the required modification.

For any technical issues, the application has a customer service that the employee can contact directly. It is as follows:

- support@expensya.com and via chat (on the website and on iOS

10. Annexes

User Tutorials:

Tutorial: How to add my expenses from the app?

Tutorial: How to add my expenses from the web?

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