

CASE STUDY: **AN HR CASE STUDY** **ON BUSINESS SPENDING,** **EXPENSE CLAIMS AND** **HEADACHES**



Based on true events.

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BACKGROUND

HR organised a two-day offsite
for 400+ employees.

The event was a success.

But a week later, HR and Finance were
still chasing receipts and sorting out
expense claims from their employees.



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THE **PROBLEM**



Missing transport receipts!



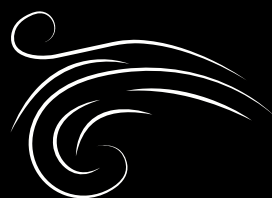
Meal claims exceeding budgets!



Confusion over eligible expenses!



The event ended but the administrative **nightmare** had only just begun!



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ROOT CAUSE

**The problem wasn't the employees.
It was the process!**

Without a clear system in place,
bookings and expense claims
were everywhere.

Employees didn't know what was
allowed, and HR and Finance had to
clean up the mess.



HR ANALYSIS

**What's needed to be clear
before the event comes down to
5 questions HR needs to answer:**

- 1** Who is eligible to claim?
- 2** Which expenses are claimable?
- 3** How should employees book?
- 4** Who pays first?!
- 5** How will spending be tracked?

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THE INTERVENTION

Introducing
Grab For Business.

An all-in-one platform to
manage work rides and
meals.

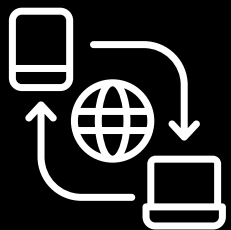


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HOW IT **WORKS**

One process with clearer responsibilities.



HR sets spending rules and grants employee access.



Employees book rides and meals using their everyday **Grab** app.



Finance gets full visibility over company spending.



Corporate billing charges eligible expenses straight to the company - no claims needed!

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KEY BENEFITS

What's in it for everyone?

HR

Set rules,
skip the admin.

FINANCE

Total control,
direct automated billing.

EMPLOYEES

Book & go,
no expense claims.



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LESSONS **LEARNED**

Good HR plans for what happens
AFTER the event, too.

Don't wait until the receipts arrive to
figure out your expense policy.

Try **Grab For Business** to streamline
employee expenses and keep
company spending in check.

Take control of your workday.

