

Efficiency, Compliance, Cost Reduction...delivered

The Background



Wood Group is an international energy services group with more than \$5 billion in sales worldwide, employing more than 28,000 people and operating in 46 countries. The Group has three businesses - Engineering & Production Facilities, Well Support and Gas Turbine Services - providing a range of engineering, production support, maintenance management and industrial gas turbine overhaul and repair services to the oil & gas, and power generation industries worldwide.

Previously, employees claiming expenses at Wood Group Engineering (North Sea) Ltd (WGENS) used a manual paper based system, with internal resources responsible for processing and submitting the claims for payment. As such, the system lacked policy control, visibility, and was very time consuming both for the company and for the claimants waiting to be reimbursed. In addition, with further expansion planned, the business needed to find a solution that would meet growing demand. The company turned to GlobalExpense, Europe's leading end to end expense management solution.

The Challenges



Wood Group was looking for a faster, more efficient, and compliant expense management solution, to meet the growing demands of the business in a compliant and cost effective way. Some of the areas that needed to be addressed were:

- Reducing the level of internal administrative effort devoted to employee expenses
- Combating fraudulent expense claims and ensuring that all claims were submitted within the company's expense policy
- A single, unified procedure for claiming expenses and authorising expense claims across the business
- Improved VAT and Income Tax compliance
- Improved reporting and policy enforcement to measure expenditure by type, by individual, and by department

By working with GlobalExpense, WGENS has been able to benefit from the dedicated support and industry leading experience in employee expense management to help transform its employee expenses process.

Significant benefits included:

- An expense management solution providing Tax and VAT compliance
- Complete transparency of the expense spend, giving more detail reporting for the company

KEY FACTS



Client

Wood Group Engineering (North Sea) Ltd.



No. of receipts per month:
1,100 on average per month

Number of claimants:
635 on average per month

Previous system:
Manual paper-based system

KEY BENEFIT

A fast, efficient, VAT and tax compliant expense management service removing the administrative burden and helping to speed the process and enforce the company expense policy

The Challenges (Cont)



- Removal of the administrative process of managing the expense claims from the company, allowing them to focus on more business critical activities
- Greater emphasis on ensuring that authorisers approve claims correctly, adding rigour to the expense claim process
- Quicker payment, with employees able to submit and track every claim anywhere at any time through the web-based service
- The validation and storage of receipts in-house has been transferred out to GlobalExpense

The reporting that is available with GlobalExpense has helped WGENS to implement a single unified policy across the company, tightening controls on out of policy and fraudulent claims. Previously, any suitably senior member of staff was able to approve expenses with no added drive towards greater scrutiny. Working with GlobalExpense and the automatic policy enforcement functionality, expense claims are more transparent and measurable by type, person or department, and the authorisation process has been significantly improved to ensure accurate claims are submitted with all the necessary information.

The Impact



Following implementation, GlobalExpense went live with WGENS in October 2006. After the initial adjustment among staff used to the old, paper based system, both company and employees have welcomed the benefits of using a fully integrated, end to end service. As well as providing policy, Income Tax and VAT compliance, the GlobalExpense service has been able to remove the burden of processing claims, validating claims, and storing receipts entirely from WGENS.

Employees at Wood Group are now able to submit and track their expense claims anywhere, at any time, enabled by the online claim submission provided by GlobalExpense's web-based system. Authorisation of claims has been tightened, combating expense fraud and out of policy or inaccurate claims. The rigour that is added through working with GlobalExpense has provided far greater visibility of the expense spend and improved the management information available, and has dramatically reduced the number of errors in submitted claims through a single standardised process across the company.

CLIENT QUOTE



**Bruce Middleton,
Financial Director,
Wood Group
Engineering (North
Sea) Ltd., said:**

***Implementing
GlobalExpense has
provided our staff
with faster payment,
management with
greater visibility and
finance tighter
control on travel
expenses.***

***GlobalExpense – Europe's number one end to end expense
management solution. Take control and cut costs with
GlobalExpense!***