

## Global Feature Comparison - Expense Configuration

Updated: January 19, 2022

The following notes which features are available for the Concur editions named below.

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Feature	Standard Edition	Professional Edition	Comments
<b>Available Countries</b>			
Ability to support multiple countries in one instance	YES	YES	<b>Standard:</b> Limited list of countries offered. For details, see the Standard Country Packs tab in this document. <b>Professional:</b> Can configure any country or regional grouping.
Language support	YES	YES	<b>Standard:</b> Each country pack comes with selected languages. For details, see the Standard Country Packs tab in this document. <b>Professional:</b> Any supported language can be used. For the list of supported SAP Concur Product Languages, click the Yes link to the left.
<b>Expense Processes</b>			
Number of Expense workflows	1	3	<b>Standard:</b> 1 workflow. Multiple country configuration enables the user to set compliance controls and receipt handling options for each country.
<b>Cash Advances</b>			
Ability to use cash advances	YES	YES	
Ability to issue cash advances manually or via Concur's Expense Pay service	YES	YES	Not considered a best practice when employees are also issued corporate cards.
Ability to record Cash Advance usage in expense report and extract	YES	YES	
Cash advance issuances extract	YES	YES	
Support for Cash Advance request and approval workflow	NO	YES	
<b>Travel Allowances (Per Diems)</b>			
Germany	YES	YES	<b>Standard:</b> Government rates only. Rates are maintained by Concur. <b>Professional:</b> Custom rates. Rates are maintained by client.
USA	YES	YES	<b>Standard:</b> Government rates only. Rates are maintained by Concur <b>Professional:</b> Government rates may be provided as a service or client can maintain own rates.
Other countries	NO	YES	Rates are maintained by client.
<b>Policies and Groups</b>			
Support for multiple expense policies per country	YES	YES	<b>Standard:</b> limited to apply different expense types, expense limits, and mileage reimbursement rates to different user groups; cannot apply different compliance controls, extracts, receipt handling, workflow etc.
Number of expense policies per country	5	Unlimited	

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<b>Expense Types and GL Accounts</b>			
Pre-defined expense types	94	88	Not including Parent Expense Types or expense types tagged as "zNot Used"
Custom expense types	Unlimited	Unlimited	
Ability to track an expense as billable	YES	YES	
Number of GL Chart of Accounts supported	1	3	
Natural Account Code Assignment (customer specified and billable)	10	Unlimited	<b>Standard:</b> Can handle up to ten natural account codes as long as there is a consistent way to differentiate which account to use (eg, billable/non-billable, Department list, etc). Client uses a single field with up to 10 list values to drive the account codes choice. <b>Professional:</b> Can support complex account codes at multiple levels in a hierarchy.
<b>Cost Tracking (ability to track costs back to a specific part of the business)</b>			
<b>Setup</b>			
Pre-defined best practice list of cost objects	YES	NO	
Ability to upload a list of cost objects	YES	YES	
Ability to add client defined cost objects	YES Up to 6	YES	<b>Standard:</b> 12 total, only 6 of which can be custom.
Ability to track expenses against Salesforce cost objects	YES	Yes	
<b>Options</b>			
Ability to allow user to assign a cost object at the expense entry level	YES	YES	
Ability to allocate/split/cross charge an expense to multiple cost objects	YES	YES	
Number of cost tracking objects per expense entry	Up to 12	Up to 20	
Ability to link cost objects together to narrow down choices with each selection	YES	YES	
Number of objects allowed in a linked list	5	10	
Ability to restrict allocating cost objects to only those assigned to an employee	LIMITED	YES	<b>Standard:</b> Can be limited through the use of Multi-Level list configurations
<b>Support for Travel Expense Types</b>			
Users can select from a pre-populated list or enter the vendor name for Airfare, Car Rental and Hotel expense types.	YES	YES	
For hotel expenses, allow user to itemize to the line item level	YES	YES	
For hotel expenses, ability to <i>require</i> user to itemize to the line item level	YES	YES	
For flight fees - automatically assign expense types with the MCC code of fees under \$75 to the Airfare Flight Fees expense type with dropdown for fee selection	YES	YES	<b>Professional:</b> Supported, requires configuration.

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<b>Attendee Tracking</b>			
Ability to record attendees for any business meals or entertainment expense	YES	YES	<b>Standard:</b> Default attendee type only, unless Pharma industry is selected, which then enables HCP tracking.
Ability to see breakdown of each attendee cost	YES	YES	
Ability to require users to enter certain details about an attendee	YES	YES	
Ability to customize attendee types	NO	YES	<b>Standard:</b> HCP Contact attendee type available based on industry selected on setup. Client-configured attendee types not planned for Standard. Clients can determine which pre-defined attendee fields are required vs. optional vs. read-only vs. hidden.
Ability to add attendees via import	NO	YES	
Ability to add attendees via third party connectors	YES	YES	Available in Concur's App Center.
<b>Car Mileage</b>			
Calculate mileage reimbursement for personal or company vehicles	YES	YES	
Number of car configurations supported	1 or 2	Unlimited	<b>Standard:</b> 1 or 2 car configurations per country depending on country requirements.
Ability to calculate route and distance travelled using Google Maps	YES	YES	
Ability to calculate mileage for a company vehicle	YES	YES	
Ability to calculate mileage rate based on distance tiers	LIMITED	YES	<b>Standard:</b> Only available for UK, Canada, and Australia.
Ability to calculate mileage based on vehicle type (motorcycles, bicycles, etc.)	LIMITED	YES	<b>Standard:</b> Only available for countries that require it.
Ability to set a tolerance percentage which controls the extent of the changes that users can make when modifying mileage entries e.g. flag if increased by 10%	YES	YES	Requires client to use custom audit rules.
Ability to set mileage rate based on user's policy group	YES	YES	<b>Standard:</b> Up to 5 policy groups can be defined.
<b>Exchange Rates</b>			
Support for automatic currency conversion using exchange rates	YES	YES	
Support for custom exchange rates (managed by client)	NO	YES	<b>Standard:</b> Uses a daily feed from OANDA <a href="http://www.oanda.com/">http://www.oanda.com/</a> <b>Professional:</b> Uses OANDA by default; however, It is also possible to import exchange rates from an alternative source e.g. the client's ERP.

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<b>Expense Compliance Management</b>			
Ability to set an acceptable per expense type spend limit	YES	YES	
Ability to apply different per expense type spend limits to each policy group	YES	YES	
Ability to set period-based spend limits e.g. daily, weekly etc.	YES	YES	
Ability to itemize a hotel expense to the line item level	YES	YES	
Pre-loaded, best practice expense policy for all employees	YES	NO	<b>Professional:</b> Concur provides best practice choices in our online data gathering tool. <b>Premium:</b> Determined through Scope Discovery.
Ability to choose from a comprehensive list of best practice compliance rules	YES	50 plus and unlimited client defined	<b>Standard:</b> Our client data shows that most clients use 5 main rules, and the rest of their audit and receipt rules are for expense and receipt limits.
Ability to create custom audit rules	YES	YES	
Ability to require supporting comments for policy exceptions	YES	YES	
Ability to control the stage at which audit rules are made visible	YES	YES	
<b>Receipt Handling</b>			
Require receipts above a specified spend limit	YES	YES	
Select receipt handling rules from an established best practice list	YES	YES	
Allow different threshold amount for cash or card expense types	YES	YES	
Ability to attach receipt images at the expense report header level	YES	YES	
Ability to attach receipt images at the line item level	YES	YES	
Ability to append multiple receipt images to a single expense	YES	YES	
Ability to set "Always require a receipt" for certain expenses	YES	YES	
Ability to set "Never require a receipt" for certain expenses	YES	YES	
Ability to require users to attach receipts prior to submission	YES	YES	

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<b>Credit Card Support</b>			
Automatically import business and personal card charges to Concur via Yodlee	YES	YES	Concur does NOT support all business and personal card providers. Please inquire about availability.
Support for corporate card program	YES	YES	Concur does NOT support all corporate card providers. Please enquire about availability. <b>Standard:</b> Supports Corporate Cards that are issued in applicable Tier 1 and/or Tier 2 countries. Special card programs like Lodge Accounts, Diversion Accounts and true P-Cards are not supported. <b>Professional:</b> All supported card programs listed in the document referenced above.
Ability to set the payment type and GL account code for a corporate card program	YES	YES	
Support for additional currently supported Corporate Card Programs	YES	YES	Must be present on the current certified and supported Concur Corporate Card List.
Support for additional currently supported Purchasing Card Programs	YES	YES	Must be present on the current certified and supported Concur Corporate Card List.
Support for company bill statements	NO	YES	
Support for multiple corporate card programs	YES	YES	<b>Standard:</b> now supports multiple card programs with the same country, currency and liability structure
Support for FairFX cards	YES	YES	Import card charges from FairFX pre-paid cards.
Support for lodge cards	NO	YES	
Support for P-cards	PARTIAL	YES	<b>Standard:</b> only support P-Card feeds if the client uses the P-Card like a T&E Card. True P-Cards are not supported.
Support for American Express Business Card Integration (aka AMEX BCI direct card integration)	YES	YES	<b>Standard:</b> Self-service activation <b>Professional:</b> Concur activation only

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<b>Expense Report Creation and Submission</b>			
Create and submit a report	YES	YES	
Appoint a delegate to create and submit a report on your behalf	YES	YES	<b>Standard:</b> Same experience as Professional except that users cannot: - Assign approval delegation temporarily by specifying a time period - Allow delegates reporting access - Allow delegates approval preview access
Enter cash/out of pocket expenses	YES	YES	
Pre-populate expenses based on personal card charges (Delegate exception)	YES	YES	<b>All offerings:</b> Personal card charges cannot be managed by delegates for privacy.
Pre-populate expenses based on the American Express Corporate Card	YES	YES	
Pre-populate expenses based on corporate cards supported by Concur	YES	YES	Must be present on the current certified and supported Concur Corporate Card List.
View and resolve any over limit warnings or incomplete entries	YES	YES	
Email a copy of their report	YES	YES	
Submit their report and view totals and who the report has been sent to for approval	YES	YES	
Recall a submitted report	YES	YES	
<b>Concur's Mobile App</b>			
Create out of pocket expenses	YES	YES	
Create expenses from personal card charges	YES	YES	
Create expenses from corporate card charges	YES	YES	
Take/attach a receipt picture to any expense	YES	YES	
Edit cost objects on expense line items	YES	YES	
Edit linked lists on expense line items	YES	YES	
Submit expense reports	YES	YES	
Delegate can create and submit reports	NO	NO	This capability is not scheduled or planned.
Approve expense reports	YES	YES	

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Feature	Standard Edition	Professional Edition	Comments
<b>Expense Approvals</b>			
One expense approval workflow per company	YES	YES	<b>Standard:</b> All users are subject to the same expense approval workflow regardless of country, policy group etc. <b>Professional:</b> Can support multiple, but it is not recommended.
Submitter/Claimant > Processor	YES	YES	
Submitter/Claimant > Manager > Processor	YES	YES	
Submitter/Claimant > Manager > Second Approver > Processor	YES	YES	
Submitter/Claimant > Manager > Authorized Approver > Processor	YES	YES	
Submitter/Claimant > Manager > Manager's Manager (up to 5 levels) > Processor	YES	YES	
User directed approvals (user selects manager, then report is automatically sent to processor)	YES	YES	
Approver directed approvals (default manager selects next approver, then report is automatically sent to processor)	YES	YES	Budget
Route expenses for approval based on cost tracking ownership (by department, cost center, etc.)	YES	YES	
Custom approval workflow - configurable steps and business rules	YES	YES	
Cost object approval - route expenses for approval based on dept, cost center or other	YES	YES	
Split report, returning only rejected line items for resubmission while the rest are approved.	YES	YES	
Manager can set a delegate to approve expenses for them	YES	YES	
Approval timeouts - automatically moving the report to the next step in the workflow	YES	YES	<b>Standard:</b> Best practice approval timeout feature that moves report to approver's manager after ageing 10 days. <b>Professional:</b> Custom approval timeout.
<b>Administration</b>			
Ability to see a users view for troubleshooting and support (Proxy User)	YES	YES	
Audit log recording all expense approvals	YES	YES	
Define custom Expense roles	NO	YES	<b>Standard:</b> Pre-configured roles for Expense Administrator, Expense Processor, Expense Approver, and Expense Submitter. Expense Administrator role includes access to reporting, setup, payment manager, and employee administration capabilities. Data retention can be assigned to individuals by Concur Admin as needed. <b>Professional:</b> Can define custom roles based on feature level permissions.
Configure email reminders	YES	YES	<b>Standard:</b> Supports an unused card transaction reminder sent to cardholder (copying their approver) after a configurable period. Also supports an unapproved expense report reminder sent to approvers automatically after 10 days of inaction. <b>Professional:</b> Supports custom email reminders.

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Feature	Standard Edition	Professional Edition	Comments
Create custom email reminders	NO	YES	
Data Retention	YES	YES	
Expense Assistant	YES	YES	
<b>Automated Payments</b>			
Reimburse employees via Expense Pay	YES	YES	Requires the Expense Pay service module.
Remit to corporate card via Expense Pay	YES	YES	Requires the Expense Pay service module. <b>Standard:</b> Supports remittance for up to 2 card programs, if the card vendor is supported by Expense Pay.
Users can manage their bank account details within Expense Pay	YES	YES	Requires the Expense Pay service module.
Manage payments using batches and payment manager	YES	YES	<b>Standard:</b> Batch configuration capabilities are used to provided an extract of expense data (except non-ExpensePay expenses which are posted to QuickBooks using the upgraded Financial Itegrations). <b>Professional:</b> Existing batch configurations are supported for customers who upgraded from Standard. Changes to existing batch configurations can be made but note that, consistent with Standard, batches can only be configured by country, not at the policy group level.
Funding accounts per country	1	Unlimited	<b>Standard:</b> One funding account per country. In Europe, with Expense Pay Global, for EURO only, you can pay employees in different Eurozone countries from the same funding account in any Eurozone country.
Reimburse employee cash advances using Expense Pay	NO	YES	
<b>Integration - Exports</b>			
Default Standard Accounting Extract to support export of financial data	YES	YES	<b>Professional/Premium:</b> SAE provides single accounting data extract (256 fields) not synchronized to batches <b>Standard:</b> Default extract (30 fields by default, configurable - can add unlimited fields). One extract per batch.  For both Standard and Professional, customers using the extract file responsible for integration to their financial systems.
Real-time export of financial data and feedback loop for failed postings	YES	YES	Yes for both editions only when a financial integration that is based on Concur's FI Service is used.
Export of Financial Data to Excel (csv) file (if not using QuickBooks)	YES	YES	<b>Standard:</b> Each batch will have fields included appropriate to its country for instance VAT fields are included on batches for UK batches but not US.
Export of Financial Data to QuickBooks (iif) file	YES	NO	<b>Standard:</b> QuickBooks supports US clients only for flat file (iif) integration.
Export of Financial Data in ADP EPIP format	YES	YES	<b>Professional/Premium:</b> US and Canada. <b>Standard:</b> US only.
Configure fields and format for export using admin tool	YES	YES	
Set a schedule for export of financial data (saved in user interface, no FTP)	YES	YES	
Download Accounting Extract via Concur user interface (UI)	YES	YES	



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Download Accounting Extract from a secure FTP server	YES	YES	<b>Standard:</b> Client must purchase FTP/PGP Setup Service (see Services section of this document).
Customize the format of the Accounting Extract	YES	YES	<b>Standard:</b> Client can use the File Export Configuration tool to customize the extract file. The tools supports adding, reordering, removing fields, changing delimiters, etc. <b>Professional:</b> The Advantage Technical Service (ATS) team can build custom extract files for a client.
Ability for Concur to configure an Extract Split for the customer	YES	YES	<b>Standard:</b> Creates separate extract files for each currency and payment type combination. <b>Professional:</b> Produces one consolidated extract file that contains all approved expenses. If necessary, the Advantage Technical Service (ATS) team can build additional splits.
Attendee extract for pharma companies	YES	YES	
<b>Integration - Imports</b>			
Employee Import	YES	YES	Scheduled / on-demand / web service.
List Import	YES	YES	Scheduled / on-demand / web service.
Locations Import	NO	YES	<b>Standard:</b> Locations are managed by Concur.
Expense Payment Confirmation Import	NO	YES	
Attendee Import	NO	YES	
Tax Configuration Import	NO	YES	<b>Standard:</b> Tax configurations are managed by Concur.
Travel Allowance Import	NO	YES	<b>Standard:</b> Travel allowance rates are managed by Concur.
Validation Table Import	NO	YES	
Taxability/Deductibility Import	NO	YES	
Exchange Rate Import	NO	YES	<b>Standard:</b> Exchange rates are managed by Concur.

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<b>Integration - Concur Financial Connectors</b>			
QuickBooks Online Financial Integration	Yes	NO	<b>Standard:</b> Client must purchase integration connector.
QuickBooks Desktop Connector	YES	NO	<b>Standard:</b> Requires use of QuickBooks Web Connector. Client must purchase integration connector.
Sage Business Accounting Financial Integration	YES	NO	<b>Standard:</b> Client must purchase integration connector.
Xero Financial Integration	YES	NO	<b>Standard:</b> Client must purchase integration connector.
Sage Intacct Financial Integration	YES	NO	<b>Standard:</b> Client must purchase integration connector.
Concur Financial Connector for Netsuite	YES	YES	
Concur Financial Connector for SAP ECC (formerly R/3)	YES	YES	
<b>Integration - Concur Salesforce Connector</b>			
Import salesforce contacts as attendees in expense	YES	YES	
Allocate expenses to salesforce opportunities	YES	YES	
Allocate expenses to any Salesforce object e.g. Accounts	YES	YES	
Integrate a single Concur site with multiple Salesforce sites	YES	YES	
<b>Client Web Services</b>			
Use Concur Web Services	YES	YES	<b>Standard:</b> Not all web services are compatible with Standard Expense. Please use the following URL to determine which web services are supported. <a href="https://developer.concur.com/api-documentation/apis-product">https://developer.concur.com/api-documentation/apis-product</a> .
<b>User Assistance</b>			
Access Help and User Guides from Concur product	YES	YES	
Access Training videos from Concur product	YES	YES	<b>Standard:</b> Training content accessible to administrators via link to Deployment Toolkit on Product Settings page.
<b>Reporting</b>			
<b>Concur Analytics</b>			
Concur Insight Essentials	YES	YES	Basic Cognos reporting tool that is provided to all clients.
Concur Insight Premium	YES	YES	Advanced Cognos reporting tool that includes additional best practice reports and advanced distribution capabilities.
<b>Extended Services</b>			
Business Intelligence	YES	YES	
Expense Pay	YES	YES	
Expense Report Auditing	YES	YES	
Service Assistant	YES	NO	Concur provides an additional of assistance administering the solution.
User Support Desk	YES	YES	
Locate & Alert	NO	NO	Concur Locate and Active Monitoring retired effective September 1, 2021
Paper Receipt Handling (PRH)	NO	YES	
Central Reconciliation	NO	YES	
Budget	YES	YES	<b>Standard:</b> Legacy product, Budget Insight not available, only new product, Concur Budget.

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<b>Professional Services</b>			
Custom Consulting Services	YES	YES	
Custom Report Design	YES	YES	
Add Standard Expense Expansion - Post Initial Implementation	YES	N/A	<b>Standard:</b> See Available Countries section of this document for more details.
VAT Setup - Post Initial Implementation	NA	YES	<b>Standard:</b> Not applicable. VAT capabilities are included in the product and no Services work is required.
Add Travel Allowance - US GSA Import (Sold within Consulting & Configuration Module)	YES	YES	
Service Termination Extension (CD only) (Sold within Consulting & Configuration Module)	YES	YES	
Additional Supported Corporate Card Feed Configuration (Sold within Consulting & Configuration Module)	YES	YES	
Certify Non-Supported Corporate Card Feeds For Expense (Sold within Consulting & Configuration Module)	YES	YES	
Single Sign-On (sold within Systems Integration Services)	YES	YES	
Custom Extract File (sold within Systems Integration Services)	NO	YES	
Services Connector (sold within Systems Integration Services)	YES	YES	
FTP/PGP Setup Fee (sold within Systems Integration Services)	YES	YES	
Training Services	YES	YES	<b>Standard:</b> Custom Interactive Simulations (videos), Custom QuickStart Guides, Custom Onsite Training, Custom Virtual Training, Custom Training Services, Localized Training Material, Hands-on Report Authoring Class, Introduction to Analysis, Introduction to Intelligence.
Service Administration	YES	YES	A managed service where Concur administers the solution on the client's behalf.
Service Administration - Elite	NO	YES	A managed service where Concur administers the solution on the client's behalf.
Image Delivery Service	NO	YES	<b>Standard:</b> Clients wishing to obtain receipt images must do so as processors within each expense report or may leverage a Concur web services API (fee required) or a Concur App Center partner. <b>Professional:</b> Customer can be provided with scheduled delivery of receipt images from Concur on a regular basis.
Data Upon Termination	YES	YES	

**What is a Standard Edition country pack?**

**Standard:** Tier 1 countries have a comprehensive set of features for the country's local market needs, including:

- Special handling fields for local VAT regulations (for VAT countries)
- A best practice VAT configuration based on the applicable regulatory requirements.
- Total Domestic Tax Authority Setup and Support (Canada, Australia, and UK)

**Professional:** Can configure any country. Client must manage tax rates and special VAT handling.

**Standard:** Tier 2 countries offer a more limited level of support than Tier 1; they may not include all the features desirable for the country's local market needs and for Tier 2 countries using VAT there is no special handling to accommodate local tax rules.

**Professional:** Can configure any country. Client must manage tax rates and special VAT handling.

Standard Expense country packs						
Country	Language	ExpensePay availability	Mileage expenses	Domestic VAT tracking	Other features	Notes*
Canada	French (CA)	Y	Car mileage	Y		
Australia	English (UK)	Y	Car mileage	Y	Fringe Benefits Tax (FBT)	
Austria	German	Y	Mileage rates	Y		
Belgium	Dutch, German, and French (EU)	Y	Mileage rates	Y		
Czech Republic	Czech	N	Mileage rates	Y		
Denmark	Danish	Y* (see Notes)	Mileage rates	Y		ExpensePay only in EURO, which is not a local currency for this country. Most clients need payments in local currency.
France	French (EU)	Y	Mileage rates	Y		
Germany	German	Y	Mileage rates	Y		
Indonesia	Indonesian	N	Mileage rates	Y		
Ireland	English (UK)	Y	Mileage rates	Y		
Italy	Italian	Y	Mileage rates	Y		
Japan	Japanese	Y	Mileage rates	Y		
South Korea	Korean	N	Mileage rates	Y		
Mexico	Spanish (LA)	Y	Mileage rates	Y		
Netherlands	Dutch	Y	Mileage rates	Y		
New Zealand	English (US)	Y	Mileage rates	Y		
Norway	Norwegian	N	Mileage rates	Y		
Philippines	English (US)	N	Mileage rates	Y		
Poland	Polish	N	Mileage rates	Y		
Singapore	English (US) and Chinese (Simplified)	Y	Mileage rates	Y		
Spain	Spanish (EU)	Y	Mileage rates	Y		
Sweden	Swedish	Y* (see Notes)	Mileage rates	Y		Only in EURO, which is not a local currency for this country. Most of the clients need payments in local currency.
Switzerland	German, French (EU), and Italian	Y* (see Notes)	Mileage rates	Y		Only in EURO, which is not a local currency for this country. Most of the clients need payments in local currency.
Taiwan	Chinese (Traditional)	N	Mileage rates	Y		
Thailand	English (US)	N	Mileage rates	Y		
UK	English (UK)	Y	Car mileage	Y		
U.S.	English (US)	Y	Simple car mileage	N* (see Notes)		US has no domestic VAT.
Vietnam	English (US)	N	Mileage rates	Y		
<b>Countries - Other</b>						
All other countries are not supported for Standard Expense.						
<p><b>Standard:</b> No generic country pack is available for Standard. There is no country pack for China, India, Brazil, Russia or many other countries.</p> <p><b>Professional:</b> Can configure any country. Client must manage tax rates and special VAT handling. Language support may or may not be available depending on the country.</p>						