Open Expense

Overview

Etta Open Expense allows Etta travel booking data to integrate and seamlessly flow from Etta to expense partners that we have integrations with. Working together with the partner provider, Etta travel transactions flow automatically into the linked expense platform, providing a seamless user experience. Open integrations allow for the application of all policy requirements and system settings.

[Benefits](#)
[Step for Setup](#)

BENEFITS

Task	Process / Helpful Hint

Benefit	● Flexibility to choose the travel and expense solutions that fit your needs
	● Seamless travel itinerary and receipts flow from Etta travel to third party expense solutions
	● Email and mobile notifications keep the user updated along each step of the travel and expense process
	   o Requires notification support in the expense solution
	● Complete travel lifecycle management - search, book and reimburse
	● Automated trip-based creation of an expense report
	   o Requires automated report capability in the expense solution

SETUP

Task	Process / Helpful Hint

TMC Tasks	● Contact Deem Channel Sales Director
	   o Request SOW
	      ▪ Provide the contact details for individual who will sign the SOW
	   o Provide client contact details - Individual Deem will work with to configure expense
	   o Confirm cost
	   o If implementing Workday or Chrome River API
	      ▪ Provide Implementation checklist - available in this configuration article
	● User Profile requirement
	   o ExternalID - Must match expense username/ID

Deem Channel Sales Director	● Will have SOW prepared and sent to provided contact ● Once SOW is signed they will engage the Configuration Team
Deem Configuration Team	● Set schedule of configuration ● Will work with client and expense company to enable expense integration