

# TripsWare

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## Expense management solutions for private equity firms

### About

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TripsWare is the expense reporting solution exclusively focused on the private equity industry. It lets you track your costs of fundraising, portfolio company oversight and due diligence initiatives while simplifying expense report submission for your employees.

TripsWare is owned and operated by Paragon Computer Solutions Inc., a New York-based private company that has been providing business solutions for the private equity field since 1997.

Our team of expert professionals has extensive experience in private equity, accounting, and financial systems. As a boutique firm, we have the flexibility to meet the most complex and bespoke needs of our clients.

Our mission is to establish and maintain long-term relationships with our clients in order to meet their accounting, reporting, and compliance requirements on an ongoing basis.

### Clients

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Our clients include some of the largest private equity firms in the world, as well as venture capital firms, investment advisors, LPs and fund of funds.

### Key facts

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Web-based SaaS solution launched in 2006

Client base with AUM > \$100 billion

Users in 12 countries

White label branding available

Strategic alliances include American Express, Microsoft, Intuit, and Sage

### Services

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#### Travel and Entertainment Expense Reporting

TripsWare manages Travel and Entertainment (T & E) expenses from all sources for all aspects of deal flow including fund raising, due diligence, portfolio company management, and management company overhead. We provide an end-to-end automated solution that streamlines each step of the expense reporting process, from capture, allocation and submission to approval, reimbursement and bill-back.

#### Key Features

- Generate detailed reports for expense tracking, spend management analysis, audits, and compliance.
- Create custom invoices for portfolio company bill-back, expediting recovery of billable expenses.
- Assign pre-set allocation percentages to multiple funds, investors, or other entities.
- Custom A/R solution to track aging receivables for all recoverable expenses.
- Upload credit card statements for fast expense report preparation.
- Manage expenses from vendors such as limo services, FedEx, etc.
- Integrate expense data with general ledger and back office accounting system, eliminating manual data entry and errors.

### Core services

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T & E expense reporting automation

Best practices for PE expense management

Portfolio company invoicing

Due diligence cost tracking

CFO reporting tools

## Services cont...

### Custom Accounting Solutions

We help investment firms with all types of expense management challenges. If you have a specific nuance related to your back office operations or accounting workflow, we can design a customized solution for your needs.

### Best Practices for Expense Management

Our knowledge and first-hand experience in the private equity field allows us to provide domain expertise and suggestions for best practices. We work with well-established firms looking to migrate from inefficient legacy systems, new firms that are just getting started, or spin-off entities that need to set up their own back office. We can also make recommendations to optimize your GL set up to improve your ability to track expenses within your accounting software.

### Support

We pride ourselves on our consistent record of excellent customer support. Your firm will be assigned a dedicated TripsWare team who will assist you with all services, including roll out, training and ongoing support.

## Contacts

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## You need TripsWare if...

- You want real-time visibility into company spending for control, compliance, and transparency
- You need an efficient way to track spending associated with fundraising, portfolio company oversight, due diligence initiatives and management company overhead
- You want to work with a technology partner who understands your business

Join the growing number of satisfied private equity and VC firms who use TripsWare to manage their expenses.

***“After looking at other vendors, we found that nobody understands the particular challenge of private equity firms the way TripsWare does. TripsWare has made expense management easier for everyone.”***

*Accounting Manager, investment firm - \$1bn AUM*

***“TripsWare has made a name for itself as a dominant vendor for the financial services vertical, achieving significant traction with its expense management solution in private equity, venture capital and investment segments.”***

*Paystream Advisors, 2008 Technology Insight Series on Travel and Expense Management*

For more information, visit  
[www.TripsWare.com](http://www.TripsWare.com)