SAP Concur

Are You Auditing Travel and Expenses Effectively?

Why should you audit expenses?

Having an appropriate level of oversight is key to detecting and preventing out-of-policy travel and expense (T&E) spend. With the right controls in place, you can drive policy compliance, control costs, identify bad behaviors, and reduce compliance risk.

When should you audit expenses?

Auditing before expense reports are approved is our best-practice recommendation to eliminate the problem of trying to recoup funds you have already reimbursed. In addition, you give employees a chance to correct their expense reports before sending them for approval while simplifying the approval process, cutting turnaround time, and speeding up reimbursements.

Where should you focus your audit?

Establish a baseline understanding of your policies by auditing 100% of your expense reports. As your program matures, you can focus on groups of employees with the highest risk of noncompliant spend, such as newly onboarded staff or employees with frequent mistakes in their expense submissions.

> "Compliance has improved by 85% to 90% given the increased use of audit rules and improved expense processing. SAP Concur solutions have saved our organization time and money and reduced fraud."
>
> Lisa Wilson, Global Program Manager, Pure Fishing Inc.

How can you run an effective auditing program?

Effective audits drive costs out of T&E, reducing administrative time and increasing savings. Follow these **7 tips to build a successful audit process:**

1 Configure workflows in line with your expense policies
Build in daily and weekly spending limits and flag duplicate expenses.

2 Communicate your auditing program
Publicize your travel policy and auditing program so everyone is educated about how to stay in compliance.

3 Send e-mail reminders
Consistently remind users and their managers to submit expense reports on time.

4 Set up automated reports
Use reporting software to make it easier to identify trends, spot issues, and prioritize auditing resources.

5 Triangulate your data
Match card-feed and e-receipt data with itinerary information for each claim.

6 Use dashboards and custom reports
Spend time addressing business concerns, not sifting through piles of data with prebuilt dashboards and custom reports on areas such as exception violators and duplicate expenses.

7 Use external expertise
Bring in third-party experts to manage your auditing activities with efficiency and objectivity.

Companies using SAP® Concur® solutions achieved:

28% Improvement in efficiency for auditing staff

62% Increase in the number of employees following T&E policies

67% Reduction in lost receipts[1]

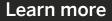**US$672,000** In savings on business travel per organization[2]

SAP Concur solutions audit more than **1 million** expense reports each month, in more than 35 languages.

How can SAP Concur solutions help?

SAP Concur solutions unlock powerful insights that help you reduce complexity and see spending clearly, so you can manage it proactively. In addition, our audit services provide a global, objective, third-party review. We help you carry out audits quickly and accurately while freeing up internal resources.

> "Because we are international, the major benefit for us is that our data is held in one place, and we can pool any of our information and audit it, make sure we're compliant, and ensure best practice."
>
> Jill Grattan, Credit Controller, Brand-Rex Ltd.

Learn more

To learn more about how SAP Concur solutions can help you establish an effective T&E auditing program, visit us online.

1, 2. "Empower Organizations to Digitally Transform Their Expense, Travel, and Invoicing Processes," IDC, October 2018.

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