

Manage your money and ensure it's spent appropriately

Maintain insight and control with Expense Report Auditing from Concur

Errors happen during the expense report process. Most of the time the charges are small: \$40 here, \$25 there. It doesn't seem like much until you add it all up and realize how much these erroneous filings may be costing you. In fact, the Association of Certified Fraud Examiners (ACFE) estimates that the typical organization loses 5 percent of its revenue to these mistakes every year.

Most companies want to ensure their money is being spent according to policy but also don't want to monitor their employees' every transaction either. That's where Expense Report Auditing from Concur comes in. This service provides dedicated resources to verify and validate your employees' expense receipts and ensure compliance and control—all while removing the burden of oversight from you.

DID YOU KNOW?



The Association of Certified Fraud Examiners estimates

5%

revenue loss per year due to errors.

Why expense report auditing?



A third-party review

We can help you maintain control and reduce processing costs at the same time by conducting audits on your behalf.



Fast, reliable service

Our global team of auditors offers support for every language available in Concur Travel & Expense and completes most audits within 36 hours.



Flexible options

We have the flexibility to support different rules for different employee groups and to address unique reporting requirements.

How it works

- ▶ To start, select one of our audit services, Receipt, Policy or Policy Elite, based on the level of support you need.
- ▶ Choose the type of audit that's right for your company. You can choose to audit a sampling of expense reports, specific groups or employees, or a 100 percent of expense reports. The decision is yours.
- ▶ Our dedicated audit specialists conduct each audit based on best practices or your organization's specific rules.
- ▶ Any exceptions are resolved directly with the employee without needing to burden your staff with questions or additional actions.
- ▶ We report back to you on all exceptions in both a monthly summary and detailed format.

Get all the services you need for visibility and control



Receipt Audit

We confirm receipts match expense entries by reviewing details such as: date, type of expense, vendor and payment method. We will also value-match the associated expense entry and verify miscellaneous expenses, as well as other receipts or supporting documentation.



Policy Audit

In addition to verifying submitted receipts to expense report line items, Policy Audit adds an additional layer of review against your corporate travel and expense policy by reviewing receipt and expense details as well as any additional required documentation.



Policy Audit - Elite

A more consultative engagement with a Concur Audit resource and quarterly consultative session to provide recommend best-in-class Audit rules/configurations to optimize travel & expense compliance, a review and analysis of the Audit Service Reports to Identify trends, make recommendations to address areas of concern and identify ways to reduce re-submissions.



Reporting

A set of reports are included in all Audit services providing a summary of pass/fail rates and details around each exception category for the selected time period helping to identify when changes to policy may be required to increase compliance.

About Concur

Concur, a part of SAP, is the leading provider of spend management solutions and services in the world, helping companies of all sizes transform the way they manage spend so they can focus on what matters most. Through Concur's open platform, the entire travel and expense ecosystem of customers, suppliers, and developers can access and extend Concur's T&E cloud. Concur's systems adapt to individual employee preferences and scale to meet the needs of companies from small to large.

[Learn more at concur.com](http://concur.com)