

# The Nuts & Bolts of Public Sector Compliance

## Staying On Top of Regulations and Policy Adjustments

THE BEST RUN 

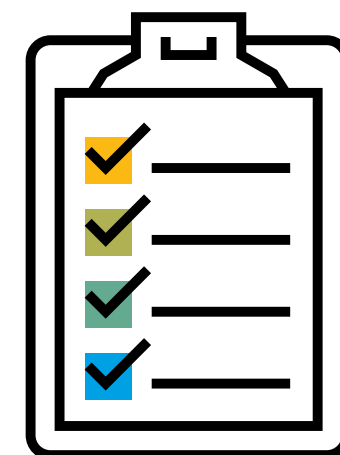






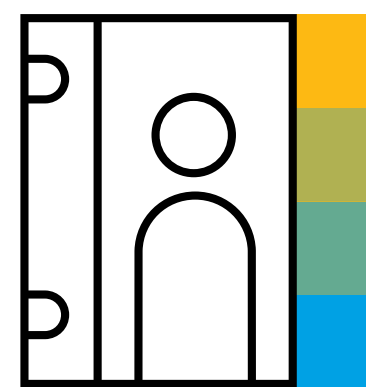
## Build the right foundation.

The regulations, rules, and laws on how you should be managing taxpayer dollars are always in flux, leaving even the most seasoned employees second guessing what is right and wrong. Set your government employees and contractors up for success by establishing the right policies, training, and T&E best practices from the beginning.



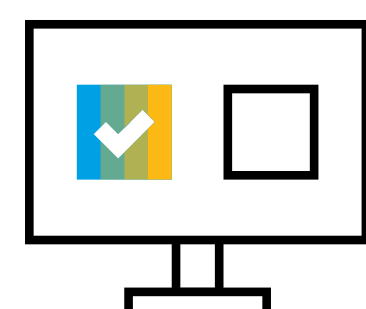
### **Start with smart policies.**

Ensure you have clear, well thought out policies and procedures in place around employee travel and spend. Also keep your employees' travel destinations in mind – it helps to draft a set of rules tailored to local laws and standards of living.



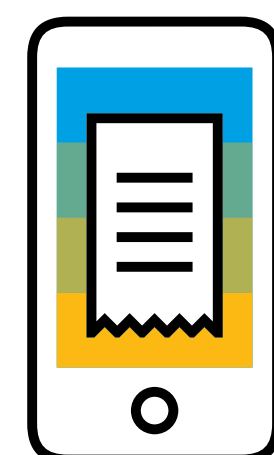
### **Train your employees on proper T&E practices.**

Not all employees will read through pages and pages of written policy documents on their own. Develop an engaging training program to teach them about anti-corruption, government regulations, and T&E best practices for your organization.



### **Help travelers make the right decisions.**

Adopt systems that allow employees to submit expenses for pre-approval, guide travel decisions with color-coded cues, and capture every itinerary regardless of where it was booked. Easier decisions for your travelers means better compliance for you and your teams.



### **Make it all mobile.**

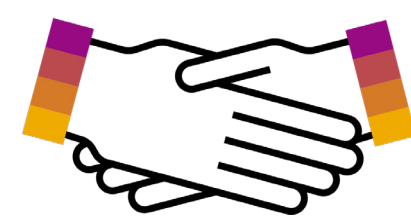
Help employees manage expenses and access information on the go with smartphone apps. Eliminate lost receipts and keep expenses accurate by ensuring employees can capture receipts by simply taking a picture.





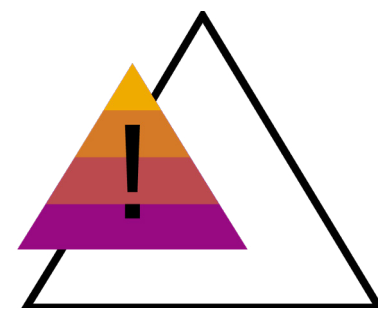
## Maintain visibility.

Transparency into how taxpayer dollars are spent is critical to the integrity of your organization. Put your data to work to quickly and accurately address T&E policy concerns, regulation changes, and internal fraud, so you can put money back into citizen services.



### **Connect the right people.**

This will help to better eliminate weakness in T&E processes and controls. Promote collaboration between cross-functional stakeholders like HR, finance, security, and legal – especially your internal audit and compliance teams.



### **Monitor and enforce your policies.**

Get a look into all of your organization's T&E so you can monitor and audit spend and detect fraud, waste, and abuse earlier.



### **Build compliance into travel plans.**

Enforce travel policy regulation by providing a travel planning process that enables you to approve, reject, and request changes with pre-trip authorization. Pre-trip authorization can give you the visibility needed to flag inappropriate trips and establish greater compliance before any taxpayer dollars are actually spent.



### **Leverage your data.**

Use intelligent tools to visualize your expense report data and spot problems with noncompliance. You can also use this data to conduct audits on employee spend, scrutinize reports for errors, and find opportunities for spend to be redirected.

To learn more about how your public sector organization can increase T&E compliance and reduce fraud visit us at [concur.com](https://concur.com).



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