

## Expense Claim Auditing

Reduce costs and ensure expense reimbursements meet internal and regulatory policies

The price of maintaining an adequate expense claim auditing system to enforce policies, catch fraud and cut excessive business costs can often be overwhelming. This is particularly true with frequently changing restrictions on allowable expenses and a mobile workforce that often spans various regions and currencies. Concur's Expense Claim Auditing service manages this for you, ensuring an accurate end-to-end control environment that reduces time and costs.

### What is Expense Claim Auditing?

Expense Claim Auditing provides dedicated resources to verify and substantiate your employees' expense receipts and ensures the appropriate level of compliance and control – all while reducing your overall processing costs.

### How it Works

- You choose the level of audit that's right for your company. For example, randomly audit 20 percent of expense claims, conduct 100 percent on a target group and/or exempt certain employees altogether.
- Concur's dedicated audit specialists conduct the audit based on best practice or personalised rules.
- Identified exceptions are resolved directly with the employee without burdening your staff with questions or additional actions.
- Concur provides reports of all exceptions in both a monthly summary and a detailed format.
- Seamlessly leverages the imaging functionality – already included with the expense solution.

With Expense Claim Auditing service, organizations can implement either Receipt Audit or Policy Audit. Receipt Audit verifies and substantiates receipts to the expense line item and may include external requirements like government tax regulations. Policy Audit builds on the receipt audit functionality and ensures purchases are in compliance with the organization's individual rules.

### Extended Services

Concur's Expense Claim Auditing service provides an additional service to remove administrative burden from your employees.

#### Paper receipt handling

Paper Receipt Handling removes as much administration burden as possible for employees by imaging paper receipts for quick online approval or denial.

- Employees or agents send hard-copy receipts with some additional information (name, Concur-specific identification number, etc.) to a designated post office box Concur has established solely for your organization.
- Concur converts each paper receipt into an imaged receipt and ensures they are accurately associated to the appropriate expense claim.
- You decide what happens to the hard-copy receipts after processing: Concur can destroy the receipts or return them to a single location of your choosing.

### The Benefits

Offering an integrated travel and expense management solution, Concur provides audit functionality that verifies receipts and ensures policy compliance. For organizations who want to make the most of their investment, Paper Receipt Handling performs the tedious receipt imaging task for you.

#### Reduce costs and save time

- Control employee spend and ensure compliance
- Reduce waste, misuse and abuse proactively
- Decrease audit timeline and redirect employee efforts to other tasks
- Delegate receipt imaging responsibilities

#### Take control and verify expenses

- Gain increased control of your expense reporting process
- Verify receipts quickly
- Ensure expenses are classified properly for tax purposes

### About Concur

Concur is a leading provider of integrated travel and expense management solutions. Concur's adaptable cloud-based and mobile solutions help companies and their employees control costs and save time. Concur's services are trusted by over 15,000 companies located in more than 100 countries worldwide. Concur is publicly traded on the NASDAQ stock exchange under the ticker CNQR.

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