Manage your money and ensure it's spent appropriately

Maintain insight and control with Expense Report Auditing from Concur

Whether the result of an innocent oversight or deliberate fraud, mistakes 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 realise how much these erroneous filings may be costing you. In fact, the Association of Certified Fraud Examiners estimates that the typical organisation loses 5 percent of its revenue to fraud 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 substantiate your employees' expense receipts and ensure compliance and control—all while removing the burden of oversight from you.

Why expense report auditing?

A third-party review

We can help you maintain control and reduce processing costs by conducting audits on your behalf that includes tax receipt/GST compliance.

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.

DID YOU KNOW?

57% of Australian organisations experienced one of these 'big five' crimes in the last two years*:

- asset misappropriation
- cybercrime
- *procurement fraud (bribery/falsifying expenses)*
- accounting fraud
- corruption

One-third of these companies lost more than $1 million

* Price Waterhouse Coopers report "Corruption: From the boardroom to the backroom" (2014)

How it works

▶ To start, select one of our two audit services, Receipt Audit or Policy Audit, based on the level of support you need.

▶ Choose the type of audit that's right for your company. You can choose from a random audit of 20 percent of expense reports to a 100 percent audit for specific groups or employees. The decision is yours.

▶ Our dedicated audit specialists conduct each audit based on best practices or your organisation'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 to stay compliant

▶ Taxable items
Each receipt is assessed and adjusted for tax invoice criteria and compliance therefore protecting your business from tax over-claim and potential penalties.

▶ 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.

▶ Receipt substantiation
We verify receipts and match them to expense types such as: the 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.

▶ Expense classification validation
Expenses are classified properly to ensure appropriate tax-treatment and accounting processes are followed.

▶ Cash expenses
All cash expenses are verified for proper receipts.

▶ Capital expenses
We determine if a purchase should be classified as an asset so that it can receive proper accounting treatment.

▶ Exempt personnel and targeted audit list
Enables you to identify employees who should be audited every time or who should be exempt from audits.

About Concur

Concur, a part of SAP, is the leading provider of spend management solutions and services in the world, helping companies of all sises 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.au

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