



Expense Report Audit Service

TurnKey verifies receipts and expenses through efficient and dedicated auditing resources the same high quality audit features you've come to expect with these huge advantages

- TurnKey only bills for audits actually performed – Customers never pay for unused audit transactions
- TurnKey's rates are consistent – No incremental fees for exceeding a certain volume
- TurnKey simply charges less – Audits from TurnKey typically cost 30% – 50% less per audit
- TurnKey allows a cap on transaction volume – Budget the audit expense, never exceed a desired volume!

Two levels of Audit: Basic Audit and Policy Audit

TurnKey's Basic Audit Service is the same for every customer. TurnKey's experienced auditors substantiate the receipts by visually matching them to the expenses on the report. TurnKey's Basic Audit verifies

- Expense type – Did the employee choose the right expense type?
- Payment method – Both the receipt and expense item must match
- Date – Does the date on the receipt match the expense line item?
- The amount claimed – Does the amount match, or is there a valid reason why not?
- CapEx – Should this line be classified as a capital purchase and not a business expense?
- Income – Should this line be considered personal income?
- 1-800 support for audit clients – Get answers to your audit questions
- Custom Service Level Agreements are available

Policy Audit

TurnKey customizes the audit to meet your company's specific business needs and culture

- TurnKey consults with you, taking into consideration your travel policy, your company culture, plus our audit best practices from years of T&E audit experience. The result is a T&E audit policy that is unique to your business and specific to your needs.
- The custom audit policy will include not only what TurnKey auditors look for, but also suggestions for Concur configuration settings that contribute to a positive outcome. The policy audit combined with configurations provides the maximum oversight while producing the minimum inconvenience for employees.
- If any error is found TurnKey's auditors will handle the situation according to a customized process of your choosing. As the customer you decide how we communicate with your employees, even unto writing custom text to include in emails back to submitters, producing the behavior you want with minimal discomfort.

The Benefits

TurnKey ensures that all receipts are valid and properly classified, spend is properly allocated and the expenses are all given the appropriate level of attention

- Reviewing company expense reports is just good business. It's necessary for proper fiscal oversight.
- T&E Audits are not your core competency and a task most approving managers and accounting staff dislike, and few take as seriously as they should.
- An independent 3rd party audit of expense reports is a low cost option to both relieve an annoying burden from your managerial staff and produce better overall results.
- Outsourcing expense report audits cuts cost and improves operational efficiency while catching more "dollars at risk".
- Move the audit before initial manager approval to ensure that ONLY expenses corresponding to company policy get through, and change the manager's review from, "Do these receipts match?" to, "Should we have taken this trip?" or "What did we get out of this trip?"

