

TRAVEL & ENTERTAINMENT EXPENSE COMPLIANCE

Reduce your pain, get process oversight, and ensure regulatory and policy compliance.



Travel and entertainment (T&E) program violations are death by a thousand cuts. While no single expense claim may have material impact, the aggregate costs of individual misuse, policy violations, vendor errors and high-risk regulatory infractions add up fast—both in money and reputation damage. Enforce compliance, reduce the time-suck of email follow-up, and get oversight with monitoring and automated escalation to prevent expensive and embarrassing violations.

Monitoring T&E expenses is an arduous task if the right solution is not in place. The traditional approach is to rely on internal controls built into the ERP and expense systems themselves. But it is impossible to effectively control business processes and leakage from within such a complex platform. Further, while system controls help govern and enforce policies, these controls can be easily circumvented—be it fraud, error or for the sake of efficiency. For example, most organizations rely on point-in-time managerial approval as their key control, which can easily be manipulated and fails to detect suspicious patterns.

To test and report on expense policy adherence, many organizations cobble together existing solutions, such as spreadsheets and BI tools. Hours are wasted on non-compliant expenses, such as missing requisitions, POs or missing receipts, which burn T&E resources in chasing down evidence to simply process monthly close. And reporting to management by copying into PowerPoint is a tedious task as you race to hit your deadline every month. Manual processes simply cannot provide a sustainable, scalable framework that results in a healthy, compliant T&E program.

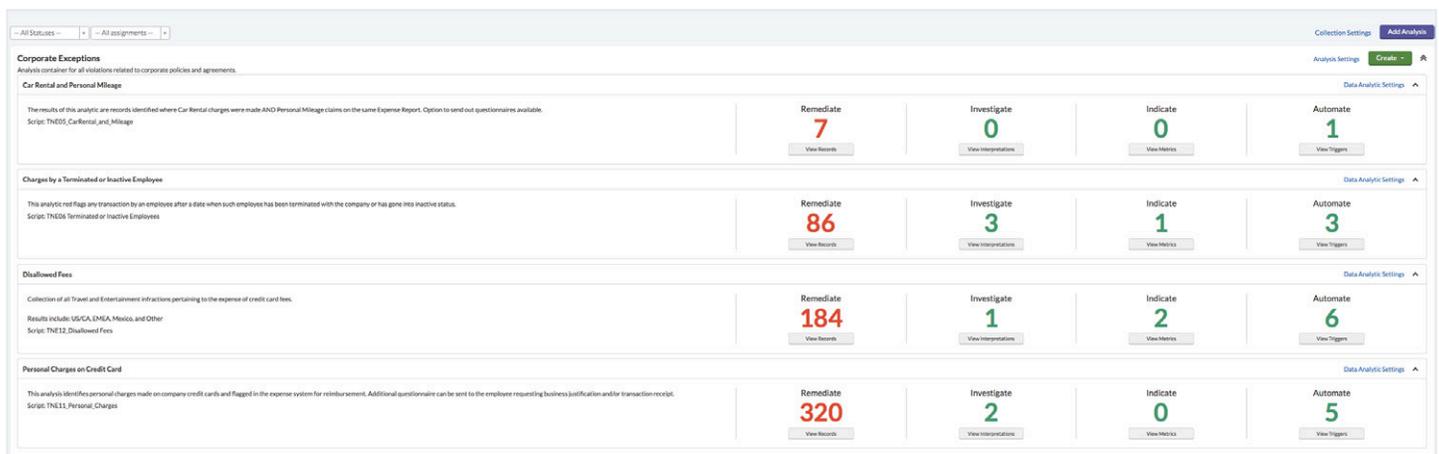


Figure 1: *Oversee and track T&E compliance red flags. View high-level aggregated data and easily drill into detailed transactions that stand out—or configure a workflow to automate review and remediation with stakeholders.*



14%

OF ALL FRAUDS UNCOVERED
ARE T&E EXPENSE FRAUDS¹

US\$40K

MEDIAN LOSS¹

24 mo.

MEDIAN MONTHS TO
DETECT¹

23.7%

OF EXPENSE REIMBURSEMENT
SCHEMES ARE PERPETRATED
BY EXECUTIVE AND UPPER
MANAGEMENT¹

TRUST & VISIBILITY: WHERE EXPENSE CONTROLS FALL DOWN, ACL STEPS UP

The ACL solution for T&E expense compliance helps quickly identify policy and regulatory violations such as incompleteness, errors and fraud. Automated monitoring helps reduce costs and increases compliance throughout the organization. Easily collaborate with stakeholders and follow up on flagged expenses. Reduce your T&E compliance pain by eliminating mundane manual work—and get better insight into the health of your program.

THE ACL SOLUTION FOR T&E COMPLIANCE:

01 100% OVERSIGHT WITH TRANSACTION MONITORING

Application controls are complex, never perfectly implemented, and often circumvented to facilitate business. Ensure program visibility by continuously testing 100% of expenses to quickly detect violations and ensure a healthy and compliant program.

02 IMMEDIATELY DETECT REGULATORY & POLICY RED FLAGS

Continuous testing of every expense, such as business development, procurement and contracting, detects high-risk keywords or inappropriate MCC codes to flag potential issues—and help prevent violations that could cost your reputation.

03 EASY STAKEHOLDER COLLABORATION

Collaborate with stakeholders through a single platform to review, resolve and track critical issues and mitigation efforts. Improve and centralize interaction with the diverse set of people involved in your T&E program, including your workforce, third parties and vendors.

04 GET OVERSIGHT OF PROGRAM HEALTH & RISKS

If you don't measure your program, how can you know if it's healthy? Discover insights and trends in your data that show where you're performing well or highlight inefficient processes. Spot fraud, waste and errors by program participants and vendors—and uncover opportunities to improve performance.

05 VISUALIZE, REPORT & PROVE PROGRAM ROI

A picture is worth a thousand rows of expense data. Distill T&E program data into meaningful, actionable reporting. Give your data and recommendations an executive context by building a narrated storyboard using ACL's suite of built-in data visualization tools—your one-stop shop for program reporting. Prove ROI with metrics such as KRIs, KPIs and KCIs to show management—and regulators—just how good you are.

06 BEST PRACTICES BAKED IN

Our experienced customer success team has a track record of smooth and quick implementations. We build IT-trusted data connectors and automate your T&E testing with continuous monitoring and a review workflow tailored to your needs. Further, ACL offers a vibrant, self-serve productivity ecosystem including on-demand training, a library of ideas and tests to uncover expense risk, an interactive global peer community and much more.

BENEFITS OF ACL'S APPROACH TO T&E COMPLIANCE

ACL's data-driven T&E compliance solution helps increase expense visibility and ensure program compliance, which also helps shift corporate culture to one of integrity and accountability.

- **Quick implementation** and **easy onboarding**
- Automate expense testing to **claw back more time for your team** and **reduce outsourcing**
- **Multiply productivity with built-in workflow** to assign investigation of red flags and incomplete expenses across the team
- **Easily interact directly with expense owners and program stakeholders** through the platform to collect and collate information
- **Set the tone for a culture of compliance and oversight** with near real-time testing and notifications of policy violations
- Bring all your testing, remediation efforts and reporting together on **one central platform**
- Access and analyze **100% of your T&E program data, across multiple systems**
- Use integrated **visualizations and reporting** to communicate with management and show your program success
- Evolve from being a spreadsheet caveperson: **kill manual tasks, bulldoze spreadsheet silos and engage your stakeholders** through the platform

TIME TO VALUE



94%

of customers think that using ACL Analytics has resulted in an improvement in the value their team delivers to stakeholders



81%

of customers think that the use of ACL Analytics has resulted in an improvement in how their department is perceived by senior management



46%

felt ACL Analytics gives their team the equivalent of 1 full-time person in extra bandwidth to do value-added work



70%

reported an increase in employee satisfaction with ACL Analytics in use

T&E Program Oversight

Departmental Overspend

Employee expense non-compliance may not be the number one concern that keeps CFOs, CROs and CAEs awake at night, but it can be a significant drain on the bottom line and have a number of other negative impacts on an organization and its financial process health and reputational integrity.

The most recent edition of The Association of Certified Fraud Examiners (ACFE) "Report to the Nations on Occupational Fraud and Abuse," issued in 2012, states that the median loss of each instance of employee fraud in their study was \$140,000. More than one-fifth of these cases caused losses of at least \$1 million. Even in a large, multi-billion dollar organization, that amount is significant. The financial impact aside, there is usually another negative impact, potentially even more serious, resulting from both internal and external awareness of repeated instances of fraud. Internally, this can lead to low morale and a "me-too, as everyone else is doing it" mindset. Externally, it can significantly damage an organization's brand and reputation.

Vendor Master File Violations

Vendor master edits appears in this chart. Where exceptions have been created and the information directed to the vendor for justification and/or explanation, the responses from those employee vendor changes are highlighted yes/no in the adjacent illustration.



Figure 2: Get a bird's-eye view of the overall health of your program across stakeholders and vendors. Present compelling insight to executives to highlight poor and well performing areas of your T&E program.

CUSTOMER ROI:



7-10 DAYS OF EFFORT REDUCED TO MINUTES



MORE ACCURATE AND LESS ERROR-PRONE INFORMATION THAN SPREADSHEETS



INTEREST IN REPORTS FROM C-SUITE



MANUAL REPORTING THAT TOOK DAYS IN EXCEL IS NOW A FEW CLICKS AWAY



"The first impact was my time: I went from doing seven days (50 hours), down to having my charts within three day—and then I had a day to sit back and analyze my data. And after I was able to analyze it, we found things in our travel policy that weren't very effective. So we re-evaluated and within the year we changed the policy. Now I have one to two days to actually look at my data, analyze my data and figure out what's going on. I think that's the biggest business impact for us."

- Luana Anderson, T&E Program Manager, Equinix



LEARN MORE ABOUT WHAT YOU CAN ACCOMPLISH WITH ACL

Call 1-888-669-4225 to speak with a representative

Visit our website at acl.com
Email us at info@acl.com

Figure 3: Remediating expense incompleteness is the biggest time-suck for T&E administrators. Quickly collaborate with stakeholders via surveys to which they can attach required evidence for program compliance.

CUSTOMER FINDINGS HALL OF SHAME



A large international bank customer immediately identified a single expense fraud with an exposure of US\$30,000 and identified 244 occurrences of abuse in corporate late night expenses in a single month



An ACL customer identified US\$300,000 in duplicate payments of travel expenses in a single year



One customer discovered a staff member booking first class flights for business travel, and then exchanging the ticket for an economy fare after the expense was submitted—leaving him a credit with the airline that he used for personal vacations



Numerous customers have discovered staff who submitted travel expense claims for business travel that was never taken

Instantly gain control and confidence over your T&E program through a trusted technology that can also save time by automating many of the mundane tasks needed to monitor, review, follow up and report on program compliance.

Call 1-888-669-4225 or email info@acl.com to learn how you can simplify your work, control costs, and set the tone for policy compliance and a culture of integrity.