

The Nuts and Bolts of Compliance:

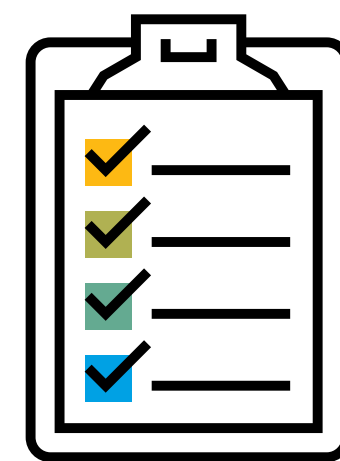
Staying On Top of Changing Regulations and Policy Adjustments





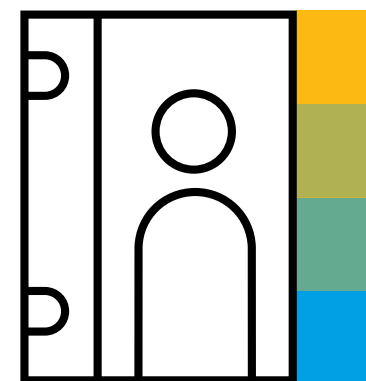
Build the right foundation.

Set your organization up for success by establishing the right policies, training and T&E best practices from the beginning.



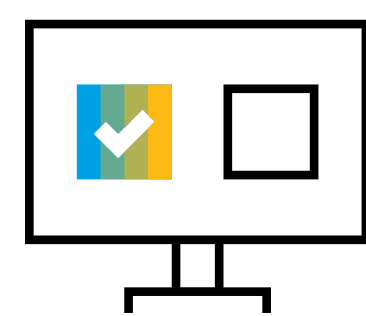
Start with smart policies.

Ensure you have clear, well thought out policies and procedures in place around T&E expenses. Also keep your employees' travel destinations in mind—it helps to draft a set of rules tailored to local laws and standards of living.



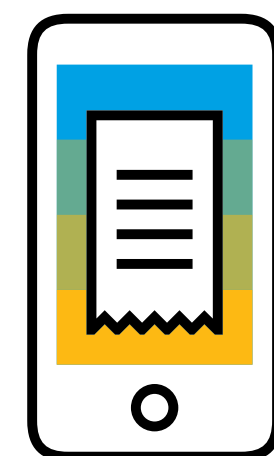
Train your employees on proper T&E practices.

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 and T&E best practices for your company.



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 your organization.



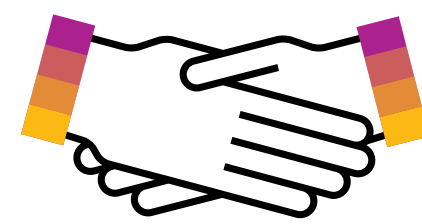
Make it all mobile.

Help travelers 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.



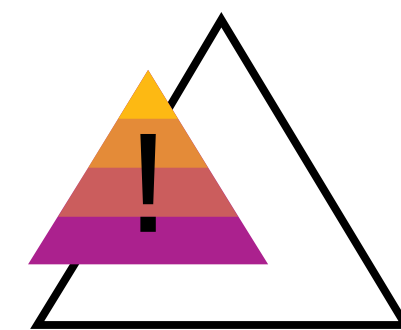
Maintain visibility.

Put your data to work so you can quickly and accurately address T&E policy concerns, regulation changes and internal fraud.



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, legal and security, and especially your internal audit and compliance teams.



Monitor and enforce your policies.

Get a look into all of your company's T&E so you can monitor and audit spend and detect potential abuses earlier.



Require your employees seek approval.

Instruct employees to submit their expense reports to managers for review and approval before they can submit for payment. Managers can help to flag inappropriate expenses and establish greater compliance.



Leverage your data.

Visualize your expense report data to spot problems. Additionally, take control of your organization's accrued tax obligations by summarizing travel data to underline any outstanding commitments.

See [how ITW manages T&E](#).

Looking for more? [Take a deeper dive into the hidden costs of T&E.](#)



Learn more at concur.com

TS T&E Compliance enUS (18/01)

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