

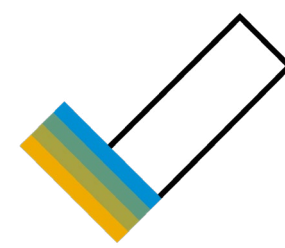
# The Nuts and Bolts of T&E Compliance: Staying On Top of Regulations and Policy Adjustments





## Build the right foundation.

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



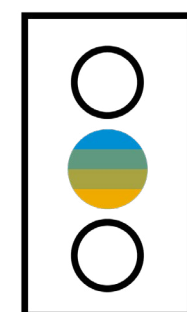
### **Start with smart policies.**

You can still have clear well-thought-out policies and procedures around T&E expenses without losing the culture of your organization. Make policies easy to understand and ensure you have a place they are readily accessible to your staff and clinicians.



### **Train your clinicians and staff on proper T&E practices.**

You want your clinicians focused on patient care, not bogged down with administrative work. Develop a digestible, engaging training program to teach them proper ways to track CME spend, grant funding, and T&E best practices at your organization.



### **Help travelers make the right decisions.**

Adopt systems that help guide employee's travel and spending choices with color-coded cues, and capture every itinerary regardless of where it was booked. Easier decisions for your travelers means creating a culture of compliance for your organization.



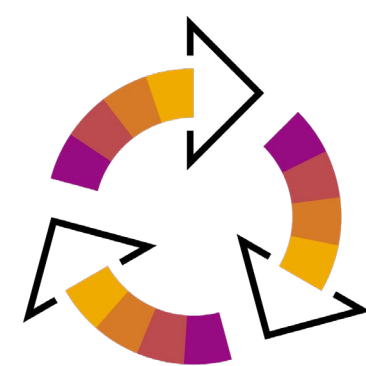
### **Make it all mobile.**

Help clinicians and staff manage expenses and access information on the go with smartphone apps. Eliminate lost receipts and keep expenses accurate by ensuring employees can capture receipts, track mileage, and categorize expenses, right from their mobile device.



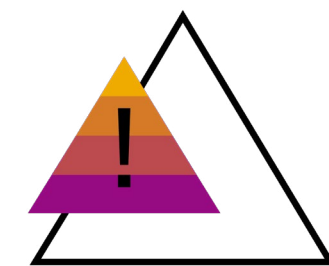
# Maintain visibility.

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



## Move away from manual processes.

Manual T&E, mileage, and auditing processes put your organization at increased risk for errors, internal fraud, and regulatory violations. Consider upgrading your technology to increase efficiency, cost savings, and compliance.



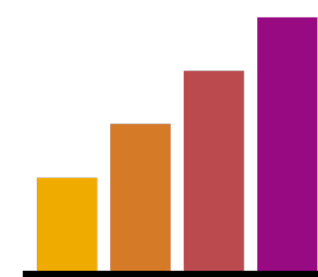
## Monitor policy compliance.

Get a look into all of your organization'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, use visibility into all spend data to ensure compliance with industry regulations such as Stark Law, and accurately track CME spend.

**To learn more about how your healthcare organization can increase T&E compliance and reduce fraud visit us at [concur.com](https://concur.com).**



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