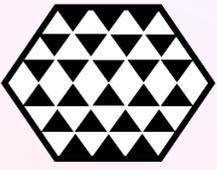


# **Travel & Expense Module**

Audit Analytics Template



Employees attend meetings, conferences, and other functions for business purposes and professional development. An organization will often cover an employee's travel and expenses to some extent according to its written policy. Travel and expense-related risk can take many forms (See Page 3) and if undetected, break the public's trust. Leveraging data analytics in the audit process can surface high-risk travel and entertainment transactions and inform new and effective mitigation efforts.

## Understand Risks with Audit Analytics

Enterprise Resource Planning systems capture massive amounts of data within your municipality in real time. Automating your ERP data (e.g. data analytics) will allow you to quickly identify and understand risks occurring in your organization and use it to make changes and adjustments for an optimized process and improved performance.

Data analytics are written to track transactions as they move through the ERP workflow. Each analytic is asking a question of transaction. If the transaction meets the criteria, the analytic will flag the transaction. A single transaction could be flagged by multiple analytics.

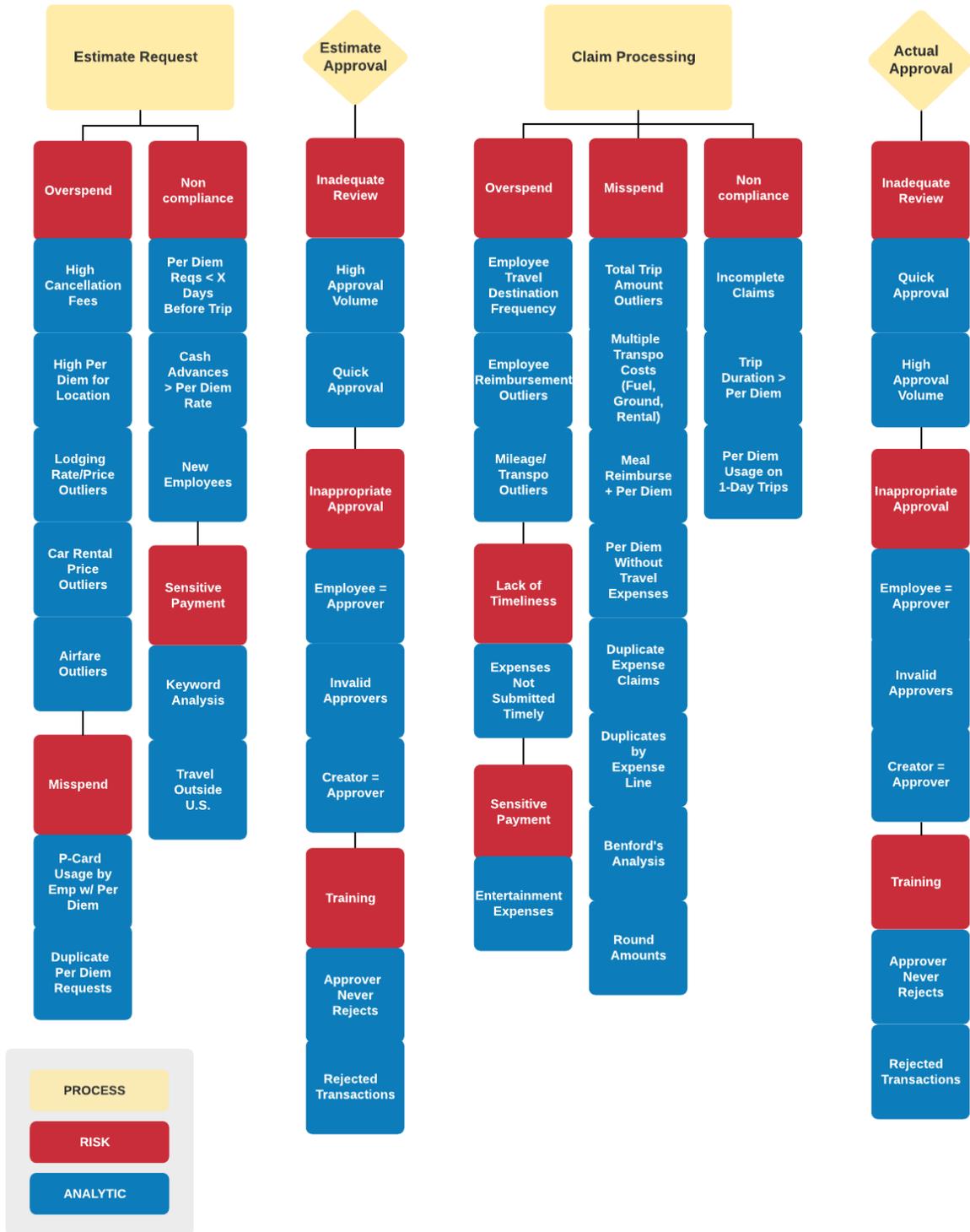
## Get Started with This Template

We recommend these steps for incorporating analytics in your next audit:

1. Document your process with its existing controls and consider the various risks associated with steps of the process (Page 3).
2. Research existing audit analytics that detect common risks within T&E and then develop those unique to your process (Page 4).
3. **Contact 9b to schedule a demo** of our built-out audit intelligence reports for T&E and 10 other business risk areas (Page 5).



# Sample Process Steps, Risks and Controls



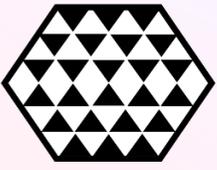


## Sample Audit Analytics

Step	Analytic	Description	Use case
Estimate Request	P-Card Usage by Employee with Per Diem	Flags if an employee claims per diem and uses a purchasing card for an expense during the same time period.	Recover costs; strengthen controls; update policy.
Expense Approval	Approver Never Rejects	Flags if an expense claim is approved by a user who has no history of rejecting an expense claim.	Validate claim; target training by approver.
Claim Processing	Total Trip Amount Outliers	Flags if the total amount of a trip is greater than two times the standard deviation above the average.	Identify spending trends; reduce waste.

## Additional Resources

- [ACL Essentials](#)
  - Audit analytics documentation from Galvanize (ACL)
- [Rich Lanza](#)
  - Books, articles, videos on analytics and automation to improve the effectiveness and efficiency
- [ACFE Report to the Nations](#)
  - 2020 Global Study on Occupational Fraud and Abuse



## About 9b

We do analytics to make organizations awesome and help communities thrive. As a benefit corporation, 9b is legally empowered to pursue positive stakeholder and community impact alongside profit. We are based in Tulsa, Oklahoma.

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