

Travel and Expenses Controls

Trend Analysis of Travel Expenses Employee Based across Quarters in the Review Period

Summarizes quarterly trend comparisons of total travel expenses for employees

Required Fields: Employee Number, Employee Name, Date of Travel, Total Amount

Trend Analysis of Travel Expenses Department Based across Quarters in the Review Period

Quarterly trend comparison of total travel expenses by department

Required Fields: Department, Date of Travel, Total Amount

Frequent Traveller Validation

Identify employees who have travelled more than 'x' days in any given month

Required Fields: Employee Number, Employee Name, Department, Designation/Job Title, Date of Travel

Frequent Weekend Travelers (Saturday or Sunday)

Isolate employees who have travelled more than 'x' Saturdays or Sundays in any month

Required Fields: Employee Number, Employee Name, Department, Designation/Job Title, Date of Travel

Employees Paid Inconsistent Per Diem Allowances within the Same Grade

Capture employees who have submitted travel claims where the per diem per day is different for the same grade

Required Fields: Grade, Date of Travel, Date of Return, Per Diem

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Potential Duplicate Travel Claims (Same Employee, Amount, Origin and Destination)

Identify employees who have submitted potential duplicate claims for the same amount between travels in the same location

Required Fields: Employee Number, Origin, Destination, Total Amount

Potential Duplicate Travel Claims for Different Destinations (Same Employee and Amount)

Identify employees who have submitted potential duplicate travel claims for the same travel date to different destinations

Required Fields: Employee Number, Date of Travel, Destination

Delay in Submission of Travel Claims beyond 'x' Days in any Month

Identify employees who have filed their travel claims 'x' days from the date of return

Required Fields: Date of Return, Travel Claim Date

Delay in Approval of Travel Claims beyond 'x' Days in any Month

Identify employees whose travel claims have been approved after 'x' days of claim submission

Required Fields: Approval Date, Travel Claim Date

Segregation of Duties Violation – Same Traveller and Approver of Travel Claims

Isolate travel claims where the claim holder and the approver of the claim are the same individual

Required Fields: Employee Name, Checker/Approver

Department Based Top Travel Expenses Claim Employees per Month

Capture the top travel claim amount employees per department per month

Required Fields: Employee Number, Employee Name, Department, Total Amount, Date of Travel

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Date of Departure and Return are the Same, Although Boarding and Lodging are claimed by the Employee

Identify employees who have undertaken a single day of travel and are claiming boarding and lodging

Required Fields: Date of Travel, Date of Return, Meals and Lodging

Employees Monthly Travel Expense Summary is more than 'x' % of the Grade Monthly Expense Summary

Isolate employees having a monthly travel expense summary more than a user-configurable 'x' % of the corresponding grade monthly total expense summary

Required Fields: Employee Number, Employee Name, Grade, Total Amount, Date of Travel

Employees Whose Miscellaneous Travel Expense is more than 'x' % of the Total Travel Expense Reimbursement per Travel Claim

Capture employees where the miscellaneous component of the travel claim is more than 'x' % of the total travel claim

Required Fields: Miscellaneous, Total Amount

Origin and Destination are the Same While Boarding and Lodging are Claimed by the Employee

Identify employees who have travelled within the same city and are also claiming boarding and lodging

Required Fields: Origin, Destination, Meals and Lodging

Travel Departure and Return Date Although Per Diem was Claimed

Isolate employees who have claimed per diem allowances in their travel claim for same day travel and return

Required Fields: Date of Travel, Date of Return, Per Diem

Splitting of Travel Claims

Filter out multiple claims submitted by the same employee for the same date and city

Required Fields: Employee Number, Date of Travel, Date of Return, Travel Claim Date, Travel Claim Number, Destination, Maker, Checker

Travel Claim Date is before Date of Travel

Identify travel claims where the claim date is before the date of travel

Required Fields: Date of Travel, Travel Claim Date

Travel Claim Payment Date is Before the Approval Date

Identify travel claims where the payment date is before the approval date

Required Fields: Approval Date, Pay Voucher Date

Employee Based Air Fare Amount Relative Size Factor Test

Deriving employee based ratio of highest to next highest travel spend for air fare (relative size factor) and checking for ratios above 'x' % which can be defined by the user

Required Fields: Employee Number, Air Fare, Pay Voucher Number

Employee Based Lodging/Boarding Amount Relative Size Factor Test

Deriving employee based ratio of highest to next highest travel spend for lodging/boarding (relative size factor) and checking for ratios above 'x' % which can be defined by the user

Required Fields: Employee Number, Meals and Lodging, Pay Voucher Number

Employee Based Transportation Amount Relative Size Factor Test

Deriving employee based ratio of highest to next highest travel spend for transportation (relative size factor) and checking for ratios above 'x' % which can be defined by the user.

Required Fields: Employee Number, Conveyance/Transportation Expense, Pay Voucher Number

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