

### Procurement Cards and Travel & Entertainment Expenses

**MAXIMIZE EFFICIENCY, MINIMIZE RISK OF PROCUREMENT AND TRAVEL CARDS** | Procurement and travel & entertainment expense reimbursement processes can be cumbersome and costly. Many administrations are issuing State procurement cards (p-cards) and travel cards to streamline the process, creating efficiencies and conveniences that ultimately reduce costs. Unfortunately, distributed “buying” power also carries the inherent risk of mistakes, fraud and misuse.

Now, Oversight Systems gives States a way to maximize the process-improvement benefits while minimizing the risk. Because Oversight monitors all of your financial systems, it is able to automatically analyze p-card and T&E transaction data along with other financial and employee data to identify suspicious activity. The system also gives you the tools to quickly investigate each issue and resolve mistakes and violations as they occur.

**RELYING ON CARD SUPPLIERS AND EMPLOYEE VALIDATION ISN'T ENOUGH** | Individual cardholders have the authority to use p-cards and travel cards, but the State is still liable for payment. You can't rely on a card supplier's controls to prevent and identify potential mistakes and misuse throughout the purchasing process. These suppliers automatically monitor established parameters, such as spending limits or authorized merchant codes, at the point of sale, and they're particularly adept at identifying when a card is lost or stolen. But card suppliers just don't have the depth of information necessary to recognize nuances that characterize misuse. And they certainly don't have access to your travel and expense reimbursement policies. The good news is, you do.

**ANALYZING MULTI-SOURCE DATA TO IDENTIFY COMMON P-CARD AND T & E ISSUES** | Oversight gathers data from all of your financial systems, including those that don't typically talk to each other, to find exceptions that present potential errors or violations:

- Procurements split across time periods to avoid spending thresholds
- A single purchase processed by both a p-card and an invoice
- Purchase of prohibited goods or services
- Personal purchases / personal travel expenses
- Purchase of items the company doesn't need
- Duplicate or invalid charges by merchants
- Purchases made outside of the preferred vendor list
- Expenses that violate travel & entertainment policies
- Falsified or exaggerated expenses
- Multiple people splitting the cost of larger ticket items
- Use of p-cards and/or travel cards after employee termination

## BENEFITS

- Allows you the cost efficiencies of procurement and travel card programs while reducing the risk
- Ensures you're properly charged and invoiced by merchants
- Ensures rapid yet accurate reimbursement of valid employee expenses
- Alleviates the potential for employee collusion
- Ensures established policies are properly enforced
- Lets you track electronic merchant invoices and travel & expense reports as frequently they arrive, instead of reconciling once a month
- Allows you to identify and address unnecessary and/or missing constraints throughout the purchasing and expense reimbursement processes
- Lets you determine the validity of each purchase / expense
- Ensures proper maintenance in financial systems when cardholder / employee status changes
- Enables you to evaluate spending patterns over time to fine-tune policies and negotiate discounts
- Facilitates active, 100 percent auditing
- Serves as a deterrent for fraud
- Eliminates the work of discovering issues, pointing you directly to problems
- Provides permanent documentation of exception handling for regulatory compliance
- Provides proof of policy violations and fraud in support of employee termination and recovery actions
- Lets you begin monitoring your processes quickly with out-of-the-box functionality

**MANAGING AND DOCUMENTING PROBLEM RESOLUTION** | When Oversight identifies a potential mistake or error, the system creates an exception log which is linked to all supporting records, and notifies the appropriate process owner of the issue. Through this permanent record, you can manage, document and track the resolution of every exception:

- Identify the source of an exception
- Review all potential violations and root causes
- Evaluate related exceptions
- View all related records (i.e., POs, invoices, vouchers, expense reports, etc.) in a common format
- Assign resolution to another employee
- Teach the system about permissible exceptions so it won't draw the same conclusion twice
- Create a permanent record of all actions taken

**FIND IT, FIX IT, PROVE IT** | Oversight Systems uniquely delivers on the promise of continuous monitoring, with real-time transaction integrity inspection for identifying fraud, misuse and errors. Oversight's software provides a platform for continuous monitoring with powerful analytics that excel at *finding* problems, then raises the bar with an investigator's workbench for cost-effectively *fixing* the problem, and workflow-enabled audit trail and journaling for *proving* problem resolution and compliance. For more information, visit [www.oversightsystems.com](http://www.oversightsystems.com).

