Expense review

Let us review your expenses

Mistakes are almost inevitable when it comes to expenses. As an independent reviewing body, we can take over the arduous task of reviewing your approved expenses receipts. We'll conduct reviews to comply with your expenses regulations, reducing your managers' workloads while ensuring compliance.

When it comes to expenses, a business relies on employees being trustworthy, honest and well-intentioned. Whether intentionally or not, the expenses process is often subject to a lot of mistakes. Standardised expenses reviews create transparency, root out mistakes and draw attention to misuse and even unequal treatment. As an independent external reviewing body, we'll take over the expenses review process for you. By taking on this time-consuming work, we ensure compliance and reduce your managers' workload.

Services include:

- Integrity review: does the sum on the receipt comply with the sum requested
- Checking fixed expenses recipients: what costs may be charged
- Duplicate review: the expenses report and transaction date are identical
- Duplicate review: has a fixed expenses request and a separate meal expenses report been filed for the same date
- Currency review
- Compensation per kilometre: are the distances entered correct
- Check whether participants are stated for certain expenses types (e.g. business meals)

Highlights

- Reviewing expenses receipts in accordance with the relevant HR regulations
- Frequency and intensity of reviews set by client
- Standardised, professional review processes
- On time with binding service level agreement (SLA)
- Highest data security standards
- Service tailored to your individual needs

HR Campus AG
Kriesbachstrasse 3
CH-8600 Dübendorf

+41 44 215 15 15
office@hr-campus.ch
www.hr-campus.ch