



*Receipt*  
**and Policy Audit**

# Analyse Expenses, Isolate Issues, Eliminate Fraud and Ensure Compliance.

TAKE CONTROL OF THE EXPENSE PROCESS FROM START TO FINISH AND SAFEGUARD YOUR TAX STATUS.

## Receipt and Policy Audit

SERVICE	RECEIPT AUDIT	POLICY AUDIT
Taxback International logs into expense management system and performs audit specified by the client.	✓	✓
2 items are audited- image and transaction.	✓	✓
Audit is completed before manager approval.	✓	✓
Work directly with employee to rectify issues.	✓	✓
Work with individual clients to understand their company travel policies and agree approach.		✓

VALIDATIONS	RECEIPT AUDIT	POLICY AUDIT
Identify if a receipt is required for a transaction.	✓	✓
If a receipt is missing, the audit review will determine if your missing receipt guidelines have been followed.	✓	✓
Is there a corresponding receipt image item for each transaction line item?	✓	✓
Does the receipt substantiate the transaction and include? • Date, • Amount, • Currency, • Expense type.	✓	✓
Checking for duplicate transactions- e.g. meal and per diems.		✓
Ensuring all expenses adhere to each aspect of corporate travel policy, • Expense type limits, • Adhering to submission timeframes.		✓
Prohibited spend is checked and identified, • Parking fines, laundry, mini bar, movie rental, alcohol, etc.		✓
Each line item is checked against clients travel policy.		✓

OUTCOMES	RECEIPT AUDIT	POLICY AUDIT
Pre-Approval: Accept or reject the claim before it is paid.	✓	✓
Reporting back to the employee on reasons and resolutions to the rejected claims.	✓	✓

## Full VAT Recovery and/or Reporting Service

Eligible Expenses- Is the transaction eligible for recovery.	✓
Does the receipt meet all the pre-requests'.	✓
Compliant – We ensure compliance across the board giving you peace of mind.	✓
Foreign VAT Recovery; Taxback International extracts your expense data quickly and accurately and automatically processes the data for submission to the tax authorities.	✓
Domestic Recovery; We analyse your expenses – whether T&E or AP – in the jurisdictions where you are VAT registered and provide you with a comprehensive report of deductible amounts and VAT opportunities.	✓
Taxback International offers a contingency based pricing model, we even include a free upfront analysis, giving your company full visibility and control from the very start.	✓
100% indemnified- 0% Risk- our end to end solution provides peace of mind.	✓
Continuous Improvement Program; Educational hub to identify best practices.	✓

## Continuous Improvement Process

Real-time analytics to identify policy breaches in real time. • Identify trends – we use trusted data to predict trends and develop foresight to future proof your travel policy. • Our predictive analysis can drill down and see repeat offences – identifying the employee and expense type responsible. • What needs to change –we identify reoccurring scenarios and provide policy reviews to further enhance the VAT reclaim experience.	✓
Educational hub to share best practices. We tailor make educational programs to suit your business, from mobile applications to online educational videos, our interactive learning environment will ensure that employees know what is required to minimise fraud and maximise returns.	✓

## Analytics and Reporting Service

As standard, our full reporting suite- VATConnect- *Analytics*, is included in all audit services. These advanced reports give high-level overviews as well as deep dives into your data and results.

## Elite Audit Service

Tailor-made audit service –Taxback International tailors our checks to include criteria specific to your client.



## CONTACT US

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