

TOP 5

Ways to Mitigate

EMPLOYEE EXPENSE FRAUD

01



Define clear policies for submitting expense reports

- Set a fixed timeline to submit all the expenses after incurring.
- Ask for expense receipts for purchases more than say \$20.
- Consider multi-category purchases into specific items like meals, entertainment, etc. so everything gets covered clearly.

02



Employ intelligent systems in place

Train your receipt data extraction software to look for any unauthorized entries while extracting data from receipts. Check if the expenses mentioned are valid to be reimbursed. This is known as intelligent document processing, wherein the receipts are contextually assessed and verified before extracting data from them.

03



Make your approval process robust and flawless

Incorporating deep learning and natural language processing algorithms in your expense report systems can help you detect possible anomalies in the reports. NLP algorithms are widely used for understanding a large amount of natural language data, and hence, can interpret the context of receipts easily.

04



Analyze expense report trends to track unusual expenses

Expense report systems should be able to predict employee behavior by analyzing trends in the expenses. Incorporating **intelligent document processing** in your expense report systems will help you draw patterns in employee expenses which you can analyze to determine unusual trends.

05



Import employee expenses directly from credit card statements

One of the easiest ways to prevent employee expense frauds is to directly import expenses from employee credit cards statements. For this, you need to implement an intelligent document processing system in place that can import accurate expense data from credit cards and verify it before approval.

Improve Your Expense Management System Today!

Employee expense frauds are common and before you can notice something fishy, you might have to face hefty revenue losses. Hence before you get into trouble, we suggest you look for a robust receipt data extraction software or incorporate an **intelligent expense management system** for your company.

KlearStack is one such data extraction software that combines the efficiency of template-less, end-to-end automated, and document decision support technology to intelligently process documents.