

# EXPENSE REPORT AUDITING FOR A LARGE HEALTHCARE ADVISORY FIRM



## KEY BENEFITS OF OUTSOURCING



### Fully-Managed

A dedicated team ensures accuracy and quality of data



### Increased Visibility

Weekly reporting and charts provided



### Industry Experience

Provides consulting to increase efficiency

## THE CURRENT CHALLENGE

A large healthcare advisory and analytics firm was looking to outsource the auditing functions for all of their employee expense reports. This firm found that maintaining visibility within the 400 expense reports, which averaged approximately 14,000 lines of expenses monthly, was difficult without a formal auditing process. In addition to expense report auditing, the firm was looking for consulting services to better refine the current guidelines of the travel and expense handbook to be more up-to-date.

Rather than utilizing their high value accounting staff to perform this tedious task, the healthcare firm sought out ARDEM to provide a fully managed and more cost-effective solution.

# PROJECT DESCRIPTION

ARDEM designed a fully managed service model to go through each expense at a full 100% audit. Using the expense handbook as a guide, expenses were broken down by category which had their own specific guidelines for reimbursement. The ARDEM team then goes through each expense item to ensure company compliance by matching each line item with a receipt submitted through Expensify.

Should any expense line items show up as being discrepant, a request for additional clarification will be made to each employee. The employee will have a fair amount of time to clarify any discrepancies with any additional receipts or supporting documents. If the expense cannot be justified within the guidelines, the discrepant expense will be deducted in the following month's expense report for each employee.

After gaining further knowledge from auditing and utilizing prior experience of auditing expense report guidelines, ARDEM has the ability to identify different threshold suggestions to modify the guidelines for review.



With over 250+ talented employees, we bring the sharpest minds, both trained and qualified, to bring both knowledge and experience which will immediately bring value to your team.

# BENEFITS OF WORKING WITH ARDEM

While providing continuous oversight of the expense policies within the company, ARDEM is able to quickly learn and identify which areas of the travel and expense guidelines require improvement.

One of the biggest benefits that the healthcare firm found by working with ARDEM is being able to maintain both control and visibility throughout the entire process. ARDEM works as an extension of the team by providing our experience and results and working with the healthcare firm to better refine the travel and expense guidelines.

In addition to providing both the auditing and consulting functions, ARDEM also provided increased visibility through weekly reporting. This was highly valued by the healthcare firm as it provided insight at both a high level and an item level for all expense reports each month.



# RESULTS THAT SPEAK VOLUMES

ARDEM provides fully managed solutions to ensure the success of every outsourcing project.

With over 15 years of experience, ARDEM understands the importance of a strong foundation for any partnership through communication and hard work.

ARDEM has been rated as one of the top BPO companies by Clutch, TechTimes, Goodfirms, DesignRush, and more!



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# ABOUT ARDEM INCORPORATED

**ARDEM Incorporated delivers success for companies looking to efficiently streamline their processes and improve ROI. We implement the world's most sophisticated Technology platform combining human interaction with advance technologies to automate business processes and lower operational costs.**



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