



## Services Expansion Program

### Controllership Services

#### **Spend Management Services: Employee Spend**

#### Course Description

Spend Management Services is a component of Controllership Services that focuses on proactively controlling expenses and costs through budgeting, policies, spend analyses and strategic oversight. Not to be confused with the administration and recordkeeping (i.e. bookkeeping) processes related to expense capture, Spend Management Services focus on the controls around and reduction of expenses.

This course, within our Spend Management Services courseware, explores effective strategies and policies for managing employee spend, including best practices for managing expense reports, technologies that mitigate the risk of unauthorized employee expenses, and strategies for maintaining compliance with policies related to employee spend.

#### Syllabus

##### Session One – Employee Spend as a Component of Spend Management Services

- Reviewing Spend Management Services as a component of CAS (Client Advisory Services)
- Introducing Employee Spend & Travel Expense Management as a Service
- Establishing Guidelines for Reimbursements

##### Session Two – Expense Tracking & Compliance

- Establishing Best Practices for Receipt Management & Documentation
- Leveraging Data to Improve Spend Visibility
- Analyzing Spend Data to Identify Cost-Saving Opportunities

##### Session Three – Managerial Compliance & Policy Development

- Designing & Implementing Expense Policies: Essential Components & Best Practices
- Scheduling Cyclical Policy Audits & Updates: Adapting to Business & Regulatory Changes
- Ensuring Adherence and Accountability to Policies & Managing Violations or Governing Policy Adherence

## Session Four – Leveraging Technology for Spend Control

- Exploring Features of Effective Expense Management Tools
- Automating Expense Reporting & Approval Workflows
- Integrating Corporate Cards & Digital Payment Solutions
- Ensuring Compliance with Internal & Regulatory Requirements
- Recap Managing Employee Spend as a Spend Management Service

**PREREQUISITES:** This course is available to members at the Associate, Select, Advantage and Premium levels who have completed the 3-week Spend Management Services: An Introduction Course.