

## Your Needs and Challenges

- Reduce T&E audit related costs
- Ensure compliance to company policies
- Maximize VAT reclamation
- Timely completion of audits

# SBS - Travel & Expense Report Auditing



## SBS - Proposed Solution

SBS solution was developed based on best practices associated with T&E audits

SBS provides a very cost competitive service for companies planning to reduce their T &E audit related costs. Solution comprises of

- Internet based secure portals
- Rule based electronic workflows
- Well trained remote staff
- Twenty five years of imaging and Document management expertise

A highly customized service solution is developed that seamlessly works with your current expense report department activity. Process may involve combination of the following activities

- Receipt of expense reports and receipts
- Digitization of receipts and reports
- Capture of data
- Auditing sample sets for each batch
- Mark reports for audit pass/Fail
- Electronically route audit fails to management for follow up
- Separate VAT claims and send for collection
- Custom reports showing compliance metrics
- Data exports for updating financial systems

Our service offering is very flexible. You can decide the scope, you can let us do all the steps or have us do a few select tasks

## Benefits

- Reduction in T&E auditing related costs
- Increase compliance to company policies
- Maximize your VAT money reclamation
- Focus on your core activities
- Manage growth with out hiring and committing to new audit personnel
- Consolidate all geographically separate divisional expense reports auditing

## How it works?

- We perform a no cost needs assessment
- Review all options and associated benefits
- We deploy a custom solution that meets your company's specific needs
- We run the process on a pilot basis
- No upfront capital from your end
- You will pay based on the amount of expense reports audited

## Who is SBS?

A company focused on helping businesses improve their business process performance by helping them deploy innovative smart process

## What is unique about SBS?

- We focus on smart process solutions and not on technology
- SBS solutions leverage IT, power of internet and global resource availability
- Provide solutions to business problems without the need for investing any capital
- We understand the business processes of various verticals and offer solutions that are prepackaged and ready to use
- We can provide the ability to use remote or off-shore resources using our process partnering tools and strategy
- Our solutions are implemented in weeks and not in months or years
- Our pilot programs with no strings attached minimize your risk of buying our solutions

## How to get Started

**Phone: 800 974 1841**

**Web: [www.sbsportals.com](http://www.sbsportals.com)**

**E-mail: [sales@sbsportals.com](mailto:sales@sbsportals.com)**

For a follow up webinar and or custom demo please visit our website

## Stonebridge Business Solutions LLC

US Offices—Michigan, Indiana  
India Offices - Hyderabad, Vizag

## SBS

### Products/Services/Solutions

#### Remote Processing Services

- AP Invoice Processing Service
- Travel and Expense Report Auditing
- Remote Analyst Services
- Medical Billing Service
- Data Entry and Document Processing Services

#### Software as a Service offerings

- Web based Process Management Portal
- Portal for new and growing business
- Web based document management portal
- Manufacturing company portal
- Law office portal
- Clinical Trials office portal
- Legacy Medical charts portal for physicians
- Physician Practice Management and EMR
- Other easily customizable Portals for a variety of verticals

#### Document Conversion Services

- Paper and book scanning
- Digital to film
- Film to digital
- Microfilming
- Indexing and Data entry

#### IT Solutions and Services

- DocuWare software and Implementation Services
- Hardware sales and support
- Child Support Department Solutions

## SBS LLC

### On Demand Travel and Expense Report Auditing Service



**Stonebridge**  
Business Solutions

*A smart process solution company*