1. Target Keyword: Tracking Expenses on the Move
Page Title: Tracking Expenses on the Move

Anyone who travels on business knows the importance of tracking expenses on the move. Since many businesses will only reimburse you when you produce receipts and have total accountability, you really need to make sure to have documentation about whatever you spend.

The good news is that tracking expenses on the move has never been easier, thanks to today's new smartphones. There are a variety of different apps available that allow you to input data for everything from grabbing a cup of coffee at a local diner to determining the amount of money spent on a business dinner.

Naturally, when you're tracking expenses while traveling, you know that it's important to have as many physical receipts as possible. For business travels, just about anything you do that's related to your business will usually have a receipt attached. You might also consider using credit cards as much as possible. Credit cards will usually provide you with a receipt on the spot (or, in some cases, the receipt will be emailed to you). Even if there isn't a receipt produced, that expense shows up on your credit card statement. It doesn't even have to be a credit card, however. Debit cards will also produce receipts and will also show up on debit card statements.

Many travelers have a small envelope they use to keep track of receipts they pick up during their business trips. You can stick any receipts you need during the day in your wallet. At the end of the night, you can take all those receipts and put them in an envelope. When you're putting those receipts away, you can also make notes of any expenses incurred that did not produce a receipt.

It might seem silly to make sure that you spend too much time tracking expenses on the move, but when you consider just how hard you work for your money, it's only natural that you're going to want to make sure that you're reimbursed for any expenses possible. It's also important to make sure that you keep track of the mileage you put on your car, as well as any gas and oil purchases that you make while you're on the trip. Some business travelers have gotten used to having a mileage log in their car, keeping track of dates of meetings, total number of miles driven during the meeting, and any gas purchases that were made.

By simply taking a few minutes to keep track of your expenses, you'll make sure that you're able to be reimbursed without any problem.

2. Target Keyword: Best Practices for Expense Management
Page Title: Don't Guess About Best Practices for Expense Management

Anyone involved with business knows the best practices for expense management are the ones that require the least effort. When a practice is too complicated or too time-consuming, business owners have found their employees tend to be lax in making sure they are following procedure.

There are a variety of ways to keep track of expenses but one of the best practices for expense management is incorporating expense management software with various corporate credit cards. By using this system, employees will find all of their expenses automatically logged into the software, which gives them a single location to find all of their business expenses. When it comes time to submit their expense report, it's right there. At the same time, using the software and corporate card together will greatly reduce inaccuracies in expense reporting.

Businesses today are keeping an eye on their bottom line at all times. Since many businesses are worried about employees committing fraud, the best practices for expense management make it difficult for fraud to take place. Anyone with a halfway decent printer and the right software can manufacture false receipts within seconds. Using corporate cards, however, make that fraud virtually impossible. (In other words, if an employee goes into an establishment that provides a receipt for Office Equipment, the corporate credit card will show exactly what business used the card.)

Another reason to make sure that businesses are using the best practices for expense management is the tremendous increase in government regulation and oversight. When it comes time for businesses to submit their periodic reports, having all of the proper information ready for verification makes things go smoother.

When it comes to implementing the different practices for expense management, the key is making sure there is a policy in place that all employees and all management personnel understand. In most cases, this involves making sure that all business and travel expenses are put on a corporate card. If there is any non-compliance, personnel need to have reminders provided as to the policy, explaining that expenses paid out of pocket might not be reimbursed.

Businesses that want the best software solutions for expense management need to make sure that the program being used is simple and efficient. If a program is too complicated, it can result in confusion, lost time, and even inaccurate data reporting. When a company decides upon the right software, it's important to make sure there is a solid technical support team in position, should any questions or problems arise.

While no one enjoys having to keep on top of tracking expenses, there are a variety of solutions available and it's simply a matter of taking the time to discover which one works best for you and your company.

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3. Target Keyword: Benefits to Travel Expense Management
Page Title: Benefits to Travel Expense Management

Some businesses fail to see the benefits of travel expense management. They feel that their employees are on the straight and narrow and don't believe they need to spend any time or effort dealing with travel expense management. Some of these businesses believe they are too small to benefit from this kind of expense management, but no business can afford to ignore any potential area where money or time might be lost.

One of the benefits to travel expense management comes when a company sets up a standard travel expense policy and passes that policy along to its employees and management team. By spelling everything out completely, there can be little chance of an individual misunderstanding what expenses are allowable and what expenses are not. It's important to revisit travel expense policies on a regular basis.

It should come as no shock to anyone in business that 15 percent of all corporate fraud is linked to bogus travel and expense reports. There are a number of different ways that employees can attempt to scam the company, and one of the benefits to travel expense management is providing businesses with a way to have an early detection system in place designed to prevent fraud.

Now, there are some businesses that will assume only large corporations deal with travel expense fraud. Nothing could be further from the truth. Small companies often have to deal with employees who submit false expense reports. With the printer technology and the computer software on the market today, a very impressive receipt can be concocted in a matter of seconds.

Another of the benefits to travel expense management becomes evident in the event of an audit. Being able to account for every travel and business expense makes it a great deal easier to handle auditors. In addition, some of the software on the market actually notifies you when you might be claiming something erroneously as a valid expense, based upon data provided by your company. In other words, a company can literally tell the travel expense management software which expenses are allowable and which are not.

When it comes time to file tax returns, one of the obvious benefits to travel expense management software is found when it comes to printing out reports. The software can literally print out any area for submission during the tax return. This greatly reduces the amount of time needed to gather data and assemble it properly.

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4. Target Keyword: How to Survive an audit
Page Title: Been Audited? Know How to Survive

When it comes to understanding how to survive an audit, you'll discover it really isn't all that difficult. Granted, there aren't that many people out there who enjoy being audited, but more and more businesses are adopting audits as a way to keep costs down and to make sure there is compliance with various regulations, both local and federal.

The first thing to understand when you want to know how to survive an audit is that you're not engaging in a battle. Too often, the individuals involved in the audit don't understand exactly what the purpose of an audit is, and they wind up being defensive, providing very little cooperation. This is precisely the wrong tactic to take. If you're being audited, you should fully cooperate. It's much easier to survive an audit when you and the auditor are on the same page, rather than on opposite sides of the battlefield.

One of the keys to knowing how to survive an audit is to be prepared. You should do everything possible to have all of the necessary documentation for budget and expense reports. In the event that you don't have the proper receipts, you should provide any information that you can, including where the expense happened, the events surrounding the expense, and why no receipt exists. One way to make sure that you have as much accountability as possible is to engage in "audit-proofing" yourself during business trips. To do this, you need a corporate card that is directly linked to your account. Make sure that every expense you incur is placed on the card. That way, when an audit happens, you'll be able to provide total documentation for all expenses.

One of the reasons that many companies have problems with audits is because their personnel have not been properly trained. Some companies do not have an expense policy in place, which means that some of the personnel might be very cost-conscious, keeping every possible receipt, while others might simply neglect to get any receipts. It's important that all personnel know what documentation they are expected to produce, in the event of an audit.

The benefit of surviving an audit, of course, is that a company can realize

tremendous savings. Many times, when an audit takes place, companies are able to discover where there can be significant cost savings. Also, when an audit is done in-house or at the behest of the company, it can reveal potential regulation problems that can be addressed before there is an outside audit.

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5. Target Keyword: The Secrets of Your Payroll Department
Page Title: 100% Accuracy: The Secrets of Your Payroll Department

If you're not actively involved with operating in your payroll department, you might be under the impression that it really isn't that complicated a field. However, if you were to do a little digging, you'd discover the secrets of your payroll department run deeper than you might possibly imagine.

One of the secrets of your payroll department is that your department employees are master of customer service. Few people realize the amount of pressure that the payroll department operates under at any given time. After all, it's not simply a matter of making sure that everyone gets their checks on time. There are reports that are constantly updated, regulations that need to be considered, as well as dealing with various personnel issues that arise. Throughout it all, the payroll department personnel maintain a professional demeanor and keep their tempers in check, no matter how poorly they are treated by other personnel.

Another of the secrets of your payroll department is that the payroll department is in constant contact with any number of other business agencies, including the Treasury Department, the Social Security Office, various banks and finance companies, not to mention occasionally having to deal with the Child Support Agency and even the Internal Revenue Service. Companies that offer health insurance also usually have their payroll departments having to deal with any number of different insurance carriers.

Being masters of complex financial software is yet another of the secrets of your payroll department that you probably didn't know. While it might seem that all the payroll department has to do is input some numbers here and there, the fact is that many of the financial programs used by payroll departments are extremely complicated. Most of them are designed by software engineers, rather than financial personnel, which means the software is far from intuitive. Luckily, most of the people working in the payroll department are fluent in accounting practices, allowing them to make sense out of what is sometimes a hopelessly convoluted computer program.

When you think about it, most of the time, you probably don't even have to think

about the payroll department. It just seems to function. The only time most people deal with the payroll department is when something goes wrong — and in most cases, that happens on a very infrequent basis. However, every day, every person in the payroll department is making sure that all of the various reports, filings, expense tracking, and payroll deductions are being handled, allowing most people in a company to never even consider the Herculean tasks taking place in any given payroll department.

Their real secret? A commitment and practice towards 100% accuracy in everything they do, which makes their job and the financial health of the company that much more assured.

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6. Target Keyword: Who Supports the Expense Management Team?
Page Title: Who Supports the Expense Management Team?

Who supports the expense management team?

You might automatically assume that expense management teams are supported by various financial departments, but it might surprise you to know that many expense management teams are partially supported by various Human Resources personnel. After all, expense management teams are an integral part of the Payroll Department. (In some cases, the Payroll Department is actually known as the Expense Management Team.) This means that the expense management team needs to have more than just a working knowledge of different financial avenues. The team also needs to know how to deal with employees in a way that won't seem threatening or offensive.

If you walk into any corporation and ask who supports the expense management team, there's a very good chance that you'll be met with blank stares. However, if you dig a little deeper, you'll discover that a lot of the Human Resources personnel work closely with your expense management team.

Your expense management team is designed to audit, process, and pay any employee-related expenses incurred during the course of various business events and trips. They are often met with hostility from workers within a company, who might feel threatened by an audit. However, if company personnel understand the purpose of an audit and realize that no one is actually out to "get" them, there is usually a great deal more cooperation between workers and the expense management team. Human Resources personnel can often act as liaisons between the expense management team and other personnel.

Naturally, when it comes to supporting the expense management team, the

entire management chain-of-command in a company needs to back the expense management team completely. Too often, a company doesn't take an internal audit seriously. This leads to many of the workers failing to comply with requests from the expense management team. After all, if the CEO doesn't seem to care about anything coming from the expense management team, why should any of the workers?

However, top management personnel must fully support the expense management team. The team is there to make sure there is proper focus on various regulations and compliance issues, as well as helping to ensure there are cost reductions and that employees remain productive. When upper management personnel fully understand everything that the expense management teams do, it quickly becomes obvious that providing support is always in the best interests of the company.

So, when the question arises as to who supports the expense management team in your company, the best answer should be **everyone working in your company**.

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7. Target Keyword: Ways to Convince Your Boss to Automate Expenses
Page Title: 5 Ways to Convince Your Boss to Automate Expenses

There are very few people out there that like to deal with the hassle of filling out expense reports and dealing with expense management teams. While more and more businesses are moving towards travel and expense software automation, some companies are still out of touch with the times. If you're looking for ways to convince your boss to automate expenses, look no further.

One of the best ways to convince your boss to automate expenses is to point out that when employees have automated expenses, they tend to actually be more productive. After all, rather than having to waste time filling out forms and submitting receipts and making sure that every "i" is dotted and every "t" is crossed on the proper expense reimbursement form, working with automated expense forms frees up valuable time.

Another of the ways to convince your boss to automate expenses is to point out that the new software options available are designed to ensure compliance with company policy when it comes to travel and expenses. For example, some companies have a strict limit on how much money is reimbursable per day. With automated software, employees immediately know if they are approaching their limit and can adjust themselves accordingly. At the same time, if employees try to input expenses that are not allowed, the software automatically blocks them from

doing so.

Another of the benefits to using automated expense software is the ability to accurately track all expenses incurred on business trips. This way, companies can see where every dollar goes, and can make adjustments as needed. If a company discovers that most of the employees are staying at a certain hotel, it might be beneficial to work out an arrangement with the hotel chain.

Automated expenses also allow management personnel to immediately access information about travel and expenses, rather than having to wait for travel expense management teams to provide that data. Too often, a request for information can take up to 24 hours to be processed, whereas using the automated expense software allows management to immediately receive the needed information.

There is also a tremendous cost reduction in automated expense reporting. Rather than having to go through individual forms and request documentation for every expense, payroll departments can simply access the software and receive the necessary information. These automated reports can also be useful when it comes time to prepare annual budgets and corporate tax returns. Having all of the information at your fingertips reduces time-consuming paperwork and headaches.

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8. Target Keyword: Streamline Expense Management in 2013
Page Title: Streamline Expense Management in 2013

There isn't a business out there that isn't looking to find a way to operate more efficiently in the coming year. After all, in the current economic climate, keeping a close eye on the bottom line is more important than ever. You can't afford to let any opportunity to cut costs, while remaining efficient, slip past. Whether you're the CEO of a major corporation or just operating your own private company, you're probably looking for ways to streamline expense management in 2013.

One of the best ways to streamline expense management in the new year is to make sure that you have control over who gets to use an expense account and what items are permissible. Too often, companies get lax in making sure that only authorized expenses are reimbursed. It might not seem much when the costs are only a couple of dollars, but when those dollars are multiplied by various individuals over the course of a year, it can mean substantial loss. By making sure that you're maintaining control over what is allowed, you'll help ensure your bottom line stays strong. If you find that employees are failing to comply, you can provide them with concrete information relating to what

expenses will be reimbursed and what expenses will be out of pocket.

When you want to streamline expense management in 2013, you might want to consider setting up an expense overview schedule. Every quarter, you can take some time to go over the year-to-date expenses, find out which areas are costing the most, and possibly make adjustments accordingly. For example, if you find that hotel lodgings are costing more each quarter due to price increases on the hotel end, you can look into finding comparable lodgings at a lower cost. By overseeing the expenses on a regular basis, you'll make sure that you're not caught off-guard by having expenses run too high.

If you want to streamline expense management, one definite way to cut costs and save time is to automate your travel and expense reporting system. Your company might be spending too much time and create too many problems by using outdated expense reporting procedures. Today's new software actually allows individuals to know precisely how much they can spend, what expenses will be covered, and warns them when an expense falls outside the confines of reimbursement. Having an automated expense system also allows you to easily submit expense reports, analyze spending data, and even produce proper documentation when it comes time to submit annual budgets and file tax returns.

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9. Target Keyword: Don't Get Short Changed on Business Mileage
Page Title: Don't Get Short Changed on Business Mileage

If you're someone who has to do traveling in your job, you're probably very much aware of how important keeping track of your business mileage is. You might think that you're keeping a close eye on the miles, but you might actually be losing money on your travels. To make sure you don't get short changed on business mileage, there are a few things that you can do to protect yourself.

In today's technologically advanced world, it seems there's an automated answer for everything. Many business travelers will use Google Maps to determine the mileage they would normally travel. The problem with that is the maps used might be inaccurate. Many times, they are simply rounded up or rounded down figures. When Google Maps says that it is 5.2 miles from Point A to Point B, it often turns out to have a driving difference of anywhere between 1 and 2 miles. That might not seem like a big deal, but by keeping careful track of the actual mileage, you'll ensure you don't get short changed on business mileage.

When you need to make sure you don't get short changed on business mileage, you can simply turn your smartphone into your driving companion. Some business travelers will leave a voicemail to their office phone when they start a

business trip, informing the voicemail as to the mileage on the odometer. When they arrive at their destination, they leave another voicemail and announce the mileage. Later on, when they're back in the office, they can then accurately determine precisely how many miles were traveled in the course of the trip.

On the other hand, if you're running a business and you want to make sure that you don't get short changed on business mileage, you can invest in software packages that carefully monitor and track all mileage expenses. Doing this allows you to make sure that employees are operating within established parameters and it prevents you from paying out reimbursements for travel miles that are not covered. A good software package allows you to view mileage reports for any given time period, as well as view automated travel logs.

The key to making sure you don't get short changed on business mileage is to keep accurate records. Whether you use a notepad, send a text message to yourself, leave a voicemail on your office phone — the important thing is that you make sure you have an accurate record about the mileage traveled. Doing this prevents any problems during an in-house audit and also comes in handy when travel budgets are being created for future use.

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10. Target Keyword: New Year's Resolutions - New Expense Policy
Page Title: Should New Year's Resolutions Include a New Expense Policy?

With the New Year rolling around, companies are looking at ways to make 2013 more profitable and efficient. It's the time of year when you might be wondering what sort of New Year's resolution to make, regarding your business.

Have you thought about a new expense policy?

Too often, companies forget about updating their expense policies, even though they constantly update their budgetary requirements. The beginning of the year is a perfect time to examine your expense policy, making necessary changes that allow your business to grow, while still remaining productive.

In order to ring in the New Year right, it's a good idea to examine the previous year's expense reports and determine which areas can be reduced and which areas might actually need to be expanded. After all, putting in a new expense policy doesn't automatically mean that all expenses will get slashed. It can also mean that some expense budgets need to be increased.

One way to reduce expenses in your new policy is to look for ways in which costs

can be reduced by using less expensive products or services. Naturally, less expensive does not mean that the products should be inferior or less efficient. Companies sometimes fail to "shop around" for values, choosing instead to simply use a business that they have a history with. Alternately, you can see about negotiating lower costs on the products and services you use.

A key to having a new expense policy is to make sure that all personnel are notified of changes made to previous policies. Nothing is more frustrating to an employee than discovering that items that were reimbursed the previous year are no longer covered. You can schedule department meetings to discuss new policy changes, then pass those changes down the line.

One of the best ways to go about implementing a new expense policy as part of a New Year's resolution is to set up automated expenses tracking. The software allows you to carefully monitor all expenses, while setting up any rules and regulations regarding expenses you want. Doing this allows you to set a new expense policy that won't allow for any confusion. When an employee tries to input an expense that your new policy won't accept, it simply blocks that expense from being claimed.

You might also consider as part of your New Year's resolution with your expense policy having a schedule in place to monitor expenses throughout the year. Having a regular review means that you can see which areas are approaching their expense limit and make suitable adjustments.