

**READ THE PROCESS OF DELUXE INCORPORATED EXPENSE TRAVEL REPORT MANAGEMENT  
AND DRAW A PROCESS FLOW.**

Deluxe Incorporated's employee returning from a business trip begins the submission of his travel expenses by printing a hard copy of the travel expense report form. The employee will manually record his expense details on the report and must also sign and date it. The employee will print a copy of the form and their receipts. Additionally, the employee will attach all the copied documents and file them in his personal cabinet as a backup in case they get lost during the process. The employee will hand-deliver the original travel expense report and receipts as a package to his manager. The manager will review the expense report and perform the following key due diligence to help determine if there is a discrepancy by ensuring:

- All mandatory fields on the expense report are completed.
- The accurate cost center number is used to charge expenses.
- The authenticity and clarity of receipts.
- Expenses incurred are within the allowances specified in the travel policy.

The manager determines accuracy and approves if authorized. If there is a discrepancy, the manager will hand-deliver the expense report package back to the employee and provide feedback on the findings. If there is no discrepancy, the manager will determine if the amount of the expenses is within his signing authority limit, which is \$1000. If so, the manager will approve, sign, and date the expense report. If not, the manager will hand-deliver the expense report package to the senior manager. The senior manager reviews and approves expenses above \$1000. If there is a discrepancy, the senior manager will personally deliver the expense report package to the manager and provide feedback on the findings, and the manager will hand-deliver it back to the employee for amendment. If there is no discrepancy, the senior manager will approve it by signing and dating the expense report. The senior manager will personally deliver the approved expense report package to the manager.

The employee amends the expense report if a discrepancy is found and re-submits it for review, approval, and reimbursement. An expense report approved by management will be hand-delivered by the manager to the accounting department.

The accounting department will perform the reimbursement sub-process to compensate the employee for their travel expenses. The sub-process includes the following audit and compliance-related activities:

- Check for receipts.
- Check for management approvals.
- Check for out-of-policy items.
- Match receipts with line items.
- Verify dates.
- Verify all charges.
- Verify all vendors.

## THE DELUXE INCORPORATED AS – IS SWIM LANE DIAGRAM:

