

1. Record Nr.	UNINA9910831182603321
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Titolo	Travel and entertainment best practices [[electronic resource] /] / Mary S. Schaeffer
Pubbl/distr/stampa	Hoboken, N.J., : Wiley, c2007
ISBN	1-119-19685-X 1-280-82224-4 9786610822249 0-470-11639-0
Descrizione fisica	1 online resource (210 p.)
Collana	Wiley best practices
Disciplina	338.4791 658.15/5
Soggetti	Business travel - Management Travel costs
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Series from jacket. Includes index.
Nota di contenuto	TRAVEL AND ENTERTAINMENT BEST PRACTICES; CONTENTS; PREFACE; ACKNOWLEDGMENTS; Chapter 1: TRAVEL AND ENTERTAINMENT EXPENSE POLICY AND REIMBURSEMENT PROCESS:NOT WHAT IT WAS A FEW SHORT YEARS AGO; TRENDS AFFECTING T&E EXPENSE REPORTING; OTHER ISSUES AFFECTING THE T&E EXPENSE PROCESS; OTHER BAD PRACTICES THAT PLAGUE T&E; OUTSIDER'S VIEW; WORST-CASE SCENARIO; BEST-CASE SCENARIO; REALITY; WHO HANDLES T&E?; Chapter 2: HOW CORPORATE TRAVEL IS BOOKED; PRE-TRIP AUTHORIZATIONS; ROLE OF THE TRAVEL AGENT; CORPORATE TRAVEL OFFICES; CORPORATE INTRANET PORTALS; ONLINE CORPORATE BOOKING SERVICES THIRD-PARTY CORPORATE BOOKING PORTALS MAKING THE SELECTION: THIRD-PARTY TRAVEL SERVICE PROVIDER; BARE-BONES APPROACH: EMPLOYEE SELF-BOOKING; DEMISE OF THE SATURDAY-NIGHT STAY AND OTHER COSTLY ISSUES; OTHER BOOKING ISSUES; Chapter 3: T&E EXPENSE REPORT APPROVAL PROCESS; WHO'S WATCHING THE STORE?; APPROVAL PROCESS IN A PAPER WORLD; TRAVELER OR SUPERVISOR:

WHO SHOULD RETURN THE APPROVED FORM?; APPROVALS IN AN ELECTRONIC PROCESS; ELECTRONIC PROCESSING WITHOUT IMMEDIATE APPROVAL; ELECTRONIC PROCESSING WITH IMMEDIATE APPROVAL; APPROVALS: PAPER VERSUS ELECTRONIC; SOMETHING TO CONSIDER WHAT ABOUT THE RECEIPTS?INQUISITIVE MANAGERS AND RECEIPTS; Chapter 4: THE T&E REVIEW AND REIMBURSEMENT PROCESS; CASH ADVANCES; OTHER CASH ADVANCE PROBLEM; HOW COMMON ARE CASH ADVANCES?; EXPENSE REIMBURSEMENT; LAST-MINUTE REIMBURSEMENTS: THE DEMANDING EMPLOYEE; REVIEWING AND CHECKING T&E EXPENSE REPORTS; SPOT CHECKING; CHECKING: AN IMPORTANT CONSIDERATION; RECOMMENDED BEST PRACTICE: CHECKING REPORTS; IF MANAGEMENT WON'T AGREE TO SPOT CHECKING; WHEN SPOT CHECKING MAY NOT BE APPROPRIATE; POLICY COMPLIANCE; POLICY COMPLIANCE EXCEPTIONS Chapter 5: ACCOUNTABLE OR NOT: THE TAX IMPLICATIONS OF YOUR T&E PLANAN ACCOUNTABLE PLAN; REASONABLE AMOUNT OF TIME; TAX IMPLICATIONS OF AN ACCOUNTABLE PLAN; A NONACCOUNTABLE PLAN; ADVANTAGES OF AN ACCOUNTABLE PLAN; TAX CARROT/STICK; RECEIPTS UNDER ACCOUNTABLE PLANS; T&E IN A PAPERLESS WORLD; PERTINENT IRS PUBLICATIONS; ANOTHER REASON TO ELIMINATE CASH ADVANCES; NEW TAX RULES: PER DIEMS MAY BE TAXABLE; Chapter 6: PAYING FOR CORPORATE TRAVEL: T&E CARDS; EMPLOYEE USE OF OWN CREDIT CARD; COMPANY CARD WITH EMPLOYEE PAYING THE BILL; COMPANY CARD, EMPLOYEE PAYMENT,CORPORATE GUARANTEE COMPANY PAYING THE T&E CARD BILLONE CARD APPROACH; HYBRID APPROACH; WHICH APPROACH IS BEST?; ISSUANCE OF COMPANY T&E CARDS; Chapter 7: RECEIPTS, DOCUMENTATION, ANDOTHER ISSUES; PER DIEMS; RECEIPTS; WHAT ABOUT ELECTRONIC RECEIPTS?; DISASTER RECOVERY: LESSONS LEARNED FROM CHARLIE AND KATRINA; OTHER DELICATE ISSUES; Chapter 8: COMMUNICATING REQUIREMENTS: THE T&E POLICY AND MANUAL; WHAT KIND OF POLICY DO YOU WANT?; YOUR T&E POLICY, INTERNAL CONTROLS, AND THE SARBANES-OXLEY ACT; ACCESS TO THE POLICY; A TWO-MINUTE ASSESSMENT OF YOUR T&E PROCESS; T&E POLICY: GOOD NEWS AND BAD ADMINISTERING THE POLICY

Sommario/riassunto

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