

AUDITING AND GOVERNANCE RISK AND COMPLIANCE | COURSE BROCHURE

Auditing Petty Cash and Expense Claims

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Petty cash, corporate cards and expense claims are small individually but frequent and prone to abuse. This course covers auditing these areas: policies and limits, approval controls, receipts and evidence, card usage, duplicate and personal expenses, analytics and dealing with suspected abuse.

Expense abuse damages culture and adds up to significant losses. You will learn efficient tests to detect it.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Analytics exercises, sample testing, case studies of expense fraud and policy reviews.

Course objectives

By the end of this course, participants will be able to:
• Identify risks in petty cash and expenses
• Review policies, limits and approvals
• Test receipts and supporting evidence
• Audit corporate card usage
• Use analytics to detect duplicates and anomalies
• Handle suspected abuse appropriately

Target audience

This course is suitable for:
• Internal auditors
• Finance controllers
• Accounts payable staff
• Compliance officers
• Fraud examiners



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Target competencies

Participants will develop competencies in:

- Policy review
- Sample testing
- Card analytics
- Fraud detection
- Reporting

Course outline

Day 1: Expense Risks

09:00–10:08	Petty cash, cards and claims
10:08–11:00	Abuse schemes
11:00–11:30	**Coffee break**
11:30–11:45	Abuse schemes (continued)
11:45–12:53	Controls
12:53–14:00	Case study

Day 2: Policies and Approvals

09:00–10:08	Limits
10:08–11:00	Approval controls
11:00–11:30	**Coffee break**
11:30–11:45	Approval controls (continued)
11:45–12:53	Exceptions
12:53–14:00	Workshop

Day 3: Testing

09:00–10:08	Receipts and evidence
10:08–11:00	Sample selection
11:00–11:30	**Coffee break**



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11:30–11:45	Sample selection (continued)
11:45–12:53	Petty cash counts
12:53–14:00	Exercise

Day 4: Analytics

09:00–10:08	Duplicate claims
10:08–11:00	Weekend and personal spend
11:00–11:30	**Coffee break**
11:30–11:45	Weekend and personal spend (continued)
11:45–12:53	Patterns
12:53–14:00	Exercise

Day 5: Handling Abuse

09:00–10:08	Escalation
10:08–11:00	Recovery
11:00–11:30	**Coffee break**
11:30–11:45	Recovery (continued)
11:45–12:53	Recommendations
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	9 Nov 2026	13 Nov 2026	**€3,150.-**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.-**
Barcelona Confirmed dates	30 Nov 2026	4 Dec 2026	**€2,840.-**
Online Confirmed dates	30 Nov 2026	4 Dec 2026	**€1,250.-**
Vienna Confirmed dates	4 Jan 2027	8 Jan 2027	**€2,940.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**€1,250.-**
Rome Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,450.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Dubai Confirmed dates	15 Feb 2027	19 Feb 2027	**€3,150.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Rome Confirmed dates	1 Mar 2027	5 Mar 2027	**€2,450.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**€1,250.–**
Cape Town Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,890.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
London Confirmed dates	12 Apr 2027	16 Apr 2027	**€2,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**
Paris Confirmed dates	3 May 2027	7 May 2027	**€2,860.–**
Online Confirmed dates	3 May 2027	7 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	24 May 2027	28 May 2027	**€1,450.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Amsterdam Confirmed dates	7 Jun 2027	11 Jun 2027	**€2,540.-**
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**€1,250.-**
Rome Confirmed dates	28 Jun 2027	2 Jul 2027	**€2,450.-**
Online Confirmed dates	28 Jun 2027	2 Jul 2027	**€1,250.-**
Barcelona Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,840.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.-**
Dubai Confirmed dates	9 Aug 2027	13 Aug 2027	**€3,150.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Vienna Confirmed dates	30 Aug 2027	3 Sept 2027	**€2,940.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
Cape Town Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,890.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Frankfurt Confirmed dates	4 Oct 2027	8 Oct 2027	**€2,650.-**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**€1,250.-**
London Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,450.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,650.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.-**
Cape Town Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,890.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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