



Suhas Bhairav

AI Expense Audit Guide

Detect duplicates, missing receipts, policy breaches, and anomalies with practical, implementable steps.

A practical, step-by-step guide to automating expense controls while preserving essential human review.

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Automation targets and human review

Define which expense checks can be automated and where humans remain essential. This section outlines automation targets, review responsibilities, and required data and tools.

Key move Start with a 4-week pilot focusing on duplicates and missing receipts.

PRACTICAL CHECKLIST

- 01** Automate duplicate detection across periods using claim IDs and fuzzy vendor matching.
- 02** Flag missing receipts when OCR cannot extract line items or attachments.
- 03** Apply policy checks to enforce correct categories and detect prohibited expenses.
- 04** Identify approval gaps where expenses lack required manager or policy approvals.
- 05** Surface unusual category or vendor patterns via simple outlier detection.
- 06** Queue high-risk items for human review with evidence links and notes.

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Data, models, and governance

Identify data sources, quality requirements, and the tools needed for automated checks. Emphasize governance, auditability, and secure access.

Key move Assign data ownership early; require auditable logs for all automated actions.

PRACTICAL CHECKLIST

- 01** Data sources: expense ledger, receipts images, vendor, employee, approvals, and policy rules.
- 02** Data quality: standardize categories, currencies, dates, and vendor names.
- 03** OCR and NLP: extract line items, amounts, dates, and merchant names.
- 04** Automation stack: ETL/pipelines, SQL, and AI agents for triage.
- 05** Models: rule-based checks for duplicates; anomaly detection on spend per employee.
- 06** Governance: ownership map, change control, approvals, and audit trails.
- 07** Security & privacy: enforce least privilege, data masking, and access auditing.

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Weekly adoption plan

Use a weekly cadence to implement automation with governance checks and measurable outcomes. This page outlines concrete steps, owners, metrics, and escalation paths.

Key move Pilot with a small scope; review outcomes weekly to adjust rules.

PRACTICAL CHECKLIST

- 01** Week 1: inventory data sources, define success metrics, and assign owners.
- 02** Week 2: implement deduplication rules and basic matching across claims.
- 03** Week 3: integrate receipt OCR, attach validation, and basic categorization.
- 04** Week 4: add policy checks, thresholds, and manager notifications.
- 05** Week 5: enable anomaly detection with simple thresholds and dashboards.
- 06** Week 6: run parallel human reviews and calibrate models with feedback.
- 07** Week 8: measure impact, adjust rules, and prepare for scale.

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ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

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