



Suhas Bhairav

AI Expense Receipt Processing Policy Audit

**Automate totals extraction and policy checks with
auditable accuracy.**

Deliver an AI-powered receipt workflow that extracts
totals and flags noncompliant expenses.

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Automation Scope & Review

Define what the AI workflow will automate in travel receipt processing and where human judgment is required. Establish success criteria and boundaries to prevent scope creep.

Key move Pilot with a small, auditable batch first.

PRACTICAL CHECKLIST

- 01** Automate extraction of total amount, currency, vendor, date, and tax from scanned receipts.
- 02** Normalize line items and currency to support consistent policy checks.
- 03** Flag potential policy violations for review (over thresholds, non-approved vendors, or restricted trip types).
- 04** Keep human review for ambiguous receipts, disputes, exceptions, and final approvals.
- 05** Data/tools needed: receipts in PDF/JPG, policy rules, employee mapping, vendor master, currency rates.
- 06** Notes on security, privacy, and data retention.

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Data, Tools, and Roles

This page lists required inputs, technology, and ownership for the AI receipt workflow. It clarifies automation boundaries.

Key move Map data ownership and access controls.

PRACTICAL CHECKLIST

- 01** Receipts: digital copies (PDF/JPG), with date, vendor, amount, currency, and tax fields.
- 02** Policy rules: travel limits, expense categories, per diems, and approved vendors.
- 03** Master data: employee mapping, department, cost centres, and vendor master.
- 04** Technology: OCR (Textract/Vision), LLM for field normalization, and rules engine.
- 05** Automation platform: RPA/workflow tooling, and integration with the expense system.
- 06** Security & privacy: role-based access, encryption, and audit logs.
- 07** Outputs: structured data fields for downstream systems.

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Adoption Plan & Metrics

Roll out in staged weekly increments to limit disruption and establish guardrails. Track accuracy, cycle time, and reviewer workload.

Key move Define a workflow owner and publish decision rights.

PRACTICAL CHECKLIST

- 01** Week 1: Pilot with one department and 50 receipts to test extraction and flags.
- 02** Week 2: Expand to three departments; define reviewer SLAs and escalation paths.
- 03** Week 3: Enable policy engine with thresholds; route flags to reviewers; measure false positives.
- 04** Week 4: Integrate with the expense system; auto-post approved receipts; calibrate thresholds.
- 05** Ongoing governance: assign ownership, maintain data quality, and review guardrails annually.
- 06** KPIs: accuracy, time savings, exception rate, and reviewer workload.
- 07** Risks & approvals: require policy owner sign-off for thresholds and rule changes.

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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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