

# SAP Concur

## The complete smart solution for your business travel

Business trips and expense receipts are part of everyday corporate life. The common experience is one of mounds of receipts, lack of transparency and little potential for cost optimization. The SAP Concur integrated travel- and expense-management solution not only saves you time, but also reduces your travel expenses.

### SAP Concur "The perfect trip"

From SMEs to international players – every company is confronted with business travel and expenses accounting. But frequent international travellers have travel-management requirements different to those of sales representatives who return to the office every day, for example, or only occasional travellers.

SAP Concur adapts flexibly to a wide range of customer requirements, and our experts in travel and expenses management combine specialist expertise with technical competence and profound knowledge of legal requirements.

We help you with the analysis and optimization of your existing travel- and expenses-management processes, the seamless integration of a new solution into the existing HR process landscape and integration with your financial and controlling systems.

# SAP Concur Travel

Using SAP Concur Travel, employees can simply book and retrieve their business travel via their smartphone, tablet or computer, all within company travel guidelines.

SAP Concur Travel immediately accesses travel content from multiple global distribution systems (GDSs), listing self-negotiated and public rates as well as direct connections and exclusive online tariffs.



## Highlights

- Reduction of processing costs by up to 60 per cent per travel-expense settlement
- Increased compliance with guidelines by up to 44 per cent
- Time savings of up to 75 per cent in the preparation of the expenses accounting
- Reimbursement of travel costs up to 67 per cent faster
- Greater flexibility and more freedom to act and take decisions when booking
- Connection to countless travel service providers and business travel agencies
- Concur Travel & Expense fits into any system landscape, in house and cloud based

Travel-expense reports are produced easily and smoothly by importing all travel plans and credit-card charges automatically from SAP Concur Travel.

# SAP Concur Expense

SAP Concur Expense automatically assigns this data to the correct travel-expense account. Further documents and receipts can be easily photographed during the trip and also assigned directly to the travel-expense account. This saves valuable time and avoids the usual excessive paperwork.

SAP Concur Expense automatically calculates the exchange rate, takes account of country-specific characteristics for travel-cost accounting and automatically includes the local VAT rates.

With SAP Concur Travel & Expense you have all your data in one place, so you can review and approve it more quickly and travel expenses can be reimbursed on time.

SAP Concur Travel & Expense also supports several currencies and languages, and can be integrated into various ERP systems.