

Six ways to save on travel and expense

Find real bottom-line impact where you may not be looking





Where will you find savings for your company?

Financial leaders are always looking for areas to cut costs, so they can **improve the bottom line**, taking moments of change and turning them into opportunities to help their businesses run better. Often, the choices are tough, and the problems complicated to fix. But sometimes, inefficiencies are hiding in plain sight.

Travel and expense line items are a great place to look.

Travel and expense is a complex, ongoing area of spending that's difficult to track. Often, the percentage of business budget devoted to travel and expense is higher than expected, becoming low-hanging fruit when it comes to managing expenses and unlocking savings.

The impact can be sizeable.

From avoiding errors to tax advantages to productivity gains, managing your travel and expense better can mean significant cost-savings and a stronger bottom line, month after month, and year after year.

Here are six ways to uncover savings where you may not be looking.

1. Stop overspending on errors



Are your employees manually entering and itemizing expenses? That process is asking for mistakes, and mistakes cost money.

According to a recent study, the violation rate increased from 2.68 percent to 3.33 percent in 2021. Simply put, 2021 saw more violations per dollar than 2020.¹

A travel and expense system that automatically populates charges from suppliers, credit card companies, and receipts can lower the risk of missed or incorrectly entered expenses. That kind of accuracy can add up to real savings.

When expense reports are completed quickly, you can pay your corporate card bills sooner, leading to bigger rebates and better control of cash flow.

SAP Concur solutions help eliminate the inevitable mistakes that go along with manual data entry:

- Pull individual charges automatically from credit card providers.
- Integrate charges and receipts directly from hotels, airlines, and rental car companies.
- Populate air, hotel, and rental receipts directly into expense reports.
- Give travelers the Expenselt app to snap photos of receipts and automatically upload the data to their expense reports.

SAP Concur solutions has financial connectors to link with your accounting or ERP system, so you can:

- Get a near real-time, accurate look at your finances.
- Discover potential savings opportunities and deliver them directly to your bottom line.

“As a nonprofit organization, we have to ensure that we run as efficiently as possible, keep a close eye on expenditures, and make sure those expenditures are well documented for audit purposes. The SAP Concur platform enables us to accomplish all of those goals.”

Ted Hart, president and CEO,
[CAF America](#)

1. SAP Concur + Oversight 2021 Spend Insights Report

2. Cut out management time



Extra steps take extra time. And, the traditional travel and expense process is full of steps.

Requesting travel, booking reservations, authorizing travel, tracking receipts, completing expense reports, and approving expense reports. These administrative burdens lower productivity and lengthen processing time, which takes a toll on your business.

But, if you can automate the entire travel and expense process so every step takes just a few clicks, or even takes care of itself, you can see productivity gains and measurable savings.

SAP Concur solutions make the process easier and savings easier to see.

When you squeeze the inefficiencies out of your travel and expense process, you minimize both costs and demands on employees at every step.

SAP® Concur® solutions give managers, approvers, and your finance team all the information they need to quickly review and approve expense reports, so they don't waste time sifting through receipts and double-checking charges.

“Customers should choose SAP Concur solutions in addressing their manual expense reimbursement and travel requests because SAP Concur offers state of the art technology and solutions.”

Noemi Encarnacio, Service Delivery
Director, [NTT DATA Philippines](#)

3. Get control of your mobile spending



Employees can quickly accumulate mobile charges when traveling.

These costs are rarely accounted for in budgets, so they deliver unpleasant surprises to the bottom line. If you aren't managing your mobile contracts correctly, you could be over-paying by a significant percentage per device.

You can use your travel data to identify and prevent these costs before they occur.

SAP Concur solutions help stop mobile overspending before it happens.

SAP Concur solutions, along with our app partners, help you use your travel data to proactively identify trips that may incur additional mobile charges.

You can adjust your mobile plans before travelers leave and avoid what has traditionally been hidden.



4. Spot savings without increasing overhead



Travel and expense policies are in place for a range of reasons, from avoiding costly errors and **ensuring policy compliance** to preventing fraud.

Relying on your own personnel and outdated technology, such as paper or scanned receipts, to monitor and audit expenses can be costly and puts your business at risk.

Use request tools to stop bad spending before it happens, and consider external auditors trained to identify problems and mitigate fraud risks early in the process. That frees your team to focus on managing the budget instead of wrangling with the process.

SAP Concur solutions help you fight fraud

SAP Concur solutions embed your travel and expense policies right into your travel booking and expense tools, so it's easy for employees to stay compliant. Our Intelligent Audit solution provides a quick and timely compliance check of your team's spending, matching receipts to expense report line items and expenses to your corporate policy, without taxing your internal Accounts Payable (AP) team.

“Cardtronics is able to avoid fraudulent charges and excessive spending by using SAP Concur solutions.”

Parker Pustejovsky, North American purchasing manager, [Cardtronic](#)



5. Negotiate the discounts you deserve



With so much of your budget spent on travel and expense, every discounted price adds up to **real savings**.

But, to negotiate the best prices, you need to track each dollar you spend with each vendor. This is a tall order without the right tools to sort through the inconsistent spending data that comes in from credit card feeds and other sources.

Plus, when employees book outside of your approved system, those expenses may not even

be captured. Harmonize your spending data from all booking sources, and you'll be positioned to demand the best prices.

SAP Concur solutions help you consolidate your supplier information from multiple sources, so you can see how much you're spending.

Bring reservations into your system—whether it's booked through your travel tools or not—and you can track and manage your travel spending with a global view.



“We require receipts for all expenses but were always dealing with missing or lost receipts. When Expenselt came out, it took care of that problem.”

Kevin Wright, accounts payable manager, [Code42](#)



6. Reduced tax costs and increase reclaim



Employee travel has lots of tax implications, from payroll tax liabilities to value-added-tax (VAT) on international purchases.

Some of these taxes can be controlled and reclaimed, but only if you know the rules and have the right tools.

Targeted apps are out there to help you address this type of spending and automatically track payroll tax liabilities as well as VAT expenses, so you pay only what you have to and recover everything you can. A 2022 study by Analysys Mason reports 26 percent of businesses worldwide saw an increase in tax reclaim (e.g. VAT, GST) savings through SAP Concur solutions or SAP Concur partners.²

Proactively manage tax liabilities with SAP Concur solutions.

SAP Concur solutions can help you turn your travel data into a dashboard detailing tax implications for each employee and country using our app partners. With full knowledge of your liability, you can adjust travel plans accordingly.

And, with SAP Concur solutions, using your travel and expense data to automatically and accurately manage VAT reclaim helps prevent leaving money on the table.

². Analysys Mason, 2022 Travel, Expense, and Vendor Invoice Management Study.

“SAP Concur solutions help us to increase efficiency and productivity. It makes our work process easier, simplifies tedious tasks, allows us to get things done faster, and now we can concentrate on other important work.”

Sharon Tan, Senior Executive Planning & Administration, [Ocean Network Express](#)

Looking to control costs and identify savings in your travel and expense?

SAP Concur solutions can help.

No matter where you're looking, savings are easier to see with SAP Concur solutions. You'll be able to identify errors from the inside, point out tax advantages from a global viewpoint, and work out efficiencies that help your people be more productive. It's how you turn inefficient travel and expense processes and out-of-control costs into real, bottom-line savings.

It's how you turn moments of inefficient travel and expense processes and out-of-control costs into real, bottom-line savings.

Learn more at concur.com



ABOUT SAP CONCUR

SAP® Concur® is the world's leading brand for integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. The highly-rated SAP® Concur® mobile app guides employees through business trips, charges are directly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to analyze transactions, businesses can see what they're spending, improve compliance, and avoid possible blind spots in the budget. SAP Concur solutions help eliminate yesterday's tedious tasks, make today's work easier, and support businesses to run at their best. Learn more at concur.com or the [SAP Concur blog](#).

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