Successful travel programs
are driven by data. Are you?

With SAP Concur travel solutions, you're data-ready.

SAP Concur

Travel leaders are *data* leaders.

Leading a travel program means staying ahead of the numbers. And if your data, reporting, and analytics capabilities aren't up to speed, everything – from traveler safety and sustainability to your policies and budgets – is going to suffer.

Nearly all travel managers (98%) are in agreement on the issue – lagging data and analytics impact their ability to do their jobs.*

But with SAP Concur solutions, you can get your data and reporting house in order and be the strategic, data-driven leader your company needs you to be.

Here are three steps – as well as the supporting solutions – to get you started.

*2023 SAP Concur Global Business Travel Survey

1 Set the foundation by capturing core data.

The key to an effective travel program is having a single, simple travel *and* expense process. That means travel and expense, living on a flexible, integrated platform where your workflow keeps flowing, the correct information gets captured, and every digit of data is in one place.

Concur Travel and Concur Expense: Simplify the experience for everyone.

Travelers want a fast, simple way to book their trips, and Concur Travel lets them use a simple booking tool or easy app to do just that. At the same time, it makes sure those trips fall within your spending policy. Concur Expense captures those booking transactions – automatically – while gathering other card charges, expenses, and travel costs that aren't caught in the booking process.

Integrating these two processes and gathering the resulting data sets is critical to creating an interconnected, digital travel process. And that's critical to:

- Making things easier for travelers.
- Making sure your polices are always applied, so compliance is automatic.
- Creating a central, accurate, always-updated travel-data source.

2 Add to your data by adding data sources.

With more travel channels offering more ways to book, you need a solution that can capture all the data. SAP Concur gives you multiple options, so you can manage spending, compliance, and every step of the travel experience.

Concur TripLink: Send outside bookings straight into your system.

When your travelers book directly with integrated Concur TripLink travel partners, our system sees it and sends it directly into your SAP Concur solutions. So travelers get the flexibility they want, along with your negotiated rates. You get notifications when out-of-policy bookings come in, plus all the other information you need to manage compliance and control costs across multiple booking channels.

TripIt Pro: Capture everything else with this catch-all.

Travelers can also book their flight, hotel, car rental, and other reservations directly on any website, with any supplier – they simply forward the confirmation emails to TripIt Pro, a top-rated travel organizing app. TripIt Pro then syncs these itineraries to the Concur travel and expense infrastructure, and automatically starts an expense report. So you have virtually every booking channel covered. And again, all that important data is all in one place.

Drive: Take the guesswork out of mileage.

Let your road warriors use GPS to track and submit their mileage – accurately and automatically. Drive does it for them, documenting driving distances, so no one has to keep track of the miles, and you don't have to worry about the most common form of fraud. In the end, you get the data, so you can cut costs, improve compliance, and simplify reimbursement.

Concur Event Management by Groupize: Demystify meeting spending.

Meeting clients and coworkers face to face is essential for building relationships and building business. But it might not always be cost-effective. Concur Event Management by Groupize helps you manage these meetings, so you can see the data and control the costs. It allows you to:

- Stay on top of policies and approval workflows.
- Use dashboards to track spending and determine where employees are.
- Tap into Concur Travel to streamline bookings.
- Build a branded website to simplify event registration.

It's a way to spotlight meeting spend and tap into insights that will inform future budget decisions.

3 Put your data to work.

Data that's too deep to dive into doesn't do you any good. SAP Concur gives you the tools to dissect that information and make it work for you.

Analytics: Turn data into understanding.

Accurate analytics can reduce costs, increase compliance, and control expenses. And with Analytics essentials, which is free with any SAP Concur solution, you'll get all the information you need on a simple dashboard. You can then filter, group, export, and sort into the standard reports you like. Or you can customize both reports and dashboards as needed, then schedule report distribution to specific users.
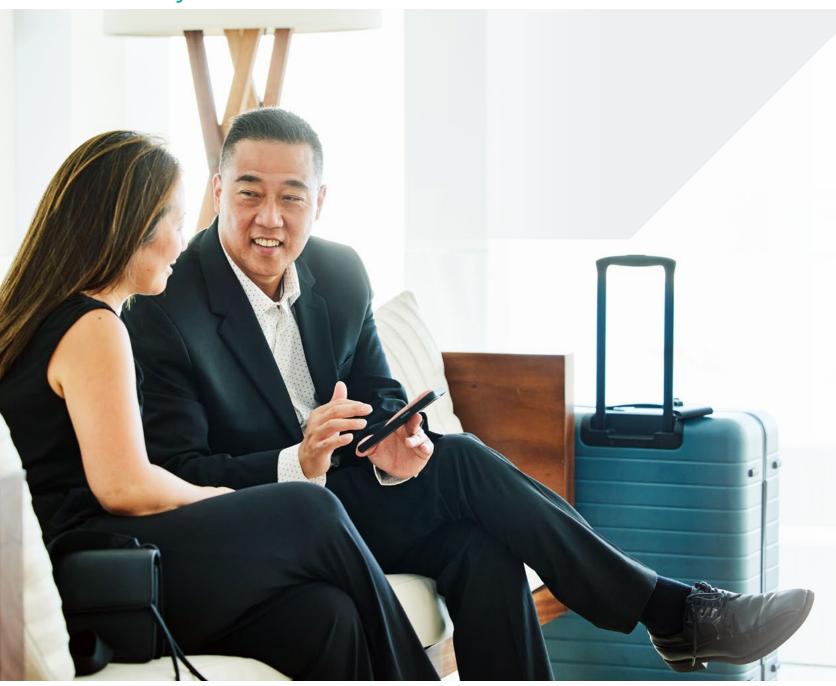
Intelligence: Build on best practices.

When your reports and dashboards are based on best practices, your organization gets the best possible view of its spending. Concur Intelligence takes you beyond standard analytics, offering the visibility and insights necessary to control compliance, manage sustainability, and spot spending patterns. It's how you'll tighten your grip on costs while hand-feeding KPI data straight to finance. And every stakeholder gets a clear look into what's spent, what's pending, and what's left, so everyone can stay on top of their budgets.

Consultative Intelligence: Focus on the data that matters most.

Get a designated reporting specialist who'll sort through all the data you don't have time to review. You'll get just the reports you need to make improvements to your travel program, and you won't waste a minute. Your consultant will also learn your goals, so they can share specific best practices and show you how to get the most out of your critical data.

3 Put your data to work.

Concur Detect by Oversight: Add accuracy without adding overhead.

Easily use your data to adapt to evolving spending categories, changing payment methods, and growing cost complexities without beefing up your team. Concur Detect by Oversight uses AI to make your data work harder by:

- Checking every transaction in Concur Expense and get smarter every time.
- Comparing charges to receipts before reimbursement, easily spotting anomalies and fraud.
- Automatically prioritizing significant instances of waste, fraud, or misuse, so auditors can stay focused.
- Spotting employees who continuously break policy and create tighter controls for those with a history of mistakes or misuse.

SAP Concur App Center: Make managing travel safer and more sustainable.

With apps for everything from travel-protection plans to real-time traveler locators that pull in data from Concur Travel and Concur TripLink, the app center makes it easier to manage your duty of care. So if there's an uprising or an outbreak, you can find your employees, communicate with those who are affected, and bring them home safely.

The app center also connects your business to partner apps that make it easier to meet sustainability goals. So you can see more ec0-friendly options – or find suppliers who can help you manage your corporate social responsibility strategy:

- Easily measure, reduce, and manage your carbon emissions.
- Actively engage employees and drive more sustainable behaviors.
- Align traveler decisions with your travel program's priorities.

Be data-ready for anything.

No matter where your travel program is headed, data and reporting determine how you'll get there. Tap into the tools that make it accurate and effortless.

Contact us to learn more. And be sure to check out these helpful resources to learn how data and reporting affect employee safety and sustainability:

Your Most Important Duty is Duty of Care >

No More Promises: Building Tangible Sustainability Into Your Business >