# Juggling Compliance and Flexibility

6 ways travel managers are getting things ready to take off again

As business hits the road after a lengthy hiatus, everyone is looking at your travel program: Where will it succeed? Where might it stagnate? How is it going to work? Re-establishing travel is critical to confidence in your company, as well as in your organization's ability to build and sustain momentum.

Travel policy compliance, therefore, is going to play a crucial role – because at the end of the day, increased adoption is how you deliver savings to your business's bottom line. And the best way to increase adoption is to have adaptive policies that give employees the flexibility to book how they like.

Here are six tips to take to heart
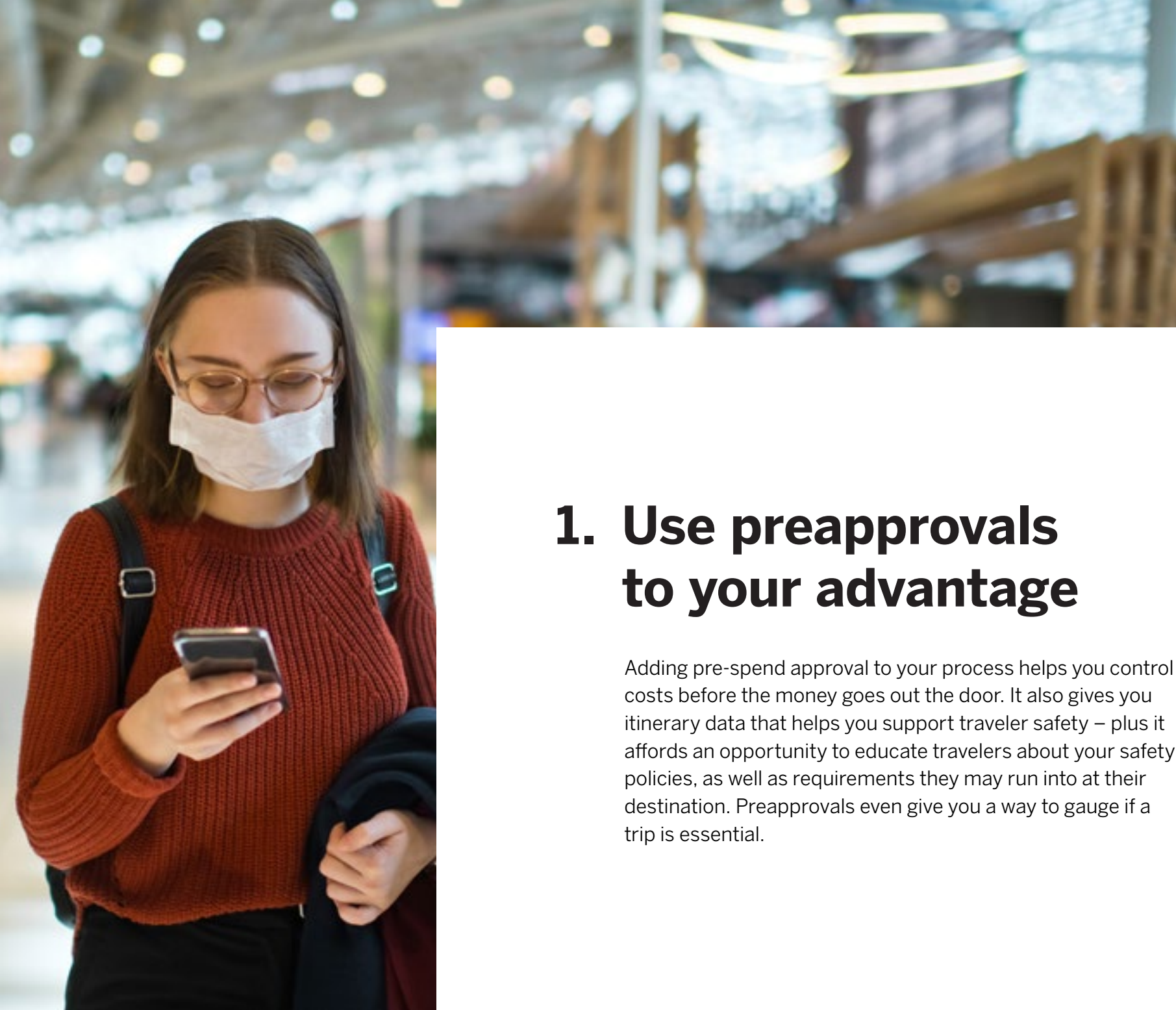
1. Use preapprovals to your advantage

Adding pre-spend approval to your process helps you control costs before the money goes out the door. It also gives you itinerary data that helps you support traveler safety – plus it affords an opportunity to educate travelers about your safety policies, as well as requirements they may run into at their destination. Preapprovals even give you a way to gauge if a trip is essential.

2. Capture direct bookings

In the past, direct bookings were hidden bookings, and you had little recourse for compliance. As travel restarts, not knowing is not an option. You'll need a tool in place to capture every itinerary detail, regardless of how your travelers book their trips. With the right system in place, you can fulfill your duty of care responsibility and provide the flexibility to put your negotiated rates on all supplier direct – and even mobile – bookings.
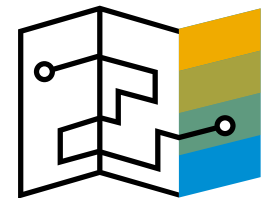
3. Track mileage instantly, accurately, and automatically

If you're still using manual spreadsheets to track mileage, you're counting on your team's data-entry accuracy (and honesty) to make sure this spend category is under control and within policy. Consider an app that does the work automatically – so tracking distance and dollars is instant, accurate, and out of the hands of travelers.
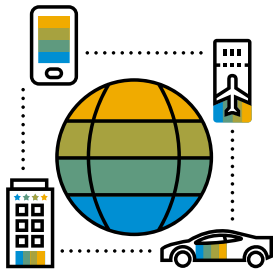
4. Make sure reporting can keep up

Keeping tabs on spending and policy performance is more important than ever. Make sure you have both the data and analytic horsepower to assess compliance and spending patterns. This takes tools that dissect your spending, allowing you to see what policies might need refinement while sending KPI reporting straight to finance.

5. Get cozy with your finance team

Your expense reporting system should support your travel policies. So, check in with your finance team, and see if they're using AI and machine learning to ensure critical charges get the right scrutiny. It's perhaps the best way to make certain spend is within policy.
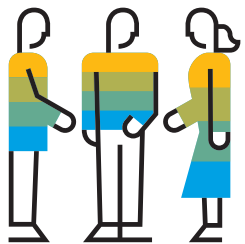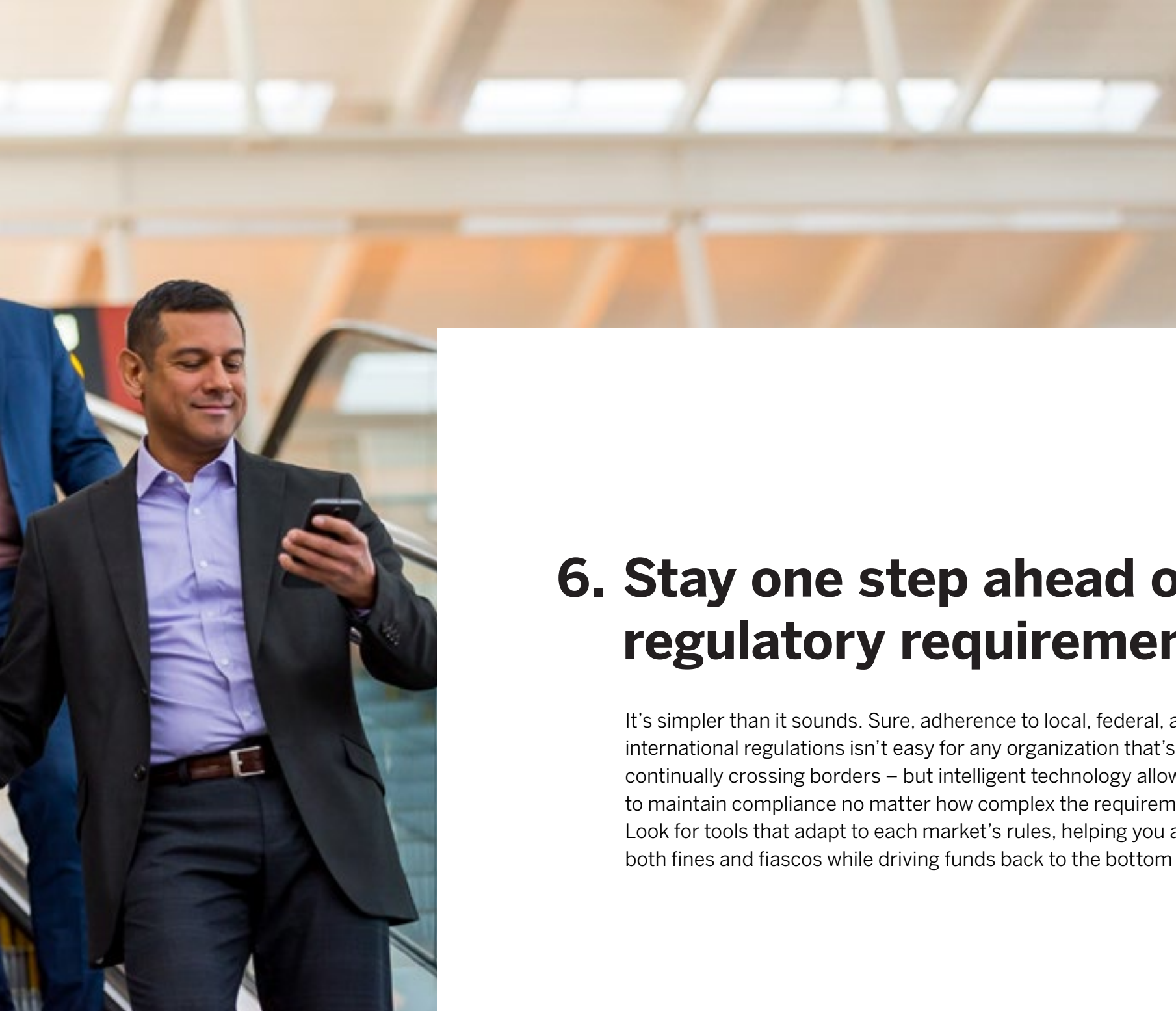
6. Stay one step ahead of regulatory requirements

It's simpler than it sounds. Sure, adherence to local, federal, and international regulations isn't easy for any organization that's continually crossing borders – but intelligent technology allows you to maintain compliance no matter how complex the requirements. Look for tools that adapt to each market's rules, helping you avoid both fines and fiascos while driving funds back to the bottom line.

SAP Concur solutions can make it possible

Compliance has always been crucial, but now you can put in place an integrated, digital, flexible process to manage costs and compliance, while giving employees the flexibility to book and travel the way they wish – without going beyond your budget.

Learn more at **www.concur.com/business-travel-management**.

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