

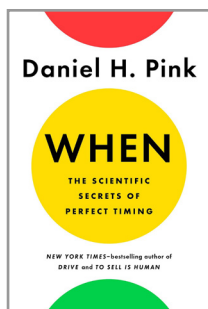
Books the Top Thinkers in **T&E Management Love**



A new year brings new goals – whether it's personal, professional, or a blend of both. How can you get inspired?

Our pro's recommend a few books to put you on a successful journey. From well-known classics to surprisingly work-life balanced titles, these are the recommended reads from some of the most revered leaders in spend management.

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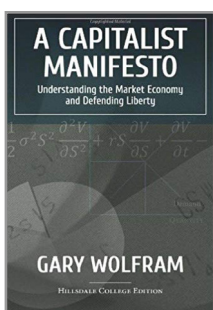


When: The Scientific Secrets of Perfect Timing

by Daniel H. Pink

Recommended by Bhart Sarin, Director, Procurement Operations, Corporate and North America at Ingredion Incorporated

This is an easy read that dives into the science as to how we can maximize our productivity and life balance by understanding our personal characteristics and applying them to generate positive outcomes. As we continue to do more with less in the travel and expense space, juggling multiple priorities from the business and employees, and generally try to "have it all," this book gave me great ideas to maximize every second of my time both personally and professionally.

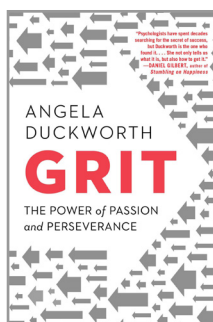


A Capitalist Manifesto

by Gary Wolfram

Recommended by Jack Reynaert, Global Travel/Meetings, Financial Shared Services, Meritor

While I was in college, and my father was the travel manager at Ford Motor Co., I decided to follow his footsteps. My favorite economics professor published this book (a quick and fun read) providing a foundation to many principals which align to corporate travel and have helped me over the past 42 years in this industry. So many decisions are based on price vs. value or wants vs. needs, and all are impacted by supply and demand and of course budget! Our booking and card compliance is over 95 percent across the globe and I rely on these principles to drive this success.

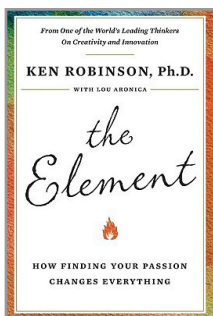


Grit: The Power of Passion and Perseverance

by Angela Duckworth

Recommended by Jason Grunin, Assistant VP, Business and Energy, The University of Tulsa

In Grit – which is having the passion and perseverance for long-term goals – I learned the importance of finding passion in what I do every day. Talent isn't everything. It's important to keep going even when things get tough. I convey internally that the travel and expense (T&E) program is a marathon, not a sprint, and that we have to keep modern to keep up with the changing times. I continue to pursue my goals, dreams, and see the world; knowing as I do, they become more real.

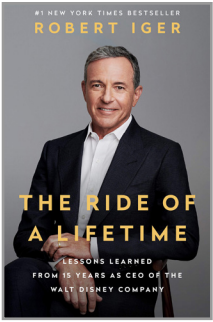


The Element: How Finding Your Passion Changes Everything

by Ken Robinson with Lou Aronica

Recommended by Jeffrey Bastings, Sr. Manager- Accounts Payable, Employee Business Expense & Corporate Card, Verizon

This book opened my eyes to a new and fresh perspective in connecting my own passion to my work life. I often tried to separate my work life from my home life until I read this book and realized I could use my passion and talents within the workplace. It sparked more creative ideas, which led to innovative conversations. I'm now motivated to look for these creative and innovative ways to improve how we do things to open up efficiencies. I've seen myself grow individually, which has resulted in me sharing what I've learned with others to help motivate them in their careers as well.

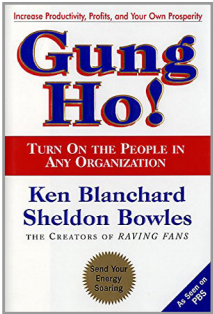


The Ride of a Lifetime: Lessons Learned from 15 Years as CEO of the Walt Disney Company

by Robert Iger

Recommended by Anne Hamilton, Vice President, Global Travel, The Walt Disney Company

Being part of Disney for a number of years, I understand how the magic works intimately. I'm so thrilled that this book gives others now a true view into how our transformational leader has been so influential when working across so many people, cultures, and divisions through the years. The leadership lessons come with real-life examples so you can put them into practice.

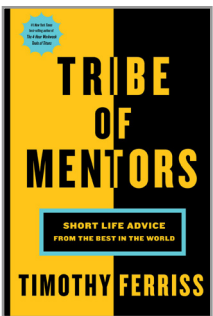


Gung Ho! Turn on the People in Any Organization

by Ken Blanchard and Sheldon Bowles

Recommended by Kate Rilling, Senior Manager, Global Travel & Expense, Servicenow

I read this early in my career, which has had a consistent impact on myself and presumably the teams around me. I would say it comes into play in keeping our immediate T&E team focused on the value we are adding to our global employees experience on a daily basis. Coming in with an enthusiastic, purpose-driven attitude every day helps us keep our eye on the objective and go home feeling rewarded. Knowing the difference we can make in their daily life allows them the time and focus to make the world of work, work better for people!

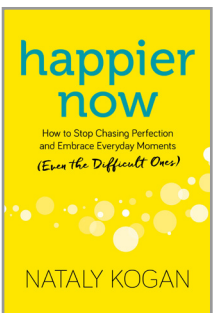


Tribe of Mentors: Short Life Advice from the Best in the World

by Tim Ferriss

Recommended by Christal Bemont, Chief Revenue Officer, SAP Concur

Everyone needs a resource on their shelf that they can turn to at different times in their lives for inspiration, quotes or ideas. I share this book often with friends, family and various women's leadership groups because it has inspirational 'short stories' and it's a quick read. CEOs, athletes, artists, entrepreneurs and others share their wisdom. A key take away from the book that I practice is to trust my instincts and keep pursuing what I believe in.

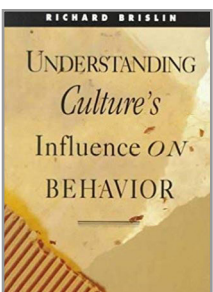


Happier Now: How to Stop Chasing Perfection and Embrace Everyday Moments (Even the Difficult Ones)

by Nataly Kogan

Recommended by Jenn McColly, Vice President, People Connection, SAP Concur

This book has been quite the buzz at SAP Concur! We've had the joy of partnering with Nataly Kogan, CEO and founder of Happier and author of Happier Now over the last year. We introduced a customized Happier @ Work program to all employees and continue the investment in our employees' emotional health and wellbeing. When our employees are happier, this spills over into their interactions with our clients and helps drive innovation. I recommend this as a must-read for 2020. You will find practices to put into place benefiting you in the workplace and at home.



Understanding Culture's Influence on Behavior

by Richard W. Brislin

Recommended by Judith D'Aguilar, Global VAT Manager and Attorney, Citrix Systems Inc.

As an expatriate, this book helped me with my transition from London to Miami. I had to adjust to the business environment quickly and help my family as well. I work in a global environment, so this book also gave me great insight into the dynamics around international organizational behavior. While this is more of a textbook, it really covers everything!



ABOUT SAP CONCUR

SAP Concur is the world's leading provider of integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. With SAP Concur, a top-rated app guides employees through every trip, charges are effortlessly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to audit 100% of transactions, businesses can see exactly what they're spending without worrying about blind spots in the budget. SAP Concur eliminates yesterday's tedious tasks, makes today's work easier, and helps businesses run at their best every day. Learn more at [concur.com](https://www.sap.com/concur) or the [SAP Concur blog](#).

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