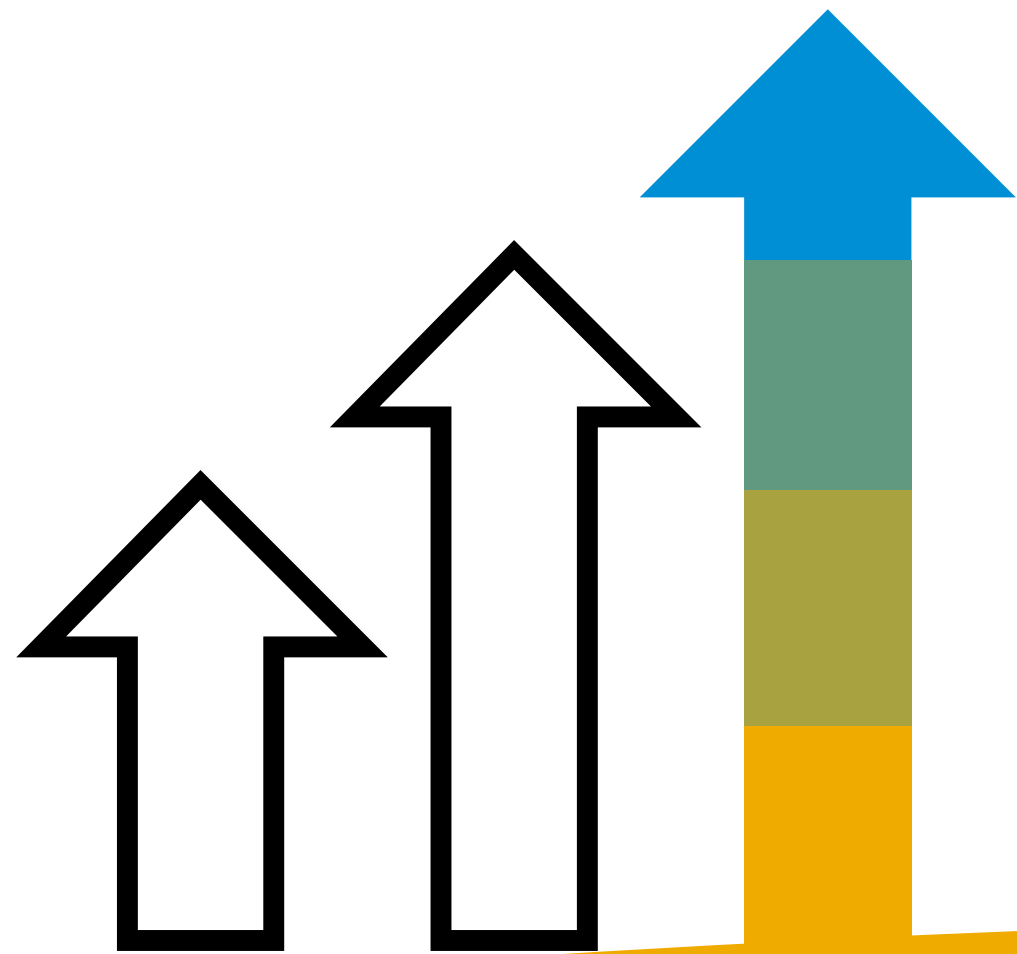


4 quick tips for
strengthening your
travel management
investment.



It's time to get ready to get back to business.

When business takes off again – takes to the skies, to the roads, to the rails that lead them to customers, clients, partnerships, and ultimately, more business – travel programs will need to be more flexible than ever:

Today's travel programs must deftly walk the tightrope between keeping travelers safe and happy and maintaining (or obtaining) control over costs.

Achieving that balance, and keeping your budgets fluid and flexible, takes clear visibility into everything your travelers are spending and everywhere they're going.

Fortunately, you already have **the answer.**

Your SAP Concur Travel and Expense® solution is built to capture bookings, itineraries, and spend data, regardless of how travelers set up or manage their trips.

Concur TripLink® and **Triplt Pro®** – two tools you’ve already invested in – give your travelers a simple way to make sure you get the details of their trips and their expenses, so you can effectively manage costs and strengthen your program.

Here are four ways those tools can make your SAP Concur solution® work harder for you.





1

See your travelers' direct bookings.

Employees want to book their trips on their terms and their timelines. So sometimes, they book outside your booking tool. Maybe they want the convenience of booking on a mobile device, or booking directly with suppliers. Maybe they need to book directly when attending a conference or event. Or maybe they're interested in the perks and loyalty points of booking with their favorite carriers. Either way, they feel like their way is easier, but it can make it difficult for you. Because if you aren't capturing those transactions, your visibility into spend and the information you need to support traveler safety is obscured.

Concur TripLink gives you a clear view of the details.

With full visibility into every trip, you'll know where your travelers are headed and what they're spending while they're on the go, regardless of whether they've booked inside or outside your system. With Concur TripLink, travelers can:

- Book directly with top travel brands from around the world, and built-in integration brings their data into your system.
- Simply forward itinerary emails, and all their data gets pulled directly into your Concur Expense® solution.

You'll get the data you need to enforce company policy on supplier direct bookings, so you can effectively manage your program. And with reports covering everything from total spend by traveler to invisible spend analysis, you'll know if they're in compliance.



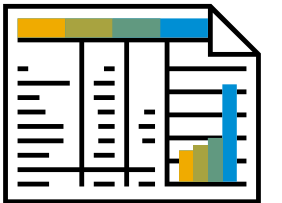


Control the costs of those direct bookings.

If you're not taking full advantage of the tools at your disposal, direct bookings will continue to go unnoticed. So you won't know what travelers are spending or where you could be saving – until it's too late. You won't know if they're using preferred suppliers or capitalizing on negotiated rates. So you could be overpaying and overlooking spending that's outside of your policies.

Concur TripLink helps you manage the costs.

Once travelers' air, hotel, and car loyalty accounts are linked to My Travel Network, they can book directly with our global network of suppliers, and they'll see your negotiated rates. That means you'll be able to see what they're spending, you'll know you're getting the best deals, and – a critical perk – you'll get the data you need to support your next negotiation.



Facilitate safer travel.

Safety has always been a concern for travelers, and the pandemic added fuel to the fire. But if they know the tools to help keep them safe are already in place, they'll put them to use.

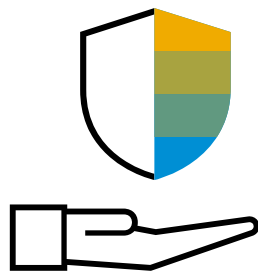
Concur TripLink you manage your duty of care.

By bringing direct bookings together with bookings made through your TMC and corporate booking tool, you'll get the travel plan and charge-card data you need to support employees on the road. And they'll get the peace-of-mind that comes with knowing you have their backs, regardless of how they booked. So if there's a disruption or other emergency, you can find them, reach them, and if necessary, retrieve them.

Even if you have very few direct bookings – even if you have the most extensive duty of care program and fully engaged partners to support you – when travelers book directly or don't share their itinerary, you're at risk and your travelers are at risk. If you don't have the data on even a small handful of travelers, you're not equipped to support them if trouble arises.

Triplt Pro helps travelers prepare for their next trip.

Triplt's Neighborhood Safety Scores include a Health and Medical score that factors in COVID-19 data. In more than 65,000 cities, your travelers can access a variety of hyper-local safety categories, including overall safety, theft, women's and LGBTQ safety, political freedoms, and physical harm as well as health and medical safety.



3

4

2



Improve the employee experience and boost productivity.

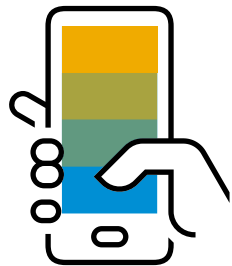
The easier it is for employees to do their jobs, the more they'll get done – and the more they'll enjoy it. This means taking tedious tasks off their to-do lists and eliminating travel hassles and paperwork that gets in the way of real work. And again, you've got two solutions in place to help make it happen.

Concur TripLink takes busywork out of the way.

Giving travelers simple tools – apps that are, for instance, as easy to use as personal travel tools – increases the likelihood that they'll use your travel program. They'll be able to book their way, and their booking data will flow directly – and automatically – into their expense reports. This frees them up to do the work they want to do, the work they enjoy. And nothing increases adoption like satisfaction.

Triplt Pro makes the most of every moment on the road.

Before their trip even starts, travelers get reminders to check in for their flight and a when to leave for the airport. They can see how long it'll take to get through security. And after that, they get alerts about flight delays and cancellations, and they can get help finding a better seat, a new flight, or even a simple route to baggage claim.



4

3



A woman with long dark hair, wearing a grey coat, is looking down at a tablet computer. She is standing in front of a blurred city skyline at night, with many lights from buildings and streets visible in the background. The scene is dimly lit, with the primary light source being the city lights and the light from the tablet.

Get more out of your investment **by putting more of it to work.**

Concur TripLink, Triplt Pro, and other SAP Concur solutions can help make travel safe, enjoyable, and productive. You'll see your spending and see compliance and savings go up – so everybody wins.

Talk to your Customer Engagement Executive to get going.



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