SAP Concur C·

Gain Clear Visibility Into Your Mileage Expenses and Ensure Accurate Reporting

THE BEST RUN **SAP**

GPS-enabled Technology
that Ensures Easy, Accurate Reporting

Employees and business travelers commonly use personal and other vehicles while working, and covering the expense of each mile of those trips can really add up. Concur® Drive can reduce auto-travel expenses through documentation of actual distance traveled.

Not only do businesses need to efficiently manage reporting and reimbursement, but they also must ensure accuracy and compliance to avoid unnecessary losses. Concur Drive's technology reduces self-reported automobile travel expense, empowering organizations to see spending clearly and to manage proactively.

THIS CAPABILITY CAN:

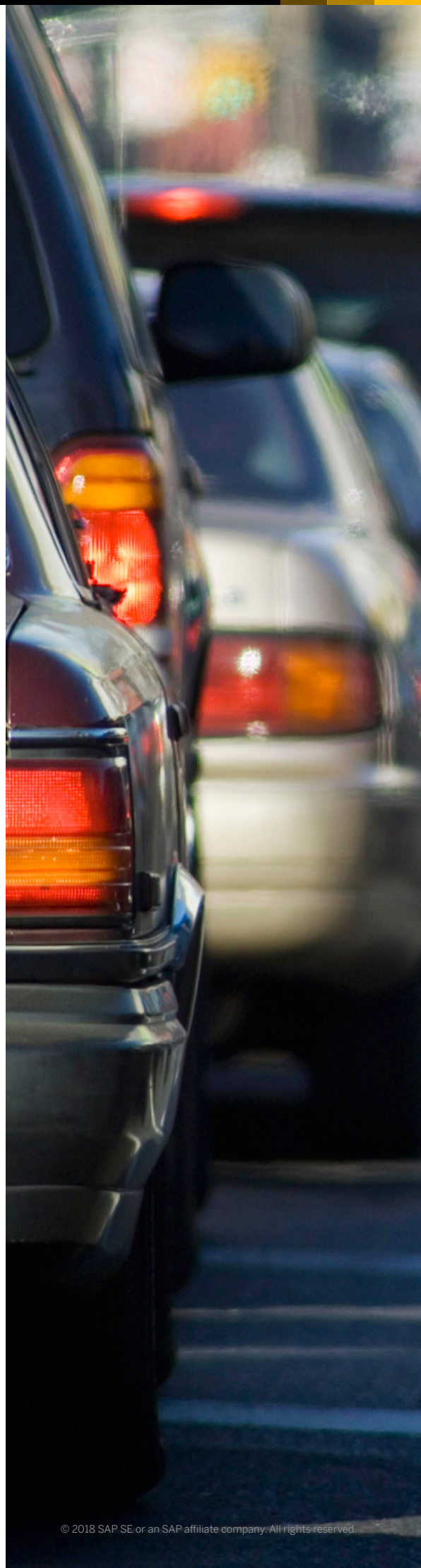Reduce fraudulent and erroneous instances of inaccurate reporting

Provide immediate visibility into auto-travel expenses as they are incurred
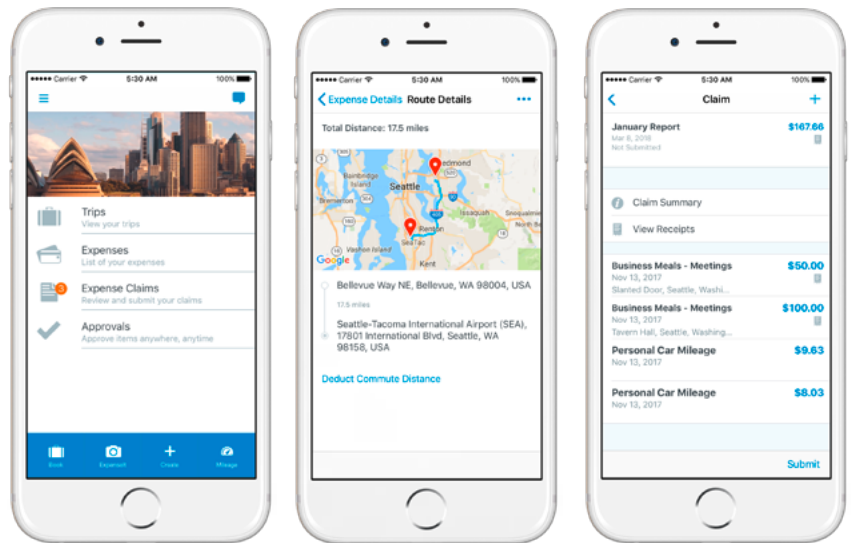
Help align expense-related data collection with compliance requirements

Another significant benefit is a faster and more streamlined experience for users, which drives higher adoption and standardization.

HOW IT WORKS

① On the Concur mobile app, select "Mileage" and then "Auto Tracking." There you will configure your settings, including active days and times. The app will automatically capture distance driven during those times.

② After your trip, click "Move to Report" to add the captured distance to your expense report.

③ Click "Submit Report."

GOING THE EXTRA MILE

Automated tracking: Users can set their work hours in the app, and during these hours, automated tracking uses smart sensors to begin and end distance tracking when the vehicle starts and stops to create a distance log.

User-initiated tracking: Users can also choose to start and stop tracking themselves.

Push notifications: Once a trip is complete, users receive a notification to remind them to turn that distance log into an expense line item with one click.

Auto upload: Users can preset Drive to upload trips to Concur Expense, automatically.

Marking trips as business or personal: If a user makes a personal trip during set work hours, they can mark it appropriately.

Remove personal trips: If a user makes a personal trip during set work hours, they can appropriately remove it from the report.

Language support: Drive is supported in multiple languages (English, Canadian French, French, German, Italian, Spanish, Japanese, Brazilian, Portuguese, Dutch, Swedish and Simplified Chinese**).

**Note: there are limitations to mapping capabilities when deploying due to limits placed on Google.

THE BENEFITS OF USING DRIVE

Cost Savings
Accurate distance tracking means you pay only for actual distance driven. This can reduce fraud and reporting errors.

Visibility
Get a real-time view into every Expense category. Clients who have ExpenseIt, Travel/TripLink and Drive can have a real-time view into employee spend in every single Expense category.

Compliance
Drive captures information to help customers with their compliance for mileage reimbursement.

ABOUT SAP CONCUR

SAP Concur® solutions take companies of all sizes and stages beyond automation to a completely connected spend management solution encompassing travel, expense, invoice, compliance and risk. For more than 20 years, these leading, innovative solutions have kept customers a step ahead by delivering time-saving tools, connected spending data and a dynamic ecosystem of diverse partners and apps. User-friendly and business-ready, SAP Concur solutions unlock powerful insights that help businesses reduce complexity and see spending clearly, so they can manage it proactively. For more information, visit concur.com.

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