The Fast Way for Your Business to **Become Sustainable**

This Sustainability eBook gives guidance on how to make your business travel management greener with existing SAP Concur solutions and how best to communicate this across your organisation.

THE BEST RUN **SAP**

Contents

The Time to Act is Now

Whether we talk about climate change, a climate crisis, or even a climate catastrophe, we all have a responsibility to use resources sparingly. This especially applies to businesses.

Organisations that don't act now to make their processes more sustainable, with clear sustainabiliy goals set, may become less attractive – to their business partners, their employees, and potential customers.

NOW is the time to take decisive action. Use SAP Concur solutions to turn your T&E management processes green today – without the need for long preparation or an elaborate new strategic plan. This eBook explains how to use SAP Concur tools to achieve tangible quick wins on your way to making your business more sustainable.

31%

of businesses admit that they want to become more sustainable but are finding the implementation very challenging.

Make Fast, Positive Changes

We should all take action, but a lot of businesses don't know where to start when it comes to protecting the environment. As an SAP Concur customer you have a clear advantage. With Concur Travel you can take immediate and proactive steps that will enable you to make fast internal improvements to meet the high expectations your employees, stakeholders, and potential customers – and the public – have of your business.

Our intelligent SAP Concur solutions also offer you a great opportunity to communicate and enable a holistic change in your business's awareness.

We have developed three sustainability pillars to help drive positive change using SAP Concur solutions:
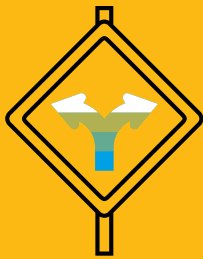
Give your employees the perfect conditions in which to make sustainable decisions.

Measure, analyse, and reduce the carbon footprint of business trips.

Demonstrate your commitment to sustainability to your stakeholders, employees, and partners – and to the public.

Going Greener – Using SAP Concur Solutions

Let's get down to the details. As an SAP Concur customer, you may already be using intuitive tools such as **Concur Travel** and **Intelligence**, or may already be working with our exclusive top partners through the **App Centre**. You can use them to book sustainable business trips in no time.

Concur Travel
will enable your employees to find eco-friendly hotel providers, sort flights by their carbon emissions, and display advice about greener alternatives such as rail travel or direct flights to help you implement sustainable travel policies at the time of booking.

All about Concur Travel

The App Center
offers your employees further valuable services in addition to sustainable travel partners. Find for example, electric or hybrid rental cars, or 100 per cent "green" hotels.

Now you can take charge of your carbon budget for travel with our new partner, **Thrust Carbon**. Its carbon calculator intelligently calculates the incurred and accruing emissions from expenses and travel plans - even without detailed travel information on the receipt. Clear reports show the impact of all travel emissions. Insights into future developments and emissions are also available so that proactive, rather than reactive action can be taken.

All about the App Center

Intelligence
delivers precise and individual analysis, giving you the insights that help drive future decisions. Choose comprehensive reports, highlight your reduced emission levels, uncover gaps and opportunities, and set yourself ambitious new sustainability goals.

All about Intelligence

5

Reach Your Sustainability Goals

With SAP Concur solutions you will be able to implement sustainable changes immediately.

Our tools and services will help you to

- find **sustainable travel options**
- **compare** the available offers
- achieve **reduced carbon emissions** on every trip
- communicate your measures **transparently**
- raise **awareness** of sustainability
- prepare and implement **sustainable travel policies**
- establish yourself as an environmentally aware **pioneer**
- discover mistakes in your business's previous **travel practices**
- document any **improvements** that you make
- integrate new **strategies for sustainability**
- make your brand more **attractive**

... so that you can define your sustainability goals clearly and then achieve them.

Going Greener – Simply

With four clearly defined steps your business's green transformation can begin. SAP Concur solutions actively help you **communicate the new measures** to employees throughout the process.

This eBook guides you step by step through your many options.

Four steps to sustainable business travel management:

1 - Planning	**2 - Booking**	**3 - Travel and Spend**	**4 - Analysis**
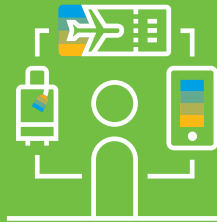
Going Greener – **Planning**

Clear and Timely Communication

SAP Concur solutions will help you to communicate environmentally friendly measures to your employees as soon as they plan their business trips.

When employees start to plan their trip, message them to remind them they should give preference to sustainable options.

Communicate sustainable travel planning in several SAP Concur solutions at the same time.

You can use the optional **Concur Request** compliance tool alongside **Concur Travel** to deliver motivational messages.

Planning/research

Going Greener – **Booking**

The most sustainable forms of transport

SAP Concur solutions will make it easier for your employees to search
for alternatives to air travel.

A direct comparison of air and rail

Encourage your employees to switch to an
environmentally friendly form of transport.
SAP Concur solutions will help you to do this
by displaying a number of travel options side
by side.

Booking

Going Greener – **Booking**

The lowest CO$_2$ emissions

SAP Concur solutions will immediately show your employees the expected carbon emissions of air and rail travel choices, when they book.

Display of emissions

Raise awareness of sustainable travel. Because **Concur Travel** immediately identifies a trip's expected carbon emissions, travellers can choose their means of transport much more carefully.

Sort by emissions

Do you want to find the most sustainable alternative straight away? That's not a problem.

Set **Concur Travel**'s search filter to "Emissions" so you can quickly book the most environmentally friendly travel options.

Booking

Going Greener – **Booking**

The cleanest rental cars

SAP Concur solutions will always offer you the cleanest option when you are searching for rental cars.

Search function for rental cars

You could use **Concur Travel** to search for hybrid rental cars. In the event that the rental company offers a fully electric vehicle, this will also be displayed.

Booking

Going Greener – **Booking**

Paperless Invoices

SAP Concur solutions will help you reduce your consumption of paper.

Show only hotels that issue e-receipts

Save paper with just one click: **Concur Travel** will list only the hotels that issue e-receipts – if your travel policy requires this.

Stick to travel policies

SAP Concur will ensure your travel policies are strictly adhered to. A booking will only be confirmed once all the criteria for a sustainable business trip are met.

Education and Awareness

When they see green trips getting approved, your employees will develop their awareness of the parameters required for eco-friendly business trips.

Booking

Going Greener – **Travel and Spend**

Rewarding green behaviour

Reducing your business's carbon emissions will not just bring ecological and economic benefits, it will also increase employee satisfaction.

Incentivise and empower employees

Motivate your employees: empower them to make sustainable choices and reimburse them for business travel offsets.

Behaving sustainably whilst travelling

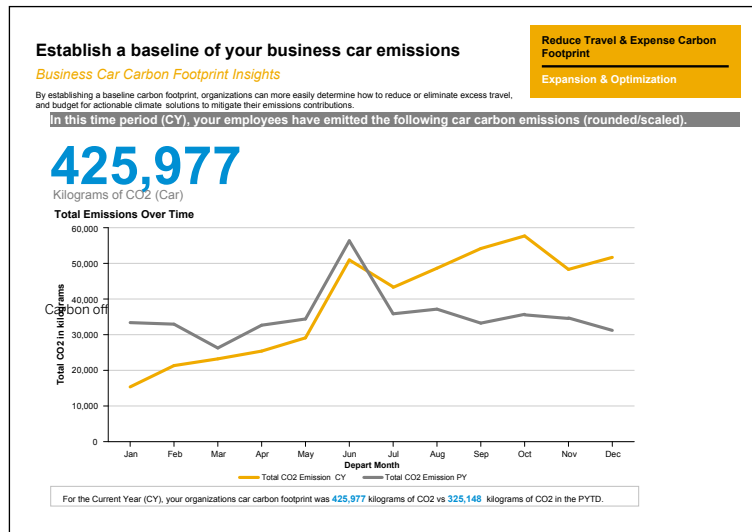Your employees can make green and paperless choices during business trips.

Paperless receipts

Help save paper by using **Concur ExpenseIt**. A photo of the e-receipt will directly feed into the SAP Concur system, saving both paper and unnecessary processing time, and effort. Best of all, digital receipts can immediately feed into reports using **Expense Partner** (like Uber and many others).
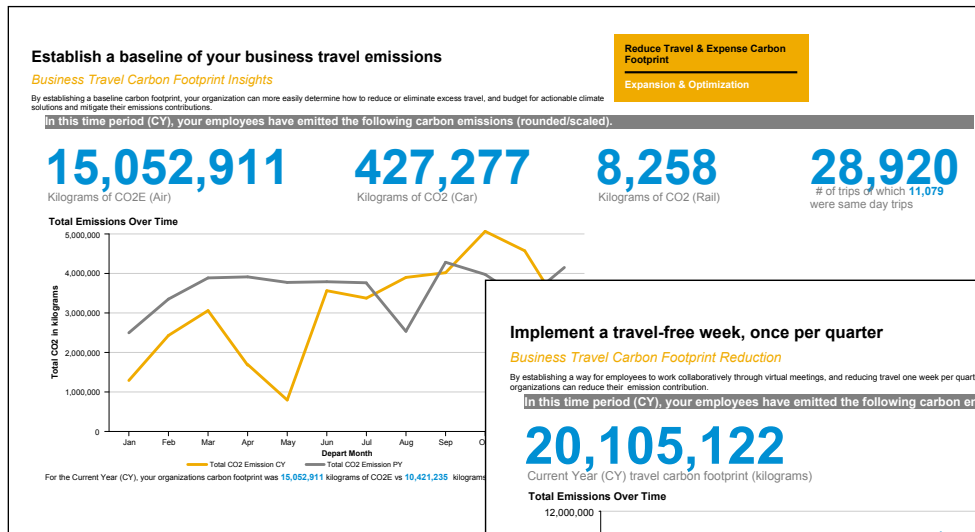

Travel and Spend

Going Greener – **Analysis**

# Identifying, analysing, and improving your carbon footprint

Consultative Intelligence delivers detailed reports that not just help with documentation, but provides new insights – so that you can make further environmentally friendly changes.

Establish a baseline of your business car emissions
Business Car Carbon Footprint Insights

By establishing a baseline carbon footprint, organizations can more easily determine how to reduce or eliminate excess travel, and budget for actionable climate solutions to mitigate their emissions contributions.

Reduce Travel & Expense Carbon Footprint

Expansion & Optimization

In this time period (CY), your employees have emitted the following car carbon emissions (rounded/scaled).

425,977
Kilograms of CO2 (Car)

Total Emissions Over Time

For the Current Year (CY), your organizations car carbon footprint was **425,977** kilograms of CO2 vs **325,148** kilograms of CO2 in the PYTD.

Establish a baseline of your business travel emissions
Business Travel Carbon Footprint Insights

By establishing a baseline carbon footprint, your organization can more easily determine how to reduce or eliminate excess travel, and budget for actionable climate solutions and mitigate their emissions contributions.

Reduce Travel & Expense Carbon Footprint

Expansion & Optimization

In this time period (CY), your employees have emitted the following carbon emissions (rounded/scaled).

15,052,911
Kilograms of CO2E (Air)

427,277
Kilograms of CO2 (Car)

8,258
Kilograms of CO2 (Rail)

28,920
of trips of which **11,079** were same day trips

Total Emissions Over Time

For the Current Year (CY), your organizations carbon footprint was **15,052,911** kilograms of CO2E vs **10,421,235** kilograms...

Implement a travel-free week, once per quarter
Business Travel Carbon Footprint Reduction

By establishing a way for employees to work collaboratively through virtual meetings, and reducing travel one week per quarter, organizations can reduce their emission contribution.

Reduce Travel & Expense Carbon Footprint

Expansion & Optimization

In this time period (CY), your employees have emitted the following carbon emissions (rounded/scaled).

20,105,122
Current Year (CY) travel carbon footprint (kilograms)

1,500,000
Proposed reduction (kilograms)

Total Emissions Over Time

The COVID-19 pandemic proved that certain business operations can continue without travel. Consider implementing "no-travel" weeks once per quarter to reduce your CO2 emissions and raise employee awareness of the impact that their travel has on the carbon strategy of your organization. Based on your average weekly emissions, that is an annual CO2 savings of **1,653,775** kilograms.

Present your business's carbon footprint accurately: **Concur Intelligence** and **Consultative Intelligence** create clear and precise reports for every occasion.

Analyse a wide range of travel data clearly – such as your organisation's number of flights, the business car carbon footprint, or number of trips and duration. Compare the numbers to previous years and get valuable suggestions for reductions.
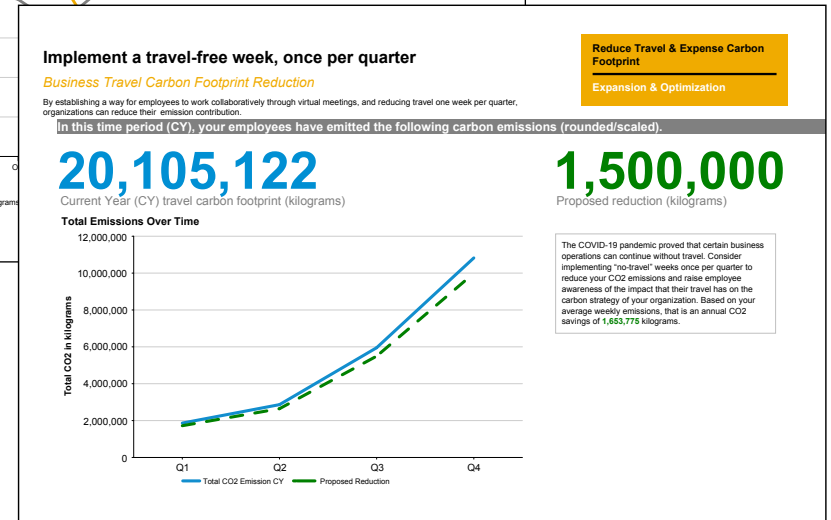
Reporting

The result:

Implementing the right tools to boost your business's sustainability will enable it to:

- **Communicate green and paperless initiatives, both internally and externally**

- **Change its perception and enhance its image Identify and achieve clear sustainability goals**

Open to new innovations

The steps in this eBook provide the basis for tangible, sustainable change. But our SAP Concur solutions also give you new opportunities for innovative, forward-looking sustainability strategies.

A mobility budget

Here's how it works:
Employees are allocated a personal mobility budget. They forego a company car and use the budget for private trips by train, rental car, or local transport.

Here's how it helps:
A mobility budget offers businesses an intelligent and fast way to offer employees a sustainable alternative to company cars and compensate them for it.

Learn more

Change management

Drive holistic change in your business with SAP Concur solutions. Offer your employees tailor-made training, webinars, and workshops that will prepare them for future technologies and challenges.

Learn more
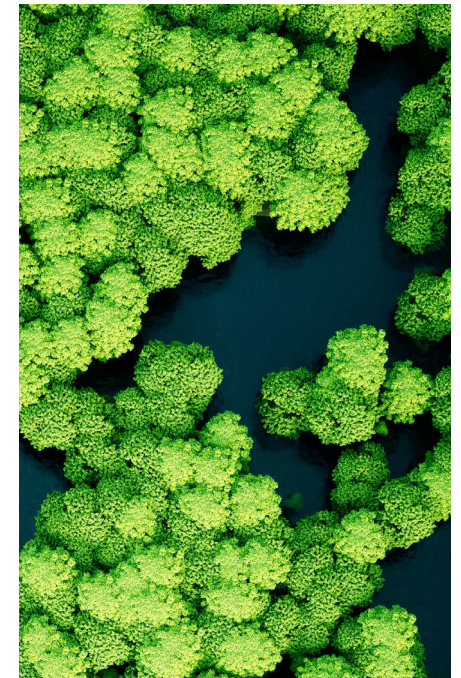
# Your Sustainability Success Starts Here

SAP Concur solutions will enable you to define and achieve new sustainability goals quickly and tangibly, using targeted communication, intelligent tools, and adaptations of your internal travel policies.
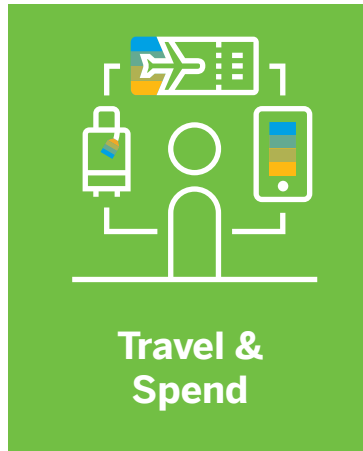
Communicate sustainability

Raise awareness

Analyse results
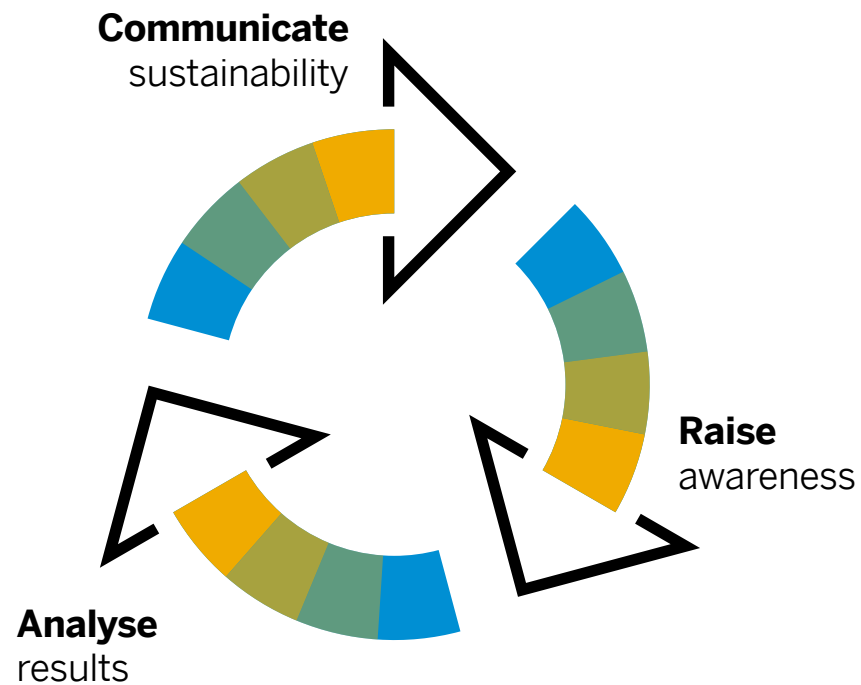
A summary of the four steps to sustainable business travel management

Planning
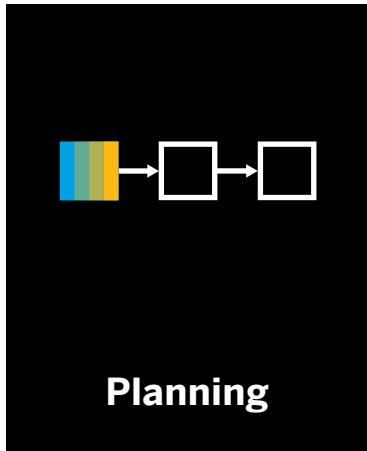
- Communicate the change
- Define your travel policies at an early stage
- Integrate all of your requirements into the SAP Concur system

Booking
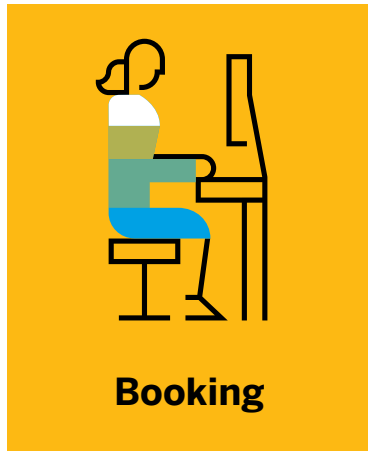
- Use the experience of our travel partners in the App Centre
- Target your search
- Filter trips according to their carbon emissions
- Help to find clean alternatives

Travel & Spend

- Reward sustainable behaviour
- Encourage paperless travel

Analysis

- Create customised reports
- Automatically discover opportunities and mistakes
- Communicate your progress internally and externally
- Keep setting new goals

Discover even more sustainability features here.
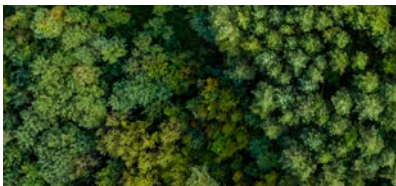
Now go GREENER

We will be glad to help you.

SAP Concur C·

About Concur (Germany) GmbH

SAP® Concur® is the world's leading brand for integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. The highly-rated SAP Concur mobile app guides employees through business trips, charges are directly populated into expense reports, and invoice approvals are automated.

By integrating near real-time data and using AI to analyze transactions, businesses can see what they're spending, ensure compliance, and avoid possible blind spots in the budget. SAP Concur solutions help eliminate yesterday's tedious tasks, make today's work easier, and support businesses to run at their best. Learn more at **concur.co.uk** or the SAP Concur **blog**.

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