



Make Every Travel Dollar Count

Tools to Help Build the Bottom-Line Impact of your Travel Program

Make More of Every Day and Every Digit

Today's travel decision makers are being asked to manage far more than travel. For starters, the internal team that's keeping an eye on your company's likely tight travel budget has probably grown. At the same time, you may be facing greater restrictions, a continuously evolving travel environment, fears of inflation and recession – and let's not forget: You're still responsible for an entire travel program and team of travelers.

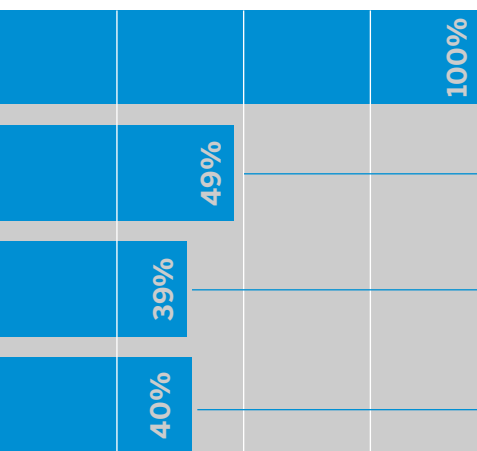
As if this wasn't enough, every dollar, yen, and euro spent is under the microscope, and you're constantly being asked to provide extensive reporting and analytics to present to the C-suite.

And when you get back to your desk, your day-to-day work is waiting: Bringing in outside bookings, managing a changing supplier landscape, keeping travelers on policy and in compliance – and on and on and on.



How do you feel about all this?

According to the 2022 SAP® Concur® Global Business Travel Manager Report:



100% of travel managers expect their jobs to be more challenging in the next 12 months than they were last year

49% said increasing pressure from senior leadership to demonstrate ROI will make their job more challenging in the next 12 months, compared to last year

39% say those challenges will come from reduced travel, while **40% say** increasing travel volume will add challenges to their job

So, what should you do?

13 Tools for Automation, Intelligence, and Control

By giving you a clear view and precise control of elements in your travel and expense program, and by automating the processes to make it work more efficiently, SAP Concur solutions can help you clear your desk of manual tasks and meaningless busywork – giving you the space to think more strategically, manage spend more effectively, and deliver value more directly.

This guide shows you how.



Concur Travel and Concur Expense

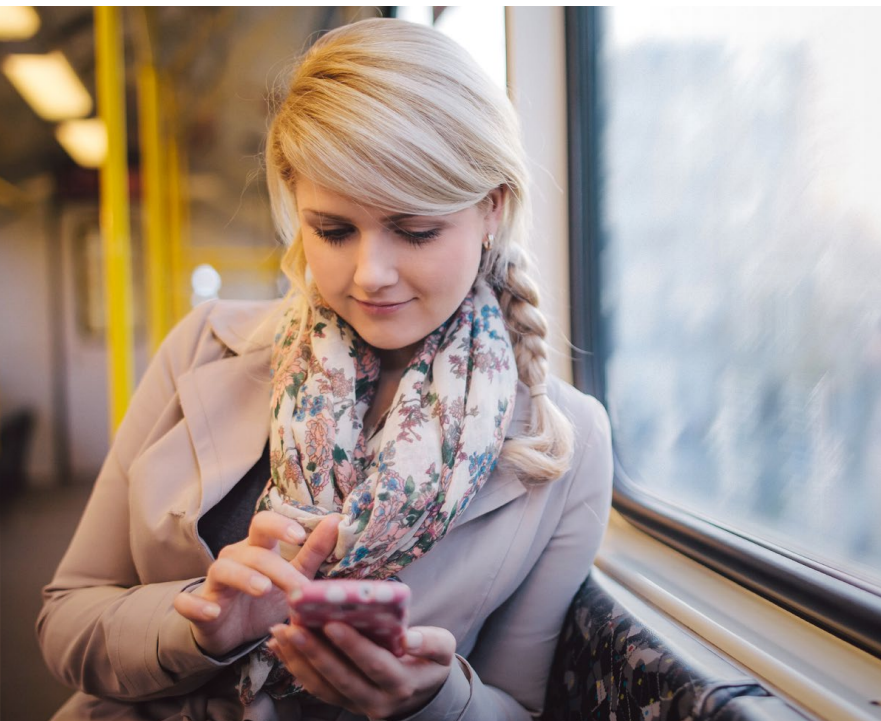
Concur Travel lets travelers book their trips through a simple booking tool or app, while making sure trips fall within your spending policy. Concur Expense, on the other hand, automatically captures all those booking transactions – together with other card charges and expenses – so you can keep an eye on everything that goes out the door and illustrate what it means to the company.

Together, these two tools create an interconnected, digital travel process that allows you to quickly respond to changing travel standards – from shifting mandates, to rising prices, to remote workers using new suppliers – so you can immediately adapt your policies, approvals, and workflows.

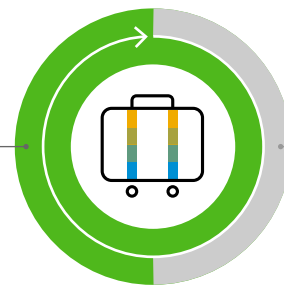
Concur Travel and Concur Expense also bring AI and machine learning to the table, so important charges get the right scrutiny, while bringing sustainability front and center, so travelers can get the right information and guidance to make the most sustainable choice.

They're two best-in-class ways to simplify travel management and take control of travel spend – providing the reports and reassurance the C-suite requires.

[Learn more](#)



**Saving \$10 million
in half the time.**



After implementing SAP Concur solutions, Cisco estimates **savings over \$10 million per year in travel costs** and more than **50% in time savings** for employees.

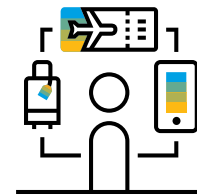
Source: Cisco Systems Increases Employee Satisfaction and Improves Data Quality for Operational Excellence and Compliance, SAP Concur, 2020

Concur TripLink and Triplt Pro

Concur TripLink connects your travel partners with your SAP Concur solutions. So, when travelers book directly on supplier sites or apps, they see your negotiated rates and automatically follow your policies. Those bookings also flow directly into Concur Travel and Expense, so you have greater visibility and a more accurate view of your company's travel spend. This clear view into previously hidden spending makes it easier for leadership to see the value of your travel program. [Learn more](#)

Additionally, travelers who book outside your system can easily forward their confirmation emails to Triplt Pro – a top-rated travel-organizing app that keeps every travel detail in one place – and their trip will flow into your SAP Concur solution. So, no matter where they book, their itinerary information will be captured and integrated into your solution – giving you the answers you need without wondering what you're missing. [Learn more](#)

Together, these two intuitive tools give travelers the flexibility they demand while helping you fulfill your duty of care, enforce your policies, lower your costs, and improve both productivity and traveler satisfaction.



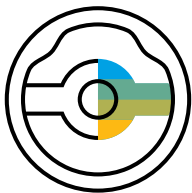
3.



Ctrip and BlueSky

Ctrip and BlueSky (by TravelSky) are similar to Concur TripLink integrations in that they provide a new way to capture bookings from various sources. They both offer integrated booking, request, and expense processes for business travel in China by automating and integrating travel and expense management. This allows you to reduce processing costs, increase policy compliance, and improve travelers' experiences in China. You'll be able to easily keep track of approved expenses and see actual expenses before they happen. It's a simple, time-saving way to gain the complete and accurate data analysis critical to your compliance efforts. [Learn more](#)

4.



Drive

If you want to monitor mileage in the most accurate possible way, take the wheel from travelers. Using GPS technology, Drive automatically tracks and documents driving distances, so your employees don't have to remember how far they went or even write it down. It's not only easier for them, it takes human error – and one of the easiest forms of fraud – out of the equation. In the end, you're able to cut costs, improve compliance, and make reimbursements more easily. [Learn more](#)

Concur Request

It's important to take multiple approaches to helping travelers stay on-budget and in-policy. By adding Concur Request, you're adding proactive controls to pre-spend approvals – so you're not only able to enforce company policy on every business trip, you get greater visibility into expenses before the money is spent. And that makes it easier to prove the value of that spending.

Concur Request also provides the details approvers need to make or deny an approval in an instant, helping you stay on top of travel and keep employees safe. [Learn more](#)



Concur Event Management by Groupize

Extend your core travel and expense solutions to make every part of the event-planning process faster, easier, and more cost effective. The compliance, analytics, and spend-control functions of this all-in-one solution allow you to: Enforce policies with rules and approval workflows; make travel booking easy with Concur Travel; simplify registration for attendees by creating a branded event website; tap into spending data insights that can drive future budget decisions; and easily track spending, employee whereabouts, and metrics via dashboards. [Learn more](#)



7.

Analytics

Give your business an in-depth look at spending, plus the analysis it takes to reduce costs, increase compliance, and control expenses. With Analytics essentials, a free component of any SAP Concur solution, you'll be able to see all standard dashboards, as well as view, filter, group, export, and sort all standard reports.

With a platform, you'll get even more – including the ability to tailor reports and dashboards to your specific needs and schedule report distribution to specific users. [Learn more](#)



8.

Intelligence

The smartest way to show your value is with best-practice-built reports and dashboards that provide your stakeholders a crystal-clear view of their spending. With Concur Intelligence, you go beyond standard analytics to get the visibility and insights your stakeholders need to control compliance and stay in front of spending patterns – insights that help strengthen cost controls, while feeding KPI data straight to finance.

You'll also be able to give leaders across the company a clear look into what's spent, what's pending, and what's left, so everyone can actively manage their budgets – and leadership always knows what's up. [Learn more](#)



9.

Consultative Intelligence

Too much data is as bad as not enough, but with Consultative Intelligence, you get a personalized reporting specialist who'll review it all and create only the reports you need. So instead of digging through all that data and trying to determine what matters most, you'll get instant insights you can use for ongoing improvement all across your company.

That means less work for you and more answers for management. [Learn more](#)





App Center

Apps are the only way to fly – or ride, or drive, or go anywhere. And the SAP Concur App Center is how you get there. The apps you'll find make travel more enjoyable, they take work off your plate, and they drive the kind of savings leadership loves. Here are just a few examples. [Learn more](#)

[Tripkicks](#) and [Rocketrip](#): These apps provide insights on traveler decisions, guidance on smart spending, and encouragement to help travelers make more affordable choices. Rocketrip, for example, creates a “Budget to Beat” for every trip, and when employees book under budget, they earn rewards like cash cards, gift cards, and a variety of travel perks and upgrades. The result? Travelers become cost-conscious and spending goes down by an average of 30% per trip.

[Motus](#): As a vehicle reimbursement benefits app, Motus calculates tax-efficient ways to manage mileage and car allowances, increasing the net benefit to your employees and reducing your overall program costs by an average of 20%.

[Uber for Business](#) and [Lyft Business](#): These apps save you money when compared to traditional cab services, they offer increased reporting on ground transportation costs, they enable you to set custom controls, and they automatically send e-receipts to Concur Expense. Simply put, they give you more control for less cost.

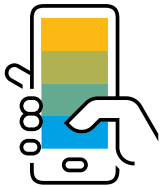
11.



Concur Tax Assurance by Blue dot

Whether your VAT amounts to thousands or even millions, it's money you're leaving on the table. Concur Tax Assurance by Blue dot automatically identifies and reclaims your VAT – as well as HST and GST – so you're not left to handle complex and constantly changing international tax regulations on your own. This means more time to focus on the big picture and less waste from costly human errors. [Learn more](#)

12.



The SAP Concur Mobile App

It's another app worth mentioning – because it's worth its weight in gold. With SAP Concur mobile, travelers can book and organize their trips and itineraries as well as enter and submit expenses – all while on the go. Managers can even review and approve employees expense reports right from the app. The bottom line is, your travelers can handle it all from anywhere – managing itineraries and spending when it's most convenient for them. [Learn more](#)

Expenselt



The shortest route to an engaging, effective travel program is eliminating paper receipts and erasing the hassles of expense reports. Expenselt allows travelers to snap a picture of each receipt, hit “send,” and auto-populate the data into their expense reports. It categorizes and itemizes expense entries on the go, so travelers can keep working, and you can get accurate expense reports without the wait. [Learn more](#)

There's No Time Like Now

Whether you tap into these solutions in tandem or à la carte, they're each designed to help you make the most of every travel dollar. By decreasing manual tasks, increasing the accuracy of travel data, smoothing out every trip, and simplifying travel management in general, they also help you make the most of every day.

**Reach out to your Account Executive
or [contact us today.](#)**

