



# Make More of Every Spending Moment

Tips for Travel and Expense Management Efficiency

THE BEST RUN





# This is No Time to Waste Time

With costs on the rise and budgets in freefall, each spending moment matters more than ever. You don't have time for risky expenses or drawn-out processes – but you do have time to bring more certainty to employee spend, to make their choices clearer, and their days more productive. Because that's how you'll bring more savings to the business.

So let's make sure the efficient expense management machine you've built runs at peak performance.

**How? By extending your current SAP® Concur® solution in three simple steps.**

# 1

## Put Power in the Palm of their Hands: Launch the SAP Concur Mobile App

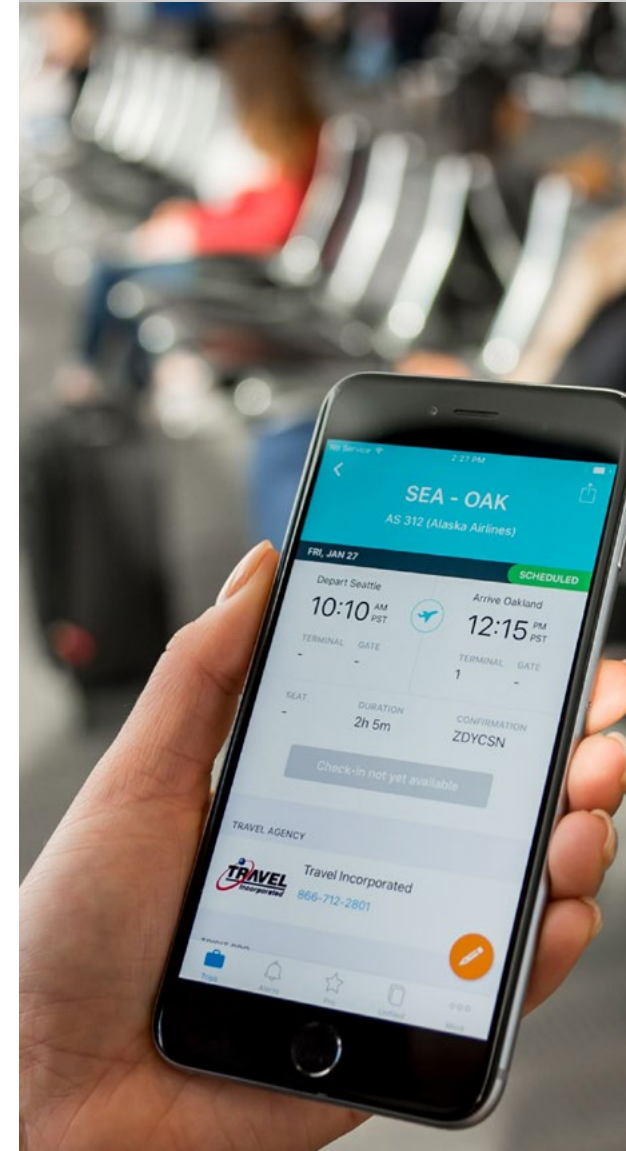
This is the first and most important step you can take to increase travel and expense (T&E) efficiency and employee productivity. When you give employees tools that fit the way they work, it works. And because we're all used to using mobile to make things simple, the SAP® Concur® app means easier, more efficient expenses and travel, which leads to greater adoption and more complete compliance.

### What can your employees do in the app?

- **Book and manage trips** – They can tap and go, whether they're starting from scratch or making last-minute changes.
- **Track itineraries** – Every detail from every trip and every traveler is in one simple place.
- **Keep up with expenses** – Employees can log charges as they go, instead of waiting for the end of the trip or, worse, the end of the month.
- **Manage team spending** – Team leaders can review and approve expense reports without cracking open their laptops, and even assign a delegate to approve on their behalf.

### What does that mean for you?

- **Speed** – Expense reports get done faster, so you see numbers sooner and employees get reimbursed quicker.
- **Accuracy** – You'll have the data you need to keep forecasts and budgets up to date.
- **Compliance** – When you put easy-to-use tools at your team's fingertips, following policy is that much easier.





# 2

## Pitch the Paper: Offer Expenselt

The next thing you'll want to do is take a good thing (like the SAP Concur mobile app) and make it even better. Expenselt® is a simple service that's too powerful to overlook – because it eliminates paper receipts while speeding up and simplifying expense reports.

### What can your employees do with Expenselt on their mobile app?

- Snap photos of receipts and toss the paper.
- Automatically send receipt images to Concur® Expense, where they're automatically added to the right expense report.
- Stop wasting time on paperwork.

### What does that mean for you?

- **Ease** – No one has to key in endless digits or chase down paper receipts.
- **Speed** – See spending sooner and make accruals easier to manage.
- **Accuracy** – Get the information you need to effectively apply policies and stay on top of compliance.



I have to generate a monthly report of all transactions using my business card. Expenselt scans the receipt, extracts the necessary info, and has it ready for reporting at the end of the month. Totally awesome.”

– Expenselt user, G2

# 3

## Give In-the-Moment-Guidance: Add Concur User Assistant by WalkMe

The third step? Walking side-by-side with a guide. Your employees have enough to do (like their job, for example) without calling in with questions about the trip they're taking, the expenses they're amassing, or the AP processes they're confused by. Instead, these queries can be answered in an instant within your SAP Concur solutions.

### What can your employees do with Concur® User Assistant by WalkMe?

- Walk through their workflows with step-by-step instructions delivered in conversational, on-screen prompts.
- Complete specific tasks with a friendly, chatbot interface.
- Easily orient themselves with visual cues and tips.
- Maintain data integrity and stick to procedure.

### What does that mean for you?

- **Compliance** – It's an easy way to retrain and remind employees about policies.
- **Time** – You spend less time answering questions, because employees can answer them themselves.
- **Productivity** – Everyone can get their work done faster.



By 2025, CIOs who invest in digital adoption platforms and automated learning technologies will see a 40% increase in productivity, delivering greater speed to expertise.

Source: IDC Info Snapshot: Navigating a Dynamic Future of Work, 2023



## Improving the Travel and Expense Experience Improves Everything

Enhance your SAP Concur solutions and improve the efficiency of your travel and expense programs. Because when you get busywork out of the way, employees can get more done, and you can get more data.

**Contact your SAP Concur representative to find out how.**

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