



SAP Concur 

Concur® Travel & Expense Brochure

Stay on Top of the **Bottom Line**

Capture and Control Spend, Where, and
When It Happens

Visibility: The Importance of Travel and Expense

After payroll, travel-related spend is often the second largest line item on a business's budget. And if you want to manage all that money effectively, you need a solution that's truly integrated into your travel program. Get the visibility you need to:

- Drill down into employee spend details
- Reinforce policy compliance
- Manage your bottom line
- Keep your travelers safe and productive on the road

Concur Travel & Expense is a cloud-based solution that solves spend management challenges across your organization. It's built with users in mind and is designed to grow along with your organization.

You can now connect travel suppliers, travel management companies, credit cards, vendors, and your employees' favorite apps so you can apply policy up-front and capture spend.



POWERFUL BUT EASY TO USE

Integrate your travel and expense data into a single, scalable way to manage employee spend.



PROACTIVE SPEND MANAGEMENT

When you can see spend down to each detailed transaction, you can correct policy violations before they happen. That makes it easier to manage budgets and forecast accurately.



SIMPLIFY TRAVEL AND EXPENSE

When you simplify the processes, you take the work out of travel and expense management—expense reports get filed on-time, you get an accurate look at where budgets are going, and your employees are more productive.

Get a **Clear View** In One Place

CONNECTING YOUR SYSTEMS FOR A SINGLE, FOCUSED VIEW

SAP® Concur solutions work with ERP, HR, and accounting systems to consolidate data and create a single, connected process for managing spend. You can connect to the systems you're already using to create a unified look at your spend and expenses.

RECEIPT DATA WITHOUT THE PAPER

Not only can your users book airfare, hotels, and cars from their mobile device, but they can also take a photo of their receipt to automatically and accurately populate their expense reports. Concur Travel & Expense matches those receipts to credit card purchases, so employees can get back to work, managers can approve reports on the go, and your CFO can see the data they need.

THE CONTROL TO STAY IN COMPLIANCE

With Concur Travel & Expense, compliance is automatic. Your expense policies are incorporated into the process, and out-of-policy spending is flagged before violations occur—no matter which booking channel travelers use. You get peace of mind, knowing the rules are being followed, and because in-policy spend means faster reimbursement, employees are happier too.

INSIGHTS INTO THE RIGHT DATA

Intelligence gives budget managers, the finance team, and executives actionable analytics and proactive insight to easily manage spending both before and while it happens. Plus, you'll have accurate information to negotiate better deals with suppliers because your travel, ERP, invoice, and credit card data are in one place.



Not only can your users book airfare, hotels, and cars from their mobile device, they can take a photo of their receipt to **automatically and accurately populate** their expense reports.

One Cloud-Based Solution with Countless Configurations

CONCUR EXPENSE

Integrate all your expense data and manage spending where and when it happens.

CONCUR TRAVEL

Make it easier to book travel, increase compliance, and monitor spending.

CONCUR INVOICE

Automate your invoice management—from purchase requests through payment—for more complete visibility.

INTELLIGENCE

Use reporting tools to unlock data and insights that drive better decisions.

CONCUR TRIPLINK

Capture travel and booking data so you can apply policy, generate reports, and audit trips, even with direct booking.

AUDIT SERVICES

Validate spending against your travel and expense policies to ensure compliance.

EXTENDED SERVICES

From user support and expense audits, to solution maintenance, simply choose the services that matter to you.

CONCUR MOBILE APPS

Innovative apps to book travel and manage expenses while on the go.

PARTNER APPS

Connect to applications and services that help you improve the traveler experience, manage regulatory compliance, and tax requirements.

USER SUPPORT DESK

Give your employees access to dedicated, 24/7 support from knowledgeable SAP Concur experts.

CONSULTATIVE INTELLIGENCE

Satisfy your need for knowledge with intelligent reports customized for your business.

EXPENSEIT

Simplify expense reporting and say goodbye to paper receipts.

DRIVE

Automatically capture mileage, enforce policy compliance, and get visibility into your organization's spend.



These products and services provide greater visibility into your total spend, simplify travel and expenses, and help you manage regulatory and tax risks.

Get Connected

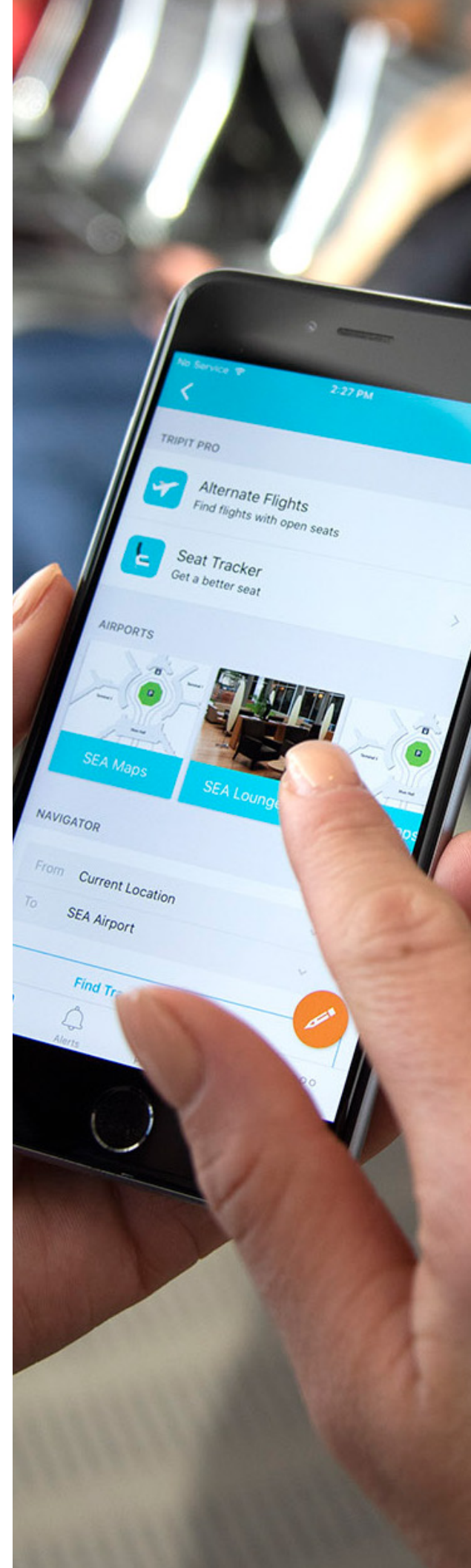
APP CENTER PARTNER INTEGRATIONS

Over 250 partner apps enable you to do more with your SAP Concur solutions. Our open platform makes it possible for partners to develop apps and services that easily integrate with SAP Concur solutions and extend the value of our products. With partner apps, you can:

- Use data to make more-informed business decisions
- Reduce costs, improve compliance, and increase efficiency
- Give employees a rewarding work-from-anywhere experience

EASIER, FASTER IMPLEMENTATION

Implementing Concur Travel & Expense is faster and easier than you might think. The SAP Concur implementation team is made up of the industry's top travel managers, accounting experts, and IT specialists to handle even the most complex requirements. The phased roll-out is designed around more than 25 years of experience to get your solution configured following current best practices, while aligning with your processes.



ABOUT SAP CONCUR

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, improve 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.in or at the SAP Concur [blog](#)

THE BEST RUN 