SAP Concur C·

Brochure | PUBLIC

Gain Clear Visibility Into Your Mileage Expenses and Ensure Accurate Reporting

SAP

GPS-Enabled Technology
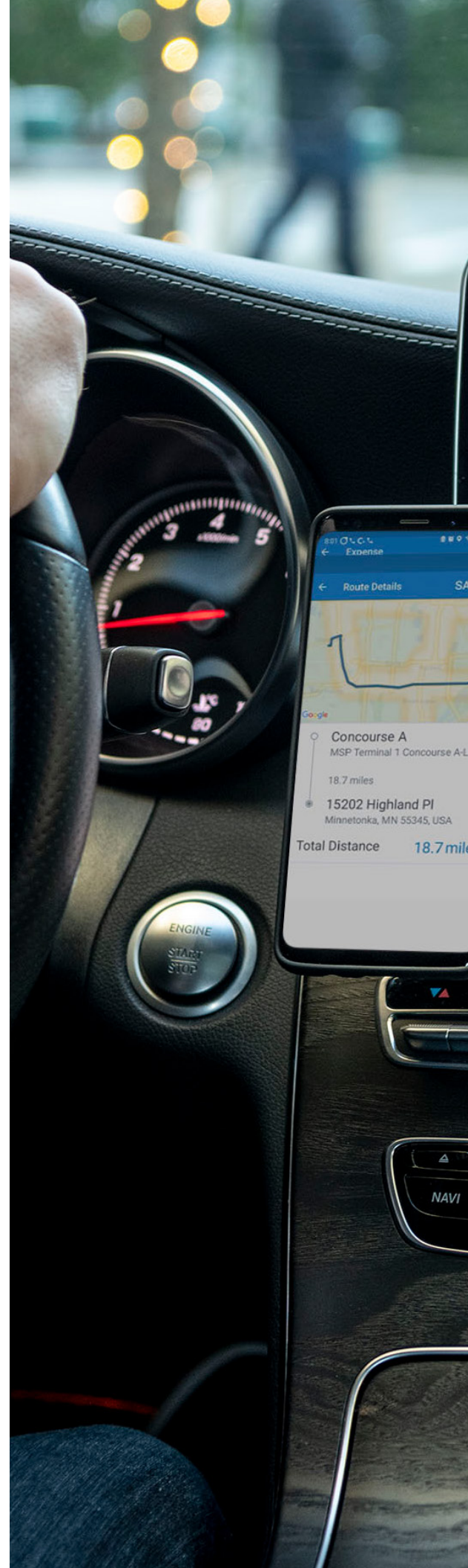# that Ensures Easy,
Accurate Reporting

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. 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. Drive's technology reduces self-reported automobile travel expense, empowering organizations to see spending clearly and to manage proactively.
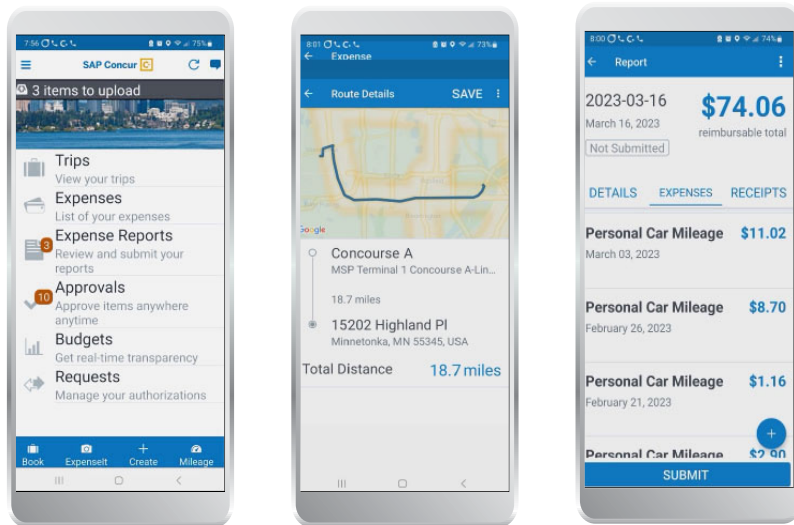
THIS CAPABILITY CAN:
• Reduce fraudulent and erroneous instances of inaccurate reporting
• Provide immediate visibility into auto-travel expenses as they are incurred
• Help align expense-related data collection with compliance requirements

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

HOW IT WORKS

1. On the SAP® Concur® mobile app, tap **Mileage** and then **Enable Auto Capturing**. There you will configure your settings, including active days and times. The app will automatically capture distance driven during those times. If you prefer to capture mileage manually, select **User-Initiated** to start and stop trips yourself.

2. Trips can be set to **Add Directly To Expense List** and will be added as soon as they're complete.

3. Select a trip from your Expense List and select **Move to Report** to add the captured distance to your expense report.

4. Once you're ready to submit your expense report, click **Submit**.

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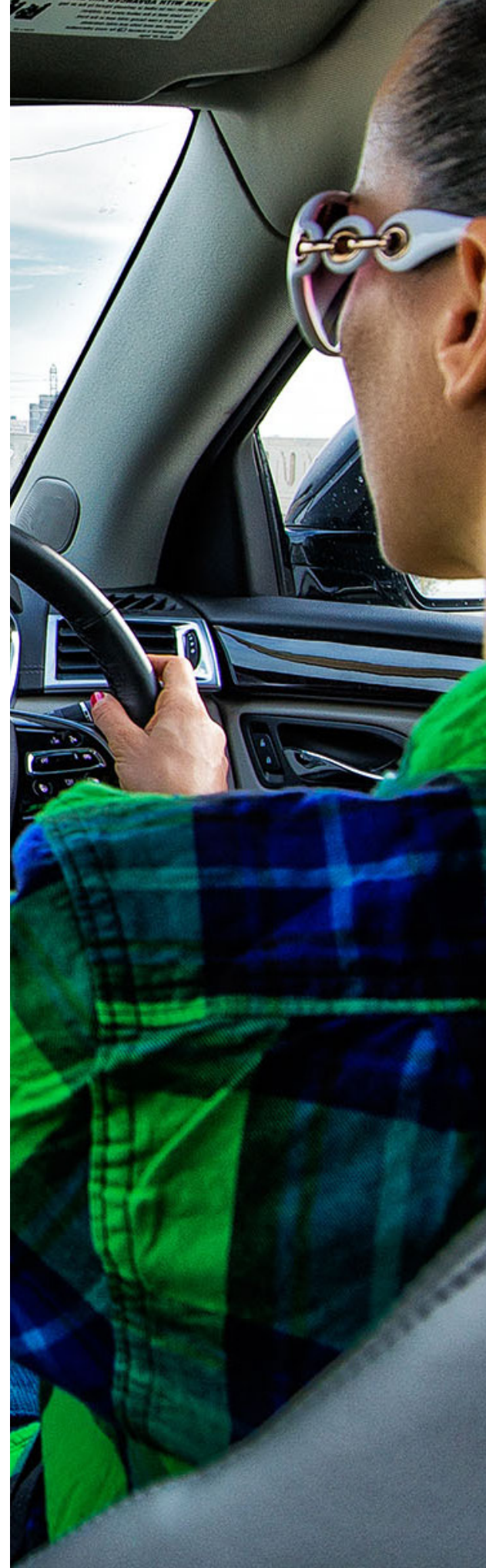
Remove personal trips: If a user makes a personal trip during set work hours, they can appropriately remove it from the report.

Language support: The SAP Concur mobile app and Drive supports **many languages**, making it an ideal solution for global customers.

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.

Learn how using Drive can help you gain clear visibility into your miliage expenses by visiting concur.com.

ABOUT SAP CONCUR

SAP Concur is the world's leading brand for integrated travel, expense, and invoice management. Driven by a relentless pursuit to simplify and automate everyday processes, the solutions guide employees through business trips, move authorized charges directly into expense reports, and automate invoice approvals. 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 is imagining a world where travel and expenses practically manage themselves, helping businesses run at their best every day.

Learn more at concur.com or at the SAP Concur blog

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