

Making taxable employee benefits less taxing.

A simple guide for HR.

SAP Concur





Why are benefits showing up on expense reports?

The perks you give employees are always changing, but in the last few years, more and more of these benefits have started showing up on expense reports and driving up operational and regulatory challenges for HR leaders like you. Why?

The rise of work-from-home reality (either hybrid or full-time) has led a host of new employee benefits – think home internet providers or home office equipment.

An increasingly tight labor market means companies add perks like club memberships and travel loyalty programs to attract and retain top talent.

In either case, these benefits are taxable – hence the term taxable employee benefits (TEBs). And it's up to you to keep track of them.

TEBs, like bonuses, are managed through proven HR systems and payroll processes, but these new and emerging versions are often charged to employee credit cards. So they get added to expense reports and end up in your lap.

Manually tracking TEBs takes too much time.

You've got too much to do to track down every single TEB and make sure it's being taxed appropriately. You don't have the time to ensure that both your process and the amount you're taxing are compliant with ever-changing regulations.

And you certainly don't have the resources to do it all by hand.

Too often, this work is done by sifting through expense report approvals and cross-checking manual lists of who gets which benefit. And to make matters worse, TEBs are incredibly complex: the amount and type of benefit – depending on the country, state, or region – can determine what qualifies as a taxable benefit. So to stay up to date, HR teams have to search tax tables and requirements nearly nonstop.

Do you want your overworked HR team wasting their time on these manual tasks? Or would you rather have intelligent tech do it for you?



A simpler, smarter way to protect compliance and capacity.

With the right expense management solution, you don't have to do the sifting and searching yourself. And you don't have to be an expert on how every TEB is charged in every market on earth.

You simply let Artificial Intelligence (AI) automatically identify taxable employee benefits among your expense report charges – all while creating a clear audit trail.

In the end, you get to focus on compliance, instead of compiling information. And you end up with the insight you need to accurately and appropriately report your taxes to finance and payroll.

So which expense management solution is right for you?



SAP Concur tackles every taxable employee benefit task.

When your company manages expenses on the SAP Concur platform, you're ready to take on TEB complexities. So by working with your finance peer who run your expense system, you can easily stay ahead of shifting benefits and regulations – automatically.

Start with timely, accurate, expense report data.

SAP Concur makes the expense reporting process incredibly simple for your teams – employees hardly have to do any work at all, and you get all the data you need.

- Corporate card data flows right into expense reports, so charges are automatically added, itemized, and categorized without any manual work from employees.
- Travel costs follow the same path, with charges from hotels, airlines, and other suppliers flowing right into expense reports, as well.

All of these charges may not be TEBs, but many of them will be. So any delay or inaccuracy in expense report submissions creates potentially dangerous data blind spots. And if you don't get those expense reports on time, how can you be confident you have your TEB liability covered?

Tap into fully digital, end-to-end processes that flag TEBs for you.

[Concur Benefits Assurance solutions by Blue dot](#) further tackles the TEB challenge by doing everything from reading and interpreting processed expense report data, to accurately categorizing spend and flagging potential TEBs.

It's built on a rules engine that's built on global regulatory requirements, as well as any requirements you have for your own organization. There are prebuilt, best-practice-based options to choose from, as well, so you'll know you have compliance covered.

And it does it all using dynamic and continuously updated rates. Because when things change, you need your tools to change with them.

Get a two-part solution for efficient, accurate TEB compliance.

With [Concur Benefits Assurance solutions by Blue dot](#), you get a simple, clear, dashboard, so you can see exactly which TEBs need to be accounted for and:

- Sort TEB data by country, date range, and type of rules or expenses.
- Easily spot what's taxable, what's exempt, and what needs further review.
- See summaries of each charge, including the rules driving each flagged item; the taxable amount; and the related employee number, expense type, and supplier.

You'll also get a monthly TEB file that's organized and categorized correctly, so it's ready to reconcile with payroll.





Let's work on your workload.

Honestly, there isn't an HR team out there that isn't strapped for resources or straining against a constantly growing list of to-dos. Add an increasing and evolving list of taxable employee benefits – and the compliance risks that come with it – and the workload simply becomes unbearable.

But with SAP Concur, you get intelligent technology that takes TEB complexity off the table by taking care of everything. You also get a new way of working that takes regulatory pressure off your HR team and fortifies compliance across your company.

Take a few moments to [find out more](#).