

SAP Concur Solution/Travel and Expense | EXTERNAL

## Six ways to save on **travel and expense**

Find real bottom-line impact where you may not be looking.

THE BEST RUN





## Where will you find savings for your company?

Financial leaders are always looking for areas to cut costs, so they can **improve the bottom line**. Often, the choices are tough and the problems complicated to fix. But sometimes, inefficiencies are hiding in plain sight.

### **Travel and expense line items are a great place to look.**

Travel and expense is a complex, ongoing area of spending that's difficult to track. With an average of 10% of the business budget devoted to travel and expense, that spending is low-hanging fruit when it comes to managing expenses—and unlocking savings.

### **The impact can be sizeable.**

From avoiding errors to tax advantages to productivity gains, managing your travel and expense better can mean significant cost-savings and a stronger bottom line—month after month, year after year.

### **Here are six ways to uncover savings where you may not be looking.**



## 01 | Stop overspending on errors

Are your employees manually entering and itemizing expenses? That process is asking for mistakes, and mistakes cost money.

According to an Oversight Systems study, one in every 10 travelers submits at least one duplicate expense in error, with that error costing an average of US\$40.

A travel and expense system that automatically populates charges from suppliers, credit card companies and receipts can lower the risk of missed or incorrectly entered expenses. That kind of accuracy adds up to real savings.

When expense reports are completed quickly, you can pay your corporate card bills sooner, leading to bigger rebates and better control of cash flow.

### **SAP Concur eliminates the inevitable mistakes that go along with manual data entry.**

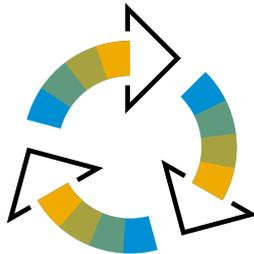
- Pull individual charges automatically from credit card providers.
- Integrate charges and receipts directly from hotels, airlines and rental car companies.
- Populate air, hotel and rental receipts directly into expense reports.
- Give travelers the Expenselt app to snap photos of receipts and automatically upload the data to their expense reports.



## 01 | Stop overspending on errors

**SAP Concur has financial connectors to link with your accounting or ERP system, so you can:**

- Get an instant, accurate look at your finances.
- Discover potential savings opportunities and deliver them directly to your bottom line.



“We saved US\$900 million through process efficiencies and policy compliance within 3 years of implementation of Concur global travel and expense solutions.”

Chuck Schmidt, Senior Financial Analyst, General Mills.



## 02 | Cut out management time

Extra steps take extra time. And the traditional travel and expense process is full of steps.

Requesting travel, booking reservations, authorizing travel, tracking receipts, completing expense reports, and approving expense reports. These administrative burdens lower productivity and lengthen processing time, which takes a toll on your business.

But if you can automate the entire travel and expense process so every step takes just a few clicks or even takes care of itself, you can see productivity gains and measurable savings.

**SAP Concur makes the process easier and savings easier to see.**

When you squeeze the inefficiencies out of your travel and expense process, you minimize both costs and demands on employees at every step.

SAP Concur gives managers, approvers and your finance team all the information they need to quickly review and approve expense reports, so they don't waste time sifting through receipts and double-checking charges.

## 03 | Get control of your mobile spending

Employees can quickly accumulate mobile roaming charges when traveling.

These costs are rarely accounted for in budgets, so they deliver unpleasant surprises to the bottom line. If you aren't managing your mobile contracts correctly, you could be over-paying by as much as 30% per device.

You can use your travel data to identify and prevent these costs before they occur.

**SAP Concur stops mobile overspending before it happens.**

SAP Concur, along with our app partners, help you use your travel data to proactively identify trips that may incur roaming or additional mobile charges.

You can adjust your mobile plans before travelers leave and avoid what has traditionally been hidden.



One company discovered they were over-paying \$31 per month on more than 3,500 devices. That's more than US\$108,500 per month that they shouldn't have been spending.



## 04 | Spot savings without increasing overhead

Travel and expense policies are in place for a range of reasons: from avoiding costly errors and **ensuring policy compliance** to preventing fraud.

Relying on your own personnel and outdated technology, such as paper or scanned receipts, to monitor and audit expenses can be costly and put your business at risk.

Use request tools to stop bad spending before it happens, and consider external auditors trained to identify problems and mitigate fraud risks early in the process. That frees your team to focus on managing the budget instead of wrangling with the process.

### **SAP Concur helps you fight fraud.**

SAP Concur embeds your travel and expense policies right into your travel booking and expense tools, so it's easy for employees to stay compliant. Our audit service provides a quick and timely compliance check of your team's spending, matching receipts to expense report line items and expenses to your corporate policy, without taxing your internal AP team.



## 05 | Negotiate the discounts you deserve

With so much of your budget being spent on travel and expense, every US\$8 off a room or 2% off a ticket price adds up to **real savings**.

But to negotiate the best prices, you need to track each dollar you spend with each vendor—a tall order without the right tools to sort through the inconsistent spending data that comes in from credit card feeds and other sources.

Plus, when employees book outside of your approved system, those expenses may not even be captured. Harmonize your spending data from all booking sources, and you'll be positioned to demand the best prices.

**SAP Concur helps you harmonize your supplier information from any and every source, so you can see exactly how much you're spending.**

Bring every reservation into your system—whether it's booked through your travel tools or not—and you can track and manage your travel spending with a global view.



## 06 | Reduce tax costs and increase reclaim

Employee travel has lots of tax implications, from payroll tax liabilities to value-added-tax (VAT) on international purchases.

Some of these taxes can be controlled and reclaimed, but only if you know the rules and have the right tools.

Targeted apps are out there to help you address this type of spending and automatically track payroll tax liabilities as well as VAT expenses—so you pay only what you have to and recover everything you can.

### **Proactively manage tax liabilities with SAP Concur.**

SAP Concur helps you turn your travel data into a dashboard detailing tax implications for each employee and country using our app partners. With full knowledge of your liability, you can adjust travel plans accordingly.

And with SAP Concur, you won't leave any money on the table—using your travel and expense data to automatically and accurately manage VAT reclaim.



Looking to control costs and identify savings in your travel and expense? SAP Concur can help.

No matter where you're looking, savings are easier to see with SAP Concur. You'll be able to identify errors from the inside, point out tax advantages from a global viewpoint, and work out efficiencies that help your people be more productive.

It's how you turn inefficient travel and expense processes and out-of-control costs into real, bottom-line savings.

### **ABOUT SAP CONCUR**

SAP® Concur® solutions take companies of all sizes and stages beyond automation to a completely connected spend management solution encompassing expense, travel, and invoice. For more than 20 years, these leading, innovative solutions have kept customers a step ahead by delivering time saving tools, connected spending data, and a dynamic ecosystem of diverse partners and apps. User-friendly and business-ready, SAP Concur solutions unlock powerful insights that help businesses reduce complexity and see spending clearly, so they can manage it proactively. For more information, visit [concur.com.hk](https://concur.com.hk).

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#### EB 6 WAYS TO SAVE enUS (18/04)

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