SAP Concur C·

Welcome Pack I EXTERNAL

Drive:
Let's Get
You Started

When employees self-report mileage, it can lead to errors, fraud, and unnecessary costs. Drive captures mileage automatically to help your organization track and document distances with ease.

THE BEST RUN **SAP**

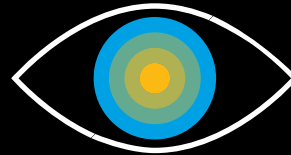**Overview**

Drive at a Glance

Drive at a Glance

Mileage is one of the top ten largest employee spend categories, yet companies still rely on employee estimates for reimbursement. When you take control of mileage with Drive you improve:

Cost Savings

See potential savings of 20-30% for mileage reimbursement with more accurate mileage information.

Visibility

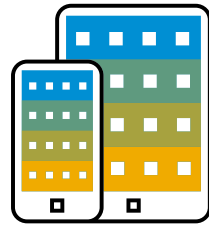Get more comprehensive data faster, so you can avoid surprises and minimize complex accruals.

Compliance

Reduce fraud and reporting errors, have HMRC-compliant documentation, and be ready for audits.

Overview

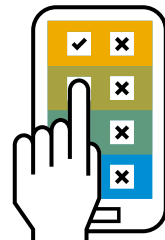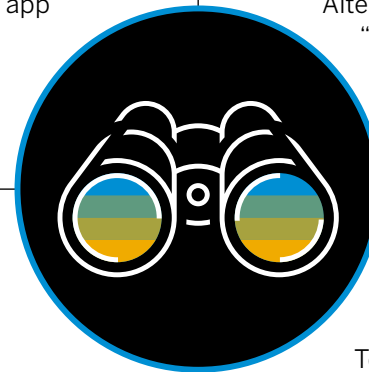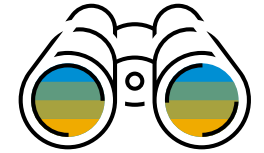### How Drive Works

How Drive Works

Download the SAP Concur App

Drive is an SAP Concur app feature that enables users' mobile devices to capture mileage for them. Users can download the app from the App Store or Google Play.

Set Detection Preferences

Users can choose to record mileage automatically on selected days and times. Alternatively, they can choose "User-Initiated" to start and stop detection manually.
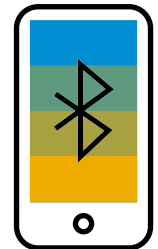
Set Expensing Preferences

Users can choose to automatically upload completed trips to Concur Expense, so they're ready to create their expense reports. Alternatively, they can choose to send trips manually.

Improve Accuracy

To improve accuracy, users can connect Drive to their cars via Bluetooth. This helps to prevent mileage capturing while using transportation other than their own.

Overview

Support and Assistance

Get Dedicated Personal Help Every Step of the Way

Comprehensive Admin Resources

The Drive Adoption Strategy Guide has guidance, templates, and more to help you promote adoption of Drive in your organization, so you can improve your insight into mileage.

User-Friendly Employee Training

The Drive End-User Toolkit gives your users the knowledge and skills required to capture business mileage with Drive using iPhone and Android phones and tablets.

Did you know?

We also have easy to follow video clips – like this one – to help steer users in the right direction and bolster the adoption of Drive in your organization.
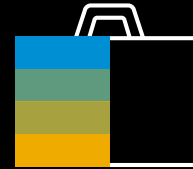
Overview

Protecting Privacy

How Drive Protects Privacy

Visibility in Concur Expense

Your organization only has access to captured routes that users have officially submitted and uploaded to Concur Expense. Data that isn't part of a captured route isn't stored.

Correct Captured Routes

Users can delete any captured routes up until the point they decide to submit them for reimbursement. Once routes are submitted, they become visible to approvers and auditors.

Customizing Drive and Maximizing Its Functionality

Customizing Drive
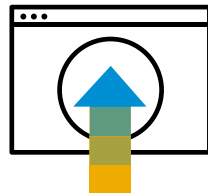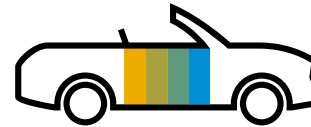
Customization Overview

Using Drive Across the Globe

Drive supports 12 languages and measures distances in miles and kilometers, so you can use it around the world.

Separating Business and Personal Travel

Users can mark a trip as either business or personal and easily remove personal trips from expense reports.

Uploading Mileage to Concur Expense

Users can choose to automatically upload trips to Concur Expense or get a reminder when a trip ends.

Capture Mileage Automatically

Customizing Drive

Capture Mileage Automatically

To enable Drive to automatically capture mileage, users can simply:

- Open the SAP Concur app
- Select Mileage > Settings > Scheduled
- Configure working hours by toggling days on and off
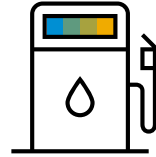- Use the sliding scale to adjust start and stop times

Smart sensors automatically begin and end distance capturing whenever the vehicle starts and stops during selected times.

User-Initiated Settings

Capture Mileage Manually

To start and stop Drive manually, open the SAP Concur mobile app and select **Mileage > Settings > User Initiated**. To begin capturing, select **Mileage > Start** and to end a trip select **Mileage > Stop**.

Enable Bluetooth[1]

Users can connect Drive to their car's Bluetooth, so mileage is only captured when they're in their vehicle. This helps avoid mistaken mileage capture while on the train or sharing a car with a co-worker.

Enable Motion[1]

IOS users can turn on Motion. This stops Drive from capturing movement under 8 mph (12 kph). This helps filter out activities such as walking or running and improves accuracy of capture.

Delete Trips

To delete personal trips, go to the queue, slide the line item to the right, and select Delete. This is useful when users run a personal errand at lunchtime or simply have a day off.

Creating Expense Reports[2]

Users can choose to have a trip automatically uploaded to Concur Expense as soon as it's complete. If they prefer, they can manually upload trips when they choose.

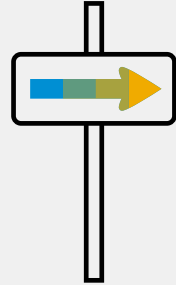1   Find in Improve Accuracy section in Drive Settings

2   Manage in Settings in Drive

Customizing Drive

User Adoption Resources

Resources to Enhance User Adoption

Here are some handy resources you can send to your users to show them the power of Drive:

Help them understand the value of automated mileage capture and download this digital signage.

It's easy to get started with our step-by-step setup guide – all they need to do is check out this set up guide.

Users can quickly get up to speed and learn what they need to know about Concur Drive by completing this course.

Thank You

With Drive we hope you can improve your employee experience, free up resources for more value-added activities, reduce fraud and reporting errors, improve compliance, and get visibility into a previously self-reported expense category.

Ongoing Support

Got a question or need advice? Just ask your SAP Concur representative.

Systems Issues

Visit the support page to raise a case and/or ask your Service Coordinator.

Contact Us

How can we help you?

SAP Concur C·

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