

5 Steps to Sustainable Business Travel

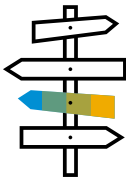
Minimizing an organization's environmental impact is not just a matter of being responsible. It is about being efficient and successful, because good stewardship can help your organization retain customers and employees and increase profitability. SAP® Concur® solutions provide core and extendable tools to help make travel sustainable.

1



GET THE C-SUITE ON BOARD! The COVID-19 pandemic upended business, but great disruption delivers an opportunity to embed sustainability. Among business travelers, 97% are willing to invest time in sustainable choices.¹ But maximizing your impact requires having Travel Management, HR, Finance, and even the CEO on board, ensuring sustainability goals and business goals align.

2



BE SYSTEMATIC. Use tips and alerts to guide travelers to sustainable choices while booking. Trains instead of planes, hybrid cars, greener hotels, virtual meetings – all are options Concur® Travel and Concur® Expense can incorporate.

3



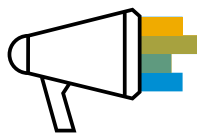
GO PAPERLESS. The employee's paper trail should end with the receipt. The SAP Concur mobile app and Concur Expense save trees and time. Digitize receipts and funnel taxi, hotel, and other transactions right into expense reports.

4



FOLLOW THE DATA. If you want to go beyond planting trees, you'll need reliable metrics to make a real impact. SAP Concur solutions provide timely reports and let you scrutinize emissions by employee, department, and other factors. Have the tools – and numbers – to help make sustainable decisions and track progress.

5



INFORM, REWARD. When employees make a greener choice, recognize it. Show them how the train has a smaller carbon footprint and costs less, or that their recent flight used the same energy as a home did in a week. Consider letting them expense carbon offsets from trips via Concur Expense, and then report the results. Your employees are the ones making the decisions, so make it easy for them to see the impact. Their right choices can become habit-forming, so acknowledge them.

Learn more at concur.com/sustainable-travel