

KEY SUCCESS FACTORS FOR MANAGING AGGREGATE AND T&E SPEND IN THE TECHNOLOGY SECTOR

In a [recent report](#), Aberdeen examined challenges in the technology sector to find out how Leaders (top 30%) vs. Followers (bottom 70%) provide a pathway to effective total and Travel & Entertainment (T&E) spend management, while maintaining high productivity for a very tech savvy workforce. The following key success factors serve as a guide for tech companies in pursuit of critical capabilities, new policies, and technology they need to better manage their aggregate as well as T&E spend.

<input type="checkbox"/>	Insure that all source document integration is in place for the corporate card system, travel booking system, and paper receipt capture by mobile.
<input type="checkbox"/>	Develop or acquire the capability to aggregate total organizational spend across all locations.
<input type="checkbox"/>	Establish an end-to-end, seamless / holistic process for expense management (i.e., creation through reimbursement).
<input type="checkbox"/>	Establish visibility into aggregate T&E spend across the organization.
<input type="checkbox"/>	Establish a documented process for expense report submission (including escalations) as well as an exception management policy.
<input type="checkbox"/>	Develop formal sourcing programs for T&E spend categories.
<input type="checkbox"/>	Establish a partnership with at least one travel-booking system partner that will identify and promote the organizational preferences within the booking process.
<input type="checkbox"/>	Track and monitor compliance against corporate travel policies.
<input type="checkbox"/>	Establish integration with travel booking system, corporate card system and expense management system, as well as back office applications.
<input type="checkbox"/>	Establish mobile capabilities to enter, control, and manage expenses remotely, including receipt capture and entry.
<input type="checkbox"/>	Establish a common platform for process and solution integration with ease-of-use capabilities for expense, invoice and payment, as well as T&E and procurement.

Read the full report: [Technology Industry T&E and Spend Management Challenges: How Leaders Respond with Key Capabilities](#)