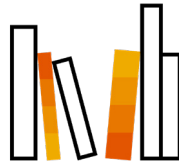


# 4 Major Dividends of University Spend Visibility





**Colleges and universities have many unique spend management challenges,** but one of the largest is adapting to a recent seismic shift in user-initiated spend: a significant amount of spend that has traditionally been under the organization's control is now in the hands of faculty and staff.

The way faculty and staff make purchases and interact with suppliers has changed. But many finance departments, especially those in consensus-driven, tradition-bound institutions, are struggling to make their manual, paper-based travel, expense and accounts payable processes keep pace.

To effectively manage spend, you have to be able to see it. But the spend that's initiated by your faculty and staff is not as visible as a line item in your budget. It will continue to expand as they spend more funds, across more categories, using more methods to order and pay.

The good news is that there is a better way. In this ebook, we will examine the top 4 benefits your institution can gain from a completely connected spend management solution and greater visibility into spend.

# 1 Increased Compliance

Even in a non-mandate culture, you have taken the time to build policies to keep your costs in check.



A major advantage of cloud-based travel and spend management is that your policies can be built into the system with your specific institution's requirements and nuances in mind, **giving you the exact data you need at your fingertips.**

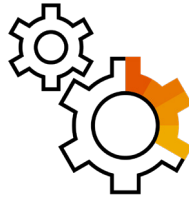
Of course, having the best technology in the world means nothing if the staff doesn't use it – a particularly high-risk in a non-mandate culture. Introducing easy-to-use mobile tools your faculty, staff and students will want to use will encourage the right choices. By bringing the process to the people, you get higher adoption, increased policy compliance and more actionable data to make decisions. As a result, you'll be able to spend more time doing what matters and less time sending out-of-policy compliance reminders.

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*"I think there's a misconception that travel is a very personal thing, particularly in a non-mandated culture. No one wants to tell faculty and staff what to do; so, most do nothing. We've found that if you offer good systems and make doing the right thing the easy thing to do, you'll get adoption." - Sandy Hicks, Associate Vice President and Chief Procurement Officer, University of Colorado*

# 2 Greater Efficiency

Automation doesn't solve everything but those heavily manual and paper-based processes don't allow you to see what your spending, where.



**An obvious dividend of the improved visibility of a connected travel and spend management solution is the increased efficiency of your processes.** With automation, not only are paper-laden, manual processes a thing of the past, but your back office can spend more time on the things that really matter – like student programs – instead of chasing paper.

[One community college](#) has realized the following benefits since implementing an automated solution:

- Eliminated 45 minutes to an hour of manual entry
- Decreased travel approval time from 14-16 days to 7-8 days
- Reduced reimbursement wait times from 1 month to 1 day after approval

Not only does automation make the process easier for your travelers, but it gives you visibility into where the dollars are going for more proactive budget planning and better vendor negotiations.

# 3 Accurate Planning

When budgeting for travel and spend for the year, wouldn't it be great to have accurate data at your fingertips so you can know what to expect and plan for?



**By automating your travel and spend management on a single platform, every expense is tracked and measured.** You'll be able to observe trends when travel requests, expenses and invoices are submitted, and make note of spending patterns at your institution.

You can eliminate much of the guesswork involved in identifying future spending – in both the short and long term – by reviewing travel, expense, and AP trends in the data you've collected. This will identify ways of reducing costs with frequently-used suppliers and vendors, plus you'll have more data at your fingertips to help you plan for the future. You might even uncover potential opportunities to invest more in programs for your school.

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*“Now... we have data. We can look at other areas we can save, like mileage. We can look at hotel discounts. We have visibility, so we can identify waste and find opportunities for savings. Our goal is creating a cycle of continuous improvement.” - Bruce Boyer, CFO, Columbia College*

# 4 Faculty & Student Safety

When you have faculty, staff or students who travel all over the world, knowing where they are in the event of an emergency is paramount.



**Beyond cost reduction, there's one, far more priceless benefit to putting a comprehensive travel and spend management system in place – the safety of your staff and students.** Knowing where and when your users are traveling and spending, at any moment, is critical to Duty of Care.

Unfortunately, no place or country is immune to crisis – be it an earthquake, an infectious disease or another incident. It's critical to have a single access point for all traveler information, as well as contact information and home addresses. If an incident occurs, university leaders can get in touch with travelers quickly, assess the situation and determine next steps to get them back safely. In those situations, every minute counts.

In this case, investing in a comprehensive T&E solution to give you visibility into this critical data not only saves costs, but could potentially save lives. That's a value proposition that's hard to ignore.

**Seeing all of  
your user-  
initiated spend  
seems daunting,  
but it's easier  
than you think.**



Spend management is not just about travel, expenses or invoicing. It's about embracing a connected ecosystem that incorporates your institution's current technologies, and gives your faculty and staff simple and secure access with the tools they already use. Through the SAP Concur platform, we enable you to pull all of these components together to build a complete picture of spend, while helping you reduce risk, improve efficiency and plan better for the future.

Learn more at [concur.com](https://concur.com)

## ABOUT SAP CONCUR

SAP® Concur® takes universities of all sizes and stages beyond automation to a completely connected spend management solution encompassing travel, expense, invoice, compliance and risk. For more than 20 years, our global expertise and industry-leading innovation has kept customers a step ahead with time-saving tools, leading-edge technology and connected data, in a dynamic ecosystem of diverse partners and applications. User-friendly and business-ready, SAP Concur unlocks powerful insights that help your institution reduce complexity and see spending clearly, so you can manage it proactively. For more about solutions for Higher Education at [concur.com](https://concur.com).

### CHECKLIST HIGHERED SPEND VISIBILITY enUS (03/18)

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