

Control Employee Spending Before It Happens

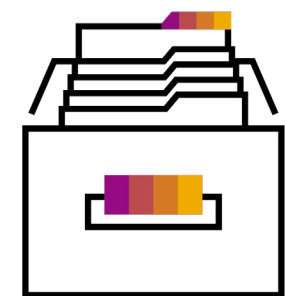
Tips to Better Management of Travel, Expense, and Invoice

THE BEST RUN 



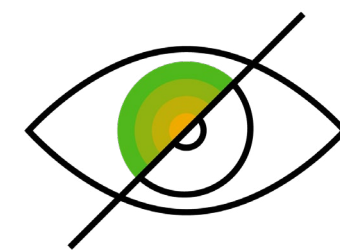
The Challenges of Managing T&E

Staying on top of all your organization's travel and expenses (T&E) is starting to weigh you down. Lost receipts, manual errors, and slow reimbursements are affecting your employee's productivity, costing your organization valuable time and money. Here are some of the top T&E challenges that may sound all too familiar.



A slow and cumbersome expense process.

In the world of managing your expenses manually, shuffling through endless amounts of paper receipts and slow reimbursement times are typical. Just the time it takes your organization to track down lost expense reports and correct manual errors are effecting your employee's ability to work efficiently.



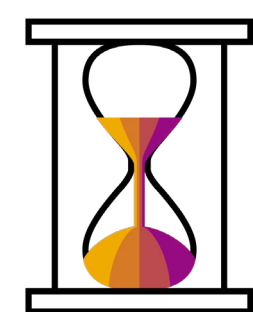
Managing multiple types of expenses with no visibility or integration.

Your organization's expenses are far from being streamlined. You have to go one place to manage travel bookings, another place to track employee spending, and some entire other place to process your invoices. The lack of spend visibility and data integration is frustrating for everyone across your organization.



Fraudulent and non-compliant spend is hard to catch.

As employee-initiated spend becomes the norm, sorting through all the noise to catch fraud and non-compliant spend is increasingly complex. Was that duplicate receipt an honest mistake or an attempt at fraud? With a manual solution you'll most likely never know.



You can't control spending until it's already too late.

On top of slow processes and limited visibility, you feel like you're constantly reacting to expenses and always having to play the bad guy. Wouldn't it be nice if you could control your employees' spending before it happens?



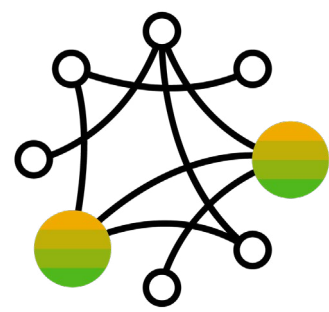
Take Control of Employee Spending

Transform your spend management with a flexible solution that provides end-to-end transparency and efficiency. SAP® Concur® solutions deliver more than just automation, it expands your organization's view of spending to securely track, manage, and analyze all employee-initiated expenditures, from spend request to payment, wherever and whenever they happen.



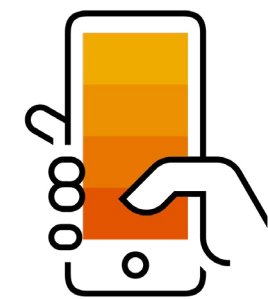
Automate expenses to simplify the process.

Ditch the massive stacks of papers and unmanageable processes to enjoy a simplified way of managing your organization's expenses. With Concur® Expense, automatically import, categorize, and map expenses based on receipt images to cut data-entry time and eliminate manual errors.



Achieve complete spend visibility with systems integration.

Accurately and efficiently capture all of your employee's expenses – whether it's from purchasing cards, travel booking, or invoices – to streamline expenses and manage it altogether for a complete view of employee spending.



Utilize mobile tools to control employee spending while on the go.

Empower employees to be proactive and track spending while on the go through a user-friendly, automated app that enforces policies and ensures accurate capture of T&E data. Easily review and approve employee expenses, such as travel bookings and mileage spending, no matter where you are.



Improve satisfaction across your organization.

When you automate and streamline your spend management process, consider it a win-win. The SAP Concur platform enables your organization to validate employee spending before it happens and receive faster reimbursement, so everyone is satisfied.

» To learn more about automating your organization's travel, expense, and invoice processes for a connected spend management solution, [visit us online.](#)



Learn more at concur.com

ABOUT SAP CONCUR

SAP® Concur® is the world's leading brand for integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. The highly-rated SAP Concur mobile app guides employees through business trips, charges are directly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to analyze transactions, businesses can see what they're spending and avoid possible blind spots in the budget. SAP Concur solutions help eliminate yesterday's tedious tasks, make today's work easier, and support businesses to run at their best. Learn more at concur.com or the SAP Concur blog.

TS Spend Management Port Authorities enUS (21/09)

© 2021 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies.

See <http://www.sap.com/corporate-en/legal/copyright/index.epx> for additional trademark information and notices.

