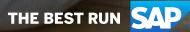SAP Concur

Top 3 Spend Categories + Tips to Optimize

Leverage your data and our tips to optimize spend

THE BEST RUN SAP

As organizations continue to adjust to new norms around regulatory scrutiny and pressure from disruptive competitors with rapidly advancing technology, there is a great need for controls and visibility into employee spend. That's why, using internal data from SAP® Concur® solutions, we analyzed the top three spend categories for enterprise customers in 2020. Read on for helpful tips to optimize spend, uncover savings, and gain efficiencies for your organization.

How do the top three categories of spend help your organization optimize your financial operations today and plan for the future?

Top 3 Spend Categories

01

44% of Spend Categorized as 'Other': What you can't see, can cost you. Even before the global pandemic, providing relevant expense categories was an area for improvement. As workplace dynamics shifted to a remote or hybrid model and new categories of spend for things like PPE and home offices emerged, the need to adjust spend categories and policies continued to evolve. Confusion around new expense types is reflected in a 15% increase in this expense category.

02

15% of Spend Categorized as 'Lodging': Visibility into employee hotel bookings, business travel locations and preferred hotel supplier selection transitioned from 'nice to have' to 'need to have' data during the global pandemic. Amidst extensive travel restrictions, 'lodging' still comprised 15% of spend (down 6%) in 2020 across customers using SAP Concur solutions.

03

12% of Spend Categorized 'Airfare': Airfare spend remained high (down 9%) in spite of the global pandemic. Guidelines around advanced reservation booking windows not only were shaped by cost-saving efforts, but also the heightened need to ensure traveler safety.

Understanding the top areas of spend for your organization enables strategic planning and resilience.

Tips to Optimize Spend

Create Relevant Expense Categories

Regular review of your spend categories will keep your policies relevant and spend visibility clear. If your 'Other' expense category is high, dig into what's inside that category and consider adjusting your categories and policies so that you consistently know exactly where your organization's dollars are going and your employees know where to code expenses without asking for clarification.

Encourage Travel Program Adoption

Create travel policies that make tracking mileage as well as reservation and itinerary management within your SAP® Concur® solution the simplest way to manage business travel throughout your organization. Regularly adjust your travel program policies and employee communications to account for the way your teams administer, manage, and allocate budget for travel.

When you are ready to optimize employee spend for your organization, visit **Concur.com** or **contact us**. SAP® Concur® solutions has the platform and industry experience to partner with you.

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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**.

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