

# Higher Education Top 3 Spend Categories + Tips to Optimize

Leverage your industry data  
and our tips to optimize spend

As an industry under constant regulatory scrutiny and pressure to keep up to date with rapidly advancing technology, higher education institutions have a great need for controls and visibility into faculty, staff, and student spend. That's why, using internal data from SAP® Concur® solutions, we analyzed the top three spend categories for the higher education industry to leverage and drive post-pandemic recovery efforts. Read on for helpful tips to optimize spend, uncover savings, and gain efficiencies for your higher education institution.

**How do the top three categories of spend help your higher education institution optimize your financial operations today and plan for the future?**

# Top 3 Spend Categories

01

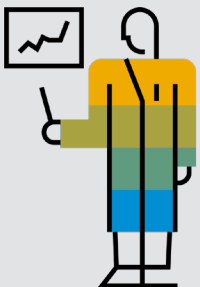
**56% of Spend Categorized as 'Other':** What you can't see, can cost you. Even before the global pandemic, providing relevant expense categories was an area for improvement. As learning environments shifted to a remote or hybrid model and new categories of spend for things like PPE and remote classroom materials emerged, the need to adjust spend categories and policies continued to evolve.

02

**11% of Spend Categorized as 'Lodging':** Visibility into staff, faculty and student hotel bookings, 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 11% (down 7%) of spend in 2020 across the higher education industry.

03

**11% of Spend Categorized 'Airfare':** Due to the nature of this industry's work, airfare spend remained high (down 6%) within the higher education field 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 safety for traveling faculty and staff.



Understanding the top areas of spend within higher education enables strategic planning and resilience.



# Tips to Optimize Spend

## Create Relevant Expense Categories

Regular review of 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 where your organization's dollars are going and your employees know where to code expenses without asking for clarification. When employees put expenses onto purchasing cards, not only will the expense reports automatically be populated, but your organization will also receive dollars back in the form of card rebates.

## Encourage Travel Program Adoption

Create travel booking policies that make reservation and itinerary management within your SAP® Concur® solution the simplest way to manage business travel throughout your organization. Your higher education institution maximizes the functionality and benefits of the SAP Concur solution when the full travel experience - from booking, to traveling and reporting - is managed inside the solution. Now is a good time to consider requiring teams to take full advantage of your investment - streamlining processes for them like the user experience, negotiated supplier rate access and spend data reporting. 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](https://www.concur.com) or [contact us](#). SAP® Concur® solutions has the platform and industry experience to partner with you.

## 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](https://concur.com) or the SAP Concur [blog](#).

TS SPEND TRENDS\_HIGHER EDUCATION ENT enUS (06/21)

© 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 platforms, 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 [www.sap.com/copyright](https://www.sap.com/copyright) for additional trademark information and notices.