

State and Local Government Top 3 Spend Categories + Tips to Optimize

Leverage your industry data
and our tips to optimize spend

As an industry with budgets under constant regulatory scrutiny and pressure to stay up to date with rapidly advancing technology for the benefit of serving their citizens, state and local government agencies have 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 state and local government organizations. Read on for helpful tips to optimize spend, uncover savings, and gain efficiencies for your state and local government organization.

How do the top three categories of spend help your state and local government agency optimize your financial operations today and plan for the future?

Top 3 Spend Categories

01

58% 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.

02

9% of Spend Categorized 'Office-Related': As teams rapidly shifted to remote workplaces, 'office-related' expenses emerged as the second highest category of employee spend for state and local government organizations. Replacing 'airfare' as the second largest area of spend, 'office-related' expenses reflect a significant change to the way that dollars were allocated amidst the global pandemic and may present a new normal for future budgets.

03

9% of Spend Categorized as 'Lodging': Visibility into employee 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 9% of spend across state and local government agencies.



Understanding the top areas of spend within state and local government agencies 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 agency'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 your agency's business travel. Now is a good time to consider requiring teams to take full advantage of your investment so that when they are traveling for conferences and training sessions, or are on the road daily serving your citizens, they can enjoy streamlined processes for things 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 or the SAP Concur [blog](#).

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