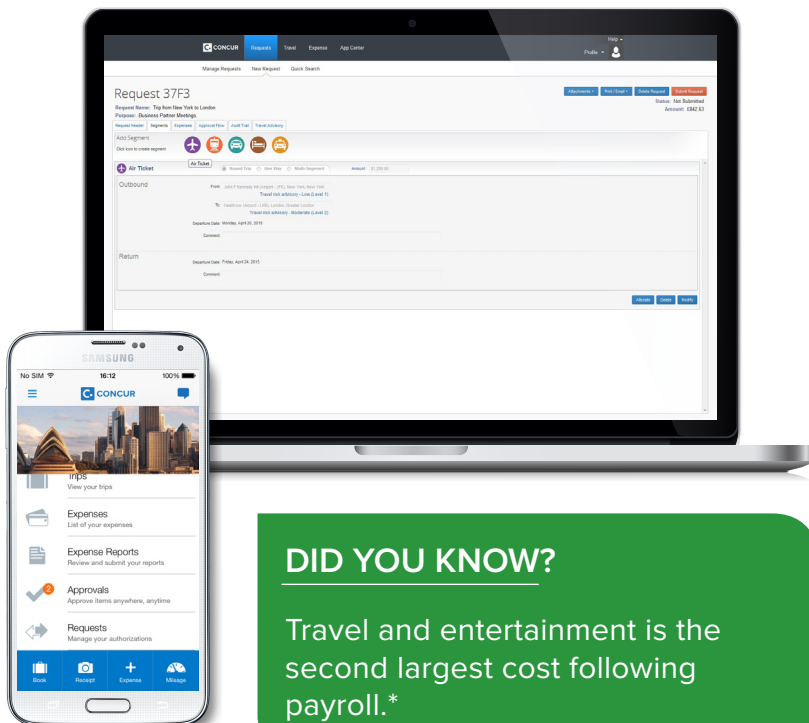# Control your company's spend before it happens

Manage expenses before they occur, eliminate unnecessary spend and ensure greater policy compliance with Concur Request.

Do you want to gain tighter control of your company's spend? Concur® Request automates the spend request and approval process—helping to manage spending before it happens. Simplify your pre-trip request and approval process by gaining visibility into the purpose of a trip, estimated cost of travel, forecast expenses outside of travel booking and cash advances. Plus, you can submit requests for everyday expenses outside of travel spend—all while giving managers the ability to compare estimated costs against up-to-date budget data, accrue for expenses before they're incurred and make strategic decisions to eliminate unnecessary spend. You can even customize Concur to match your required approval workflow, reinforce internal compliance.

DID YOU KNOW?

Travel and entertainment is the second largest cost following payroll.*

*According to Jupiter Research.

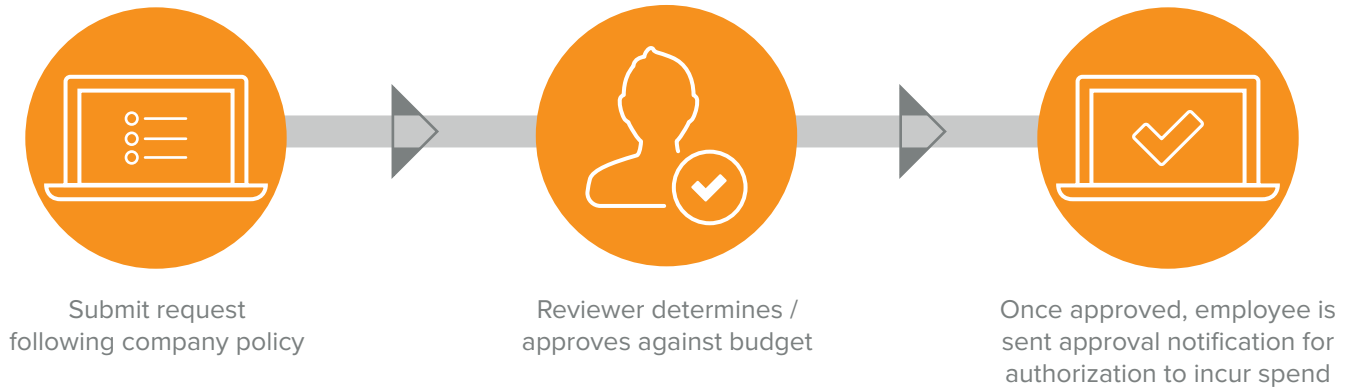## Simplify the process for everyone

Concur Request automates the spend request and approval process, replacing tedious email or manual requests into a single system.

Control costs upfront

Gain visibility into trip costs and non-travel related spend before it occurs—giving you a complete view of your forecasted spend against up-to-date budget data.

One streamlined process from employee to approver

Submit request
following company policy

Reviewer determines /
approves against budget

Once approved, employee is
sent approval notification for
authorization to incur spend

Maintain control of your company's spend

▶ Control expenses before they're incurred

Create a seamless spend request and approval process from beginning to end. Compare estimated costs of business travel and everyday expenses with your budget data and travel booking process to make smarter budget decisions, reinforce internal policies and eliminate unnecessary spend.

▶ Streamline trip preparation for employees

Concur Request integrates with Concur Travel and Expense, and travel management companies (TMCs), which means travelers only have to enter trip details once—both approvals and travel planning are completed automatically.

▶ Simplify cash advances

By including cash advance requests in your Concur Request process, you can track planned versus actual spend and even carry over unspent funds from pre-approved cash requests to another trip—all while maintaining control over your budget.

▶ Track both what's planned, and what's actually spent

By combining Concur Request with Concur Expense, you can match request itinerary data with actual credit card charges and hotel receipts to compare and track the difference between what your team is planning and what they're actually spending.

About Concur

Concur, a part of SAP, is the leading provider of spend management solutions and services in the world, helping companies of all sizes transform the way they manage spend so they can focus on what matters most. Through Concur's open platform, the entire travel and expense ecosystem of customers, suppliers, and developers can access and extend Concur's T&E cloud. Concur's systems adapt to individual employee preferences and scale to meet the needs of companies from small to large.

Learn more at concur.com

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