



The Concur Solution: An Innovative Approach to Managing T&E Spend

Imagine a board meeting where you can confidently say to executives that you are in control of your travel and expense costs, and these costs align to your corporate strategy. Where you can claim that: all outgoings are compliant with your company's travel and expense policy, that your accounting is in line with government regulations, and you've optimised all VAT reclaim opportunities. You can say this, because all travel and expense has been captured digitally and everything you present is fully supported by accurate

data, which is compiled in an easily digestible report that was automated for you.

This meeting is a reality for over 20,000 companies globally who are using the Concur® Travel and Expense solution – in multiple languages, across multiple countries. The Concur Travel and Expense solution ensures you are securely capturing all of your Travel & Entertainment (T&E) spend, so you are in control of your biggest discretionary spend items.



Connected: Visibility of all your T&E data in one place

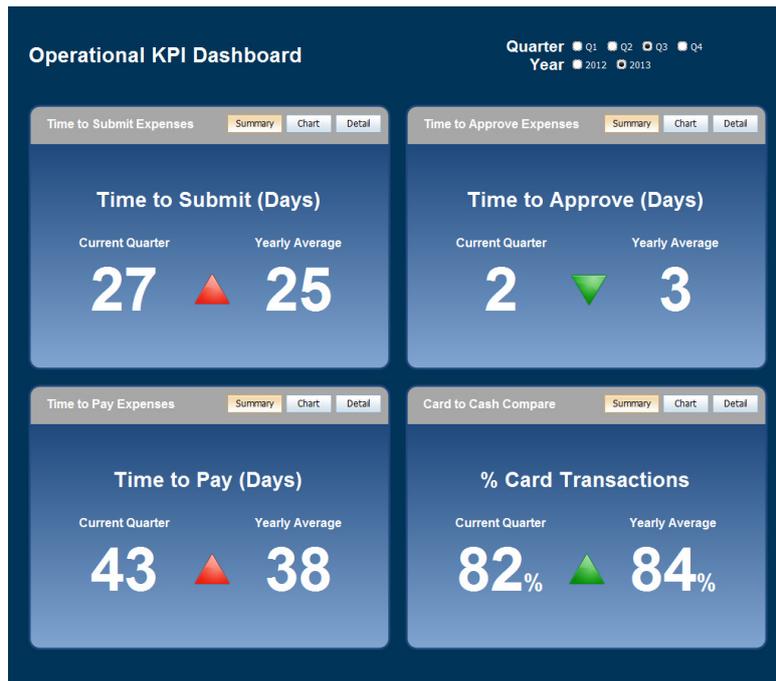
Smart companies use data to help create actionable plans for spend control and reduction.

Data is king; what you can infer from it will make you more strategic and will give you the opportunity to change your bottom line for the better.

That's why industry-leading companies use the Concur Travel and Expense solution – a Web-based, automated solution – to collect and connect all their travel and expense data, so they can continually control costs and analyse spending, to identify trends and set budget strategies. Built on a Software-as-a-Service (SaaS) model the Concur Travel and Expense solution is:

- A pre-designed, expert-based travel and expense solution, which has been built and delivered to over 20,000 organisations through a combination of technology and people
- Quick to deploy and easily integrated with third party applications for a fast return-on-investment
- Less capital intensive with a competitive pricing model
- Low risk and costs a fraction of a traditional ERP system to implement
- Easily scalable across multiple geographies
- The first step in collecting granular data from across the business to help you identify areas for improvement

Identify all the business travel and expense data that is flowing around your business – include what you see and what you suspect exists but isn't captured at present.



Transparent: Built-in controls keep spend in check

- Capture all travel and expense data no matter how or where it is incurred:** The pre-configured, template-based solution enables you to centrally manage and reconcile your travel and expense spend, while generating automated reports so you have greater visibility into user behaviour, to better control costs and increase compliance.
- External regulatory compliance:** The Concur solution has inbuilt rates and rules for VAT and travel allowances, which are updated when legislation changes, to ensure you are compliant with external regulation and can maximise your VAT reclaim. This protects you against incurring any regulatory fines and penalties, and ultimately, it protects the reputation of your organisation.
- Internal audit and policy controls:** You can detect and flag any policy violations and provide a clear audit trail resulting in greater internal compliance. The solution supports standardisation across your
 - organisation and enables benchmarking across divisions, to encourage behavioural change and avoid budget over-spend.
- Real people, with expert advice:** Industry experts at Concur will help you to achieve your travel and expense objectives – from meeting with c-level executives to making sure you get the most out of your investment, through to taking phone calls from your employees with user questions, to supporting your system administrator so they get the most out of the system.
- Truly global, for global needs:** The Concur integrated solution can fully support your travel and expense needs from start to finish – across multiple countries, in multiple languages, with multiple payment requirements – to support both your global and local requirements.



Effortless: Streamlined T&E keeps claims moving

At Concur our vision is to create perfect effortless expense reports that write themselves. And we know the start of many expense claims is travel; that's why Concur® Mobile goes where your employees go: from the initial travel booking, through to the expense submission at the end of the trip. That way, you know where they've been, what they did there, and how much they spent; and you now have the data at hand to decide: could I have better controlled those costs? Here are other ways the Concur Solution makes the T&E process as effortless for your employees as possible:

- **Capture travel wherever it is booked:** Concur TripLink makes it possible to connect 100% of your employees' travel data, regardless of where they booked. This makes it easy for you to make informed decisions about your company travel policy, and also negotiate with your travel suppliers to improve budgeting.

- **Reduce your operational burden:** The fully automated system does the work for you – by managing the travel booking process; creating, capturing and authorising expense reports; identifying and flagging out-of-policy spend and non-compliance; and managing the data reporting – so you can focus on more strategic business activity.
- **Make informed decisions:** The solution extracts the data you need into granular and digestible reports so you can deeply analyse specific expense types and understand user behaviour, to identify where you can better reconcile and control costs, improve efficiencies, and tighten compliance – inside your organisation and when reporting to HMRC.

With the Concur Travel and Expense solution you reduce your risk as you're no longer the slave to the administration process, but rather the master of the direction your company will take financially – that's a place where your effort is much better spent.

Concur Mobile

Book business travel and get expense claims submitted, approved and reimbursed anytime, anywhere.



Spend Visibility

Have complete visibility of all travel and expense spend and create actionable plans for spend control and reduction



Internal audit and policy control

Start taking control by capturing policy violations and encourage behavioural change to drive policy compliance



Concur Invoice: Another Way to Connect Employee Spend for Full Visibility

Connected: Get a handle on the numbers. All of them.



Consolidate spend from invoices, travel and other expenses to give you forward-looking, actionable insight as it happens.

Transparent: Turn paper piles into predictable cash flow.



Efficiently manage your spend—from authorisation to supplier payment—empowering your team to more accurately predict and manage cash flow.

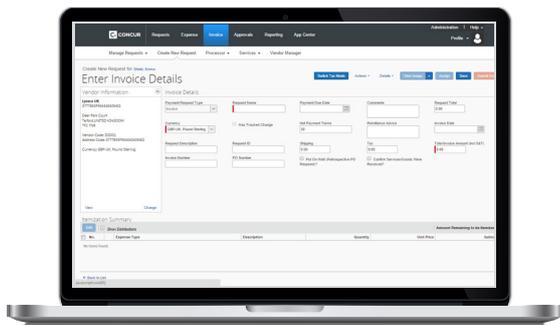
Effortless: Grow your business without scaling staff.



Robust workflow puts power in the hands of buyers and approvers, freeing employees to focus on what matters most.

Utilising the same principles as we did for T&E - Connected, Transparent, and Effortless - we developed Concur Invoice to help businesses improve their entire AP workflow. It's true that Concur Invoice improves your invoice processes and eliminates piles of paper, but that's only part of the story. Concur's complete spend management platform provides a single, powerful end-to-end solution for pre-approval and

ongoing management of your invoices, expenses and other spending. Concur Invoice gives you actionable insight on your organisation's spend before, during and after it occurs. Finally, your staff can stay on top of payment due dates and supplier invoices get processed promptly. Easy-to-use reports and dashboards also help you identify opportunities to better manage your bottom line.



Concur Invoice is a cloud-based tool available 24x7 that your people will actually use. It's easy to understand, makes the spender's part of the process easier to capture—giving your organisation better visibility into your actual spend.

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 www.concur.co.uk or the Concur blog.