



Concur® Travel and Expense | EXTERNAL

Stay on Top of the **Bottom Line**

Capture and Control Spend, Wherever and Whenever It Happens

Visibility: Your Most Important Travel and Expense Tool

After payroll, travel-related spend is often the second-largest line item on a business's budget. And if you want to manage all that money effectively, you need a solution that's truly integrated into your travel program. It's the only way to get the visibility you need to:

- Drill down into employee spend details
- Reinforce policy compliance
- Manage your bottom line
- Keep your travelers safe and productive on the road

Concur® Travel and Expense is the answer. This cloud-based solution solves the toughest spend management challenges across your organization. It's built with users in mind and is designed to grow along with you.

You can now connect travel suppliers, travel management companies, credit cards, vendors and your employees' favorite apps—every place and way that your employees spend money so you can apply policy up-front and capture spend.



POWERFUL, BUT EASY TO USE

Integrate all of your travel and expense data—and the entire process—and get a single, scalable way to manage spend.



PROACTIVE SPEND MANAGEMENT

When you can see spend down to each detailed transaction, you can correct policy violations before they happen. That makes it easier to manage budgets and forecast accurately.



SIMPLIFY TRAVEL AND EXPENSE

When you simplify the processes, you take the work out of travel and expense management—expense reports get filed on-time, you get an accurate look at where budgets are going, and everybody is more productive.

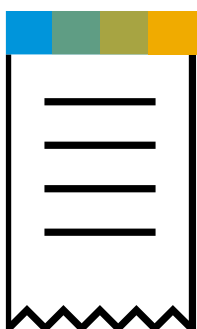
Get a **Clear View** In One Place

CONNECTING YOUR SYSTEMS FOR A SINGLE, FOCUSED VIEW

SAP Concur tools work with ERP, HR and accounting systems to consolidate data and create a single, connected process for managing spend. You can connect to the systems you're already using to create a unified look at all your spend and expenses.

RECEIPT DATA WITHOUT THE PAPER

Not only can your users book airfare, hotels and cars from their mobile device, they can take a photo of their receipt to automatically and accurately populate their expense reports. Concur® Travel and Expense matches those receipts to credit card purchases, so employees can get back to work, managers can approve reports on the go, and your CFO can see the data they need.



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THE CONTROL TO STAY IN COMPLIANCE

With Concur® Travel and Expense, compliance is automatic. Your expense policies are incorporated into the process, and out-of-policy spending is flagged before violations occur—no matter which booking channel travelers use. You get peace of mind, knowing the rules are being followed, and because in-policy spend means faster reimbursement, travelers are happier, too.

INSIGHTS INTO THE RIGHT DATA

Concur Intelligence gives budget managers, the finance team and executives the actionable analytics and proactive insight to easily manage spending as and before it happens. Plus, you'll have accurate information to negotiate better deals with suppliers—and all the travel, ERP, invoice and credit card data in one place to simplify it all.

One Cloud-Based Solution with Countless Configurations

CONCUR® EXPENSE

Integrate all your expense data and manage spending wherever, whenever it happens.

CONCUR® TRAVEL

Make it easier to book travel, increase compliance and monitor spending.

CONCUR® INVOICE

Automate your invoice management—from purchase requests through payment—for more complete visibility.

INTELLIGENCE

Use reporting tools to unlock data and insights that drive better decisions.

TRIPLINK

Capture travel and booking data so you can apply policy, generate reports and audit trips, no matter where it's booked.

AUDIT SERVICE

Validate spending against your travel and expense policies to ensure compliance.

SERVICE ADMINISTRATION

Get access to a designated expert with feature activation and configuration knowledge.

CONCUR MOBILE APPS

Innovative tools and apps to book travel and manage expenses from any device, anywhere.

PARTNER APPS

Connect to applications and services that help you improve the traveler experience, plus manage regulatory compliance and tax requirements.

CONCUR® LOCATE

Locate and communicate with any employee, anywhere to keep them safe in any situation.

USER SUPPORT DESK

24/7 direct access to experts to support your employee utilization of SAP Concur.

CONSULTATIVE INTELLIGENCE

Satisfy your need for knowledge with intelligent reports customized for your business.



These products and services provide greater visibility into your total spend, simplify travel and expenses, and help you manage regulatory and tax risks.

Get Connected

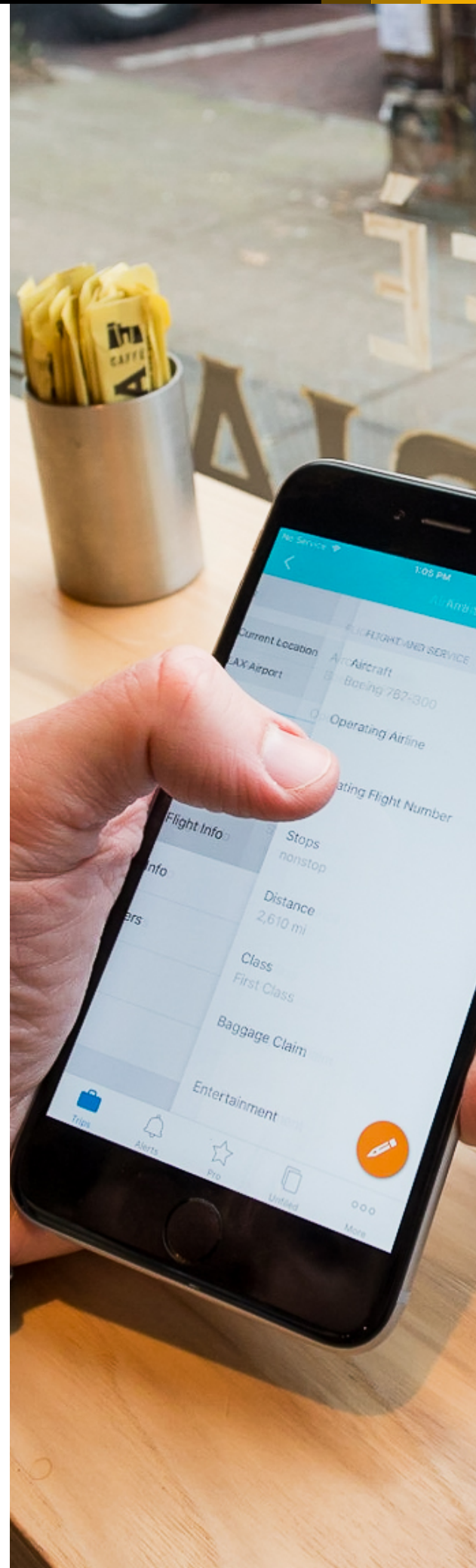
APPS EVERYONE LOVES TO USE

The App Center provides partner apps and services that extend the value of your Concur® Travel and Expense solution. These apps and services provide greater visibility into your total spend, simplify travel and expenses, and help you manage regulatory and tax risks. We recognize that ground breaking solutions can come from anywhere, at anytime, which is why we continually grow our partner ecosystem

to help you solve today's problems and prepare for tomorrow's challenges.

EASIER, FASTER IMPLEMENTATION

Implementing Concur® Travel and Expense is faster and easier than you might think. The SAP Concur implementation team is made up of the industry's top travel managers, accounting experts and IT specialists to handle even the most complex requirements. The phased roll-out is designed around our more than 20 years of experience to get your solution configured following current best practices, while aligning with your processes.



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