

# Manage travel and expense with ease from anywhere.

Concur® for Mobile is another way to simplify the business travel experience. Gain freedom and flexibility with up-to-the-second itinerary information in the palm of your hand. Plus, managing expenses is faster and easier via on-the-spot reporting — no need to stockpile receipts!

## Employees with iPhone®, iPad®, Blackberry® or Android® devices can:

- View travel itineraries and flight status details.
- Add hotel and dining options.
- Get instant directions to a hotel or car company.
- Edit, delete or enter new expenses.
- Capture and attach receipt photos.
- Submit and approve expense claims.

## With Concur for Mobile, businesses can:

- Keep control with travel content determined by company policies.
- Save time as convenient access speeds up submissions and approvals.
- Improve accuracy with receipt images and on-the-spot reporting.
- Satisfy travelers with easier processes.

### Business trips

With Concur for Mobile, travelers can use their devices to easily book travel and hotels from preferred suppliers. They also have immediate access to their itineraries which makes it easy and convenient to retrieve travel information or make changes on the fly.

With up-to-the-second flight status details (such as delays and cancellations, departure gates or times) and quick links for checking in online, the entire experience starts smoothly. After the flight, travelers have instant access to baggage claim, car rental and hotel details. Then one touch is all it takes for directions to a hotel using integrated Google Maps.

### Tracking expenses

Recent Aberdeen Group research shows that mobile-enabled expense programs:

- Increase compliance by 10%.
- Reduce time to submit and approve claims by 28%.
- Reduce processing costs by 40%.

### CONCUR FOR MOBILE

“Mobility is huge for salesforce.com. We want access to itineraries and e-receipts. We need fast pre-approval of travel, and easy approval of expense reports. At salesforce.com, we believe serving our customers’ needs and giving our travelers flexibility are key factors to our success. Concur’s apps for mobile devices provide exceptional functionality and help empower our employees and managers while they’re on the road.”

Ralph Colunga,  
Senior Director – Global Travel,  
Meetings and Expense



## QUICKLY AND EASILY CREATE EXPENSE REPORTS ON THE GO

- Easily access travel itineraries and flight details at a glance.
- Search and book rental cars from the convenience of your mobile device.
- View hotel locations in various cities via Google Maps™

Concur for Mobile makes it easy to achieve the same results by enabling users to capture transaction data at the time they incur expenses. Cash expenses such as tips or taxi fares can be quickly added to an expense report, receipt images can be captured with the phone's camera, and credit card charges are automatically made available in the mobile application for reporting.

### Expense and trip approvals

Concur for Mobile also helps remove bottlenecks from the expense reporting and trip approval process. Managers can easily review detailed expense claims and receipts submitted by employees or quickly review travel plans, ensuring important business and the best travel rates aren't impacted by delayed approvals. Expense claims and trips can also be approved or rejected with comments to keep everything moving — even while the manager is out of the office.

### Data security

Concur for Mobile delivers world-class security. The Concur® Trust Platform with PCI Compliance, ISO and SAS 70 Type II certifications is combined with data encryption and remote wipe capabilities to ensure a secure solution. A user's full credit card details and personal data are never exposed or stored on the mobile device and remain securely in Concur's data center.

### 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:

[www.concur.com.hk](http://www.concur.com.hk)

[www.concur.com.sg](http://www.concur.com.sg)