



LEVEL UP YOUR TRAVEL & EXPENSE MANAGEMENT

SCORE BIG WITH A MODERN SOLUTION

Travel is often 1 of the top 5 expenses for organizations, especially when manual or partially automated reporting processes can't keep up with cost tracking and reconciliation—failing to meet employee travel needs and negatively impacting the bottom line.

THE PATH TO SAVING STARTS HERE.

When it comes to managing operational costs like Travel and Expense Management (TEM), every business falls somewhere on the TEM Maturity spectrum. Follow the path to savings to determine your organization's TEM maturity, and find out how you can easily modernize your TEM process.

START

LEVEL 1: MANUAL TEM PROCESSES

Many organizations start by manually entering expenses into an Excel spreadsheet, while taping (or stapling) receipts to physical expense reports—processes that are both time-consuming and prone to errors.

• Does your TEM system reflect company policies?

• Does your organization use a TEM software package that includes accounting codes?

• Can your finance team easily use those codes to reconcile travel expenditures?

NO

With automated solutions from Concur, you can benefit from **47%** less staff time spent processing travel and expense claims and **advance to Level 2.**

YES

LEVEL 2: AUTOMATED TEM PROCESSES

When manual TEM processes reach their limits, organizations often switch to basic expense management software to reconcile back-end accounting systems. While this solves an immediate problem, employees still rely on physical records.

• Can employees take pictures of receipts and submit from a mobile device?

• Can expense line items be populated from pictures of receipts?

• Can employees submit expense reports over the Web or from a mobile device?

NO

With mobile and cloud-based solutions from Concur, you can benefit from **54%** fewer receipts lost and **advance to Level 3.**

YES

LEVEL 3: MOBILE & CLOUD APPS

Mobile and cloud-based TEM apps immediately increase spending clarity by making it effortless for employees to update expense reports and capture receipts on the go, increasing both productivity and compliance.

• Does your system integrate with third-party apps that help to track spend?

• Can your employees get points for the reward programs they already belong to?

• Are you able to locate and communicate with employees regardless of where their travel was booked?

NO

Using Concur's partner network of value-added apps, you can benefit from **35%** more employee compliance with company travel policy and **advance to Level 4.**

YES

LEVEL 4: PLATFORM ECOSYSTEMS

Platform ecosystems enable TEMs to integrate with your systems and partners so you can leverage data from corporate booking systems and travel management companies. This allows greater visibility into employee spending, and limits the potential for fraudulent activities.

• Do you have the data in one place to accurately forecast travel and expense budgets?

• Can your system provide insights for budget spent or fraud?

• Can you easily access real-time data and customized reports?

NO

With Concur's predictive capabilities, you can benefit from **49%** time savings on travel planning and **advance to Level 5.**

YES

LEVEL 5: PREDICTIVE PROCESSES

Predictive analytics can look at historical data and warn you of trouble areas before they happen again, ultimately driving smarter financial decisions. For example, you can leverage the spend analysis to negotiate better deals with suppliers you use most.

BUSINESS VALUE: A NEW HIGH SCORE



IDC interviewed 8 Concur customers from organizations around the world—from small businesses with 100+ employees to enterprises with 20,000 employees—and found that organizations that embrace TEM as a strategic tool are averaging USD\$2.78 million (USD\$54,900 per 100 users) in savings per year over 3 years.



482%

That's a 482% ROI and a payback period just over 7 months!

Learn more at www.concur.com.hk or +852 3975 8610

SOURCE:
IDC White Paper, sponsored by Concur, "Driving Business Value Through Travel and Expense Management Maturity," 2016

