



# Simple Central Reconciliation of Pre-Approved Travel Expenses

Improve accuracy and reduce administrative costs



Centrally-billed corporate cards can eliminate headaches and provide greater transparency of costs. However, reconciling corporate paid cards can be difficult. Many transactions don't include identifying information and there is no easy way to ensure travel is charged to the right cost center. This often results in needless hassle and overheads for Accounts Payable departments and eliminates the efficiency gained by consolidating travel spend in a single company-paid account. Concur's Central Reconciliation service provides a streamlined method to reconcile centrally-billed accounts using the benefits of an integrated travel and expense platform. It matches the pre-approved travel request amounts (for instance amounts from the Concur Travel booking) with the actual invoiced amounts (lodge transactions amounts). This streamlines reconciliation and improves accuracy.

## Central Reconciliation

Central Reconciliation optimizes centrally-paid travel spending. By matching company-paid travel invoices to pre-approved travel items, accuracy is improved, and less time is required of both accounting and employees to reconcile expenses.

- Easier, faster and more accurate reconciliation of company-paid expenses enables you to capture additional rebates and avoid fees. Additionally, credit card companies or suppliers can be paid without delay since there is no need to wait for employees to submit their company-paid expenses.
- Matching travel invoices to a pre-approved travel request ensures company-paid expenses comply with travel policies and amounts billed match amounts approved.
- Accounts payable saves time and reduces hassle, increasing the convenience of using centrally-paid, centrally-billed travel cards.
- Reporting is more accurate, since costs are charged based on the actual travel request allocation versus employee default allocation.

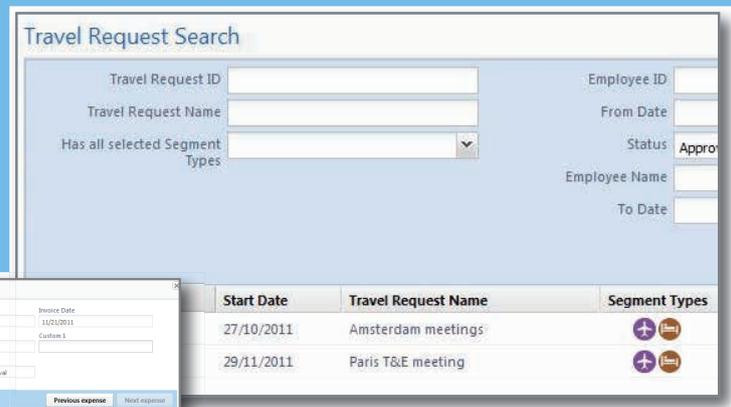
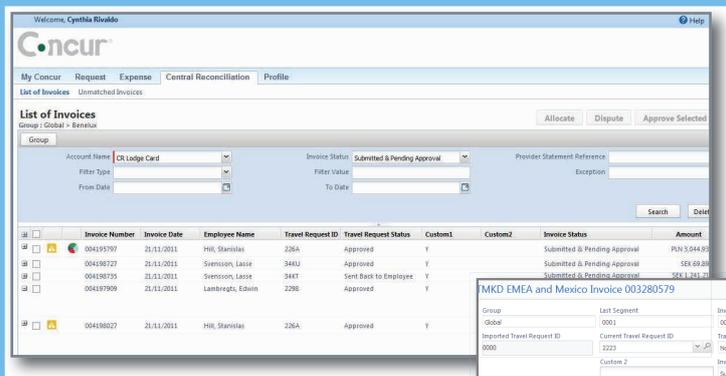
## INTEGRATED TRAVEL AND EXPENSE

Central Reconciliation is part of Concur's integrated travel and expense solution, making it easier to manage company paid expenses. By providing a single integrated system, data is entered once and shared everywhere, including with travel agency partners.

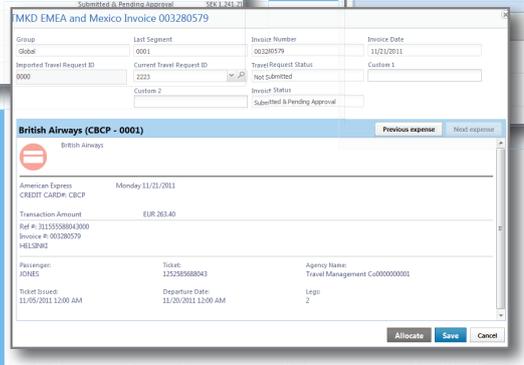
In addition, Central Reconciliation can:

- Provide the total cost of a trip, including both expense reports and centrally-reconciled invoices.
- Streamline the reconciliation process for company-paid transactions.
- Run existing or new, standard or customized audit rules on centrally-reconciled invoices, just like with expense reports.

Central Reconciliation works with Travel Request to control travel costs and gain visibility on invoiced transactions.



A variety of search criteria are available to manually match invoices to Travel Requests.



Detail on each invoice can easily be seen and edited.

Invoices are automatically matched by Travel Request ID, and allocations assigned from the Travel Request header data.

## Concur's Central Reconciliation service helps manage the total cost of travel – both individually paid and corporate paid.

### Automatically Match Request ID's

When Travel Request is used with Concur's online booking tool, the Travel Request ID is automatically included in the Passenger-Name Record (PNR). This allows Travel Management Companies to populate the ID directly to the centrally-billed card, reducing the need for agents to enter IDs manually during the booking process. This can significantly reduce mistakes and save time.

### Powerful Search and Processing Tools

When travel invoices don't match to a Travel Request, accounting processors have powerful tools to find the associated Travel Request and manually match the invoices. These tools include searching by date range, request name, type of travel segment and employee name or ID. This allows processors to deal with exceptions quickly and efficiently.

### Improved Dispute Resolution

If discrepancies are found between travel invoices and pre-approved travel, workflow exists to segregate disputed invoices from the rest of the payment feed, allowing special handling of disputed items without slowing payment or processing of other invoices. This improves relations between companies, card providers and the travel management partners.

## About Concur

Concur is a leading provider of integrated travel and expense management solutions. Concur's adaptable cloud-based and mobile solutions help companies and their employees control costs and save time. Concur's services are trusted by over 15,000 companies located in more than 100 countries worldwide. Concur is publicly traded on the NASDAQ stock exchange under the ticker CNQR.

Learn more at [www.concur.com.hk](http://www.concur.com.hk) or [www.concur.com.sg](http://www.concur.com.sg).

