

# Expense

Streamline and automate the expense reporting process to drive down costs and save time

Managing expense claims can be a time and resource-consuming process. Organisations using a manual, paper-based system can spend in excess of \$28 per expense claim – many of which could easily be out of policy. Concur's expense management solution decreases these costs while reducing fraud and increasing control, compliance and visibility into travel and entertainment (T&E) spend.

## What is Concur's Expense Solution?

Concur delivers a cloud-based and mobile solution that streamlines and automates the entire expense management process. With it, managers can easily review, approve, process and audit expense claims – providing them with control and visibility into T&E spend. Employees can save significant time by easily creating and submitting accurate, in-policy expense claims.

Automation helps organisations to be more efficient. As a cloud-based and mobile solution, Concur requires no hardware or software to install or maintain with no expensive software licenses, upgrades or IT support required. Automating expense reporting has been proven to:

- Increase T&E policy compliance to as much as 90 percent
- Reduce the reimbursement cycle time by two-thirds
- Decrease the cost of every expense transaction by over 78 percent\*

## Streamlined expense reporting

It takes significant time and resources to fill out, route, approve, process and pay the hundreds – or thousands – of expense claims generated by a typical manual process each month. Not only does Concur streamline this process, it automatically reconciles expense line items with credit card spend data.

## Automatic policy compliance

Defined business rules, specific to your organisation, ensure that every employee expense is within policy while reducing fraud. Expenses that are out of policy are tagged by these business rules, generating alerts. Concur's 360-degree view into all employee expense data helps organisations globally enforce policies and monitor compliance, all while delivering greater control and valuable insights.

## Take control of spend

With up to 10 percent of overhead devoted to T&E (and over 20 percent of that spent out of policy), organisations are potentially overpaying millions of dollars a year. To truly enforce T&E policy compliance, visibility into employee spending trends is crucial. Concur's powerful, yet easy-to-use on-demand data analysis capabilities transform raw expense data into useful information that helps drive effective decision making – giving you the opportunity to negotiate better deals with suppliers and capture the necessary data for your annual FBT liabilities and GST reclamation.

## Capture expenses on the go

Concur's mobile app makes it easy for employees to capture and track expenses, and is included at no extra charge. With it, managers can use their mobile device to review, approve or reject expense claims wherever they may be travelling. Using a phone's camera, travellers can capture and attach a receipt image directly to their expense claim – helping to ensure the accuracy of travel expenses and reduce approval time on the back end.

## The Benefits

- **Reduce costs** – automation lowers transaction and processing costs
- **Save time** – travel data automatically populates expense claims
- **Enforce policies** – your policies are written into the solution
- **Increase satisfaction** – with faster employee reimbursement
- **Reduce paper** – through online processing and electronic receipts (e-receipts)

## About Concur

Concur is a leading provider of integrated travel and expense management solutions. Concur's adaptable cloud-based and mobile solutions help organisations and their employees control costs and save time.

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\*Aberdeen Group