

Travel and Expense

One truly integrated travel and expense management solution

Encouraging employees to travel smarter while empowering everyone to manage expenses more efficiently can dramatically improve the bottom line. Concur's integrated travel and expense solution helps organisations save time and control spend – from travel procurement all the way through payment and reporting. Industry-leading travel booking technology is combined with world-class expense automation to deliver one integrated travel and expense management solution to drive adoption and enforce policies.

It Starts with Travel

Concur's on-demand travel booking technology provides in-policy global travel content in one single, easily-accessible tool. By accessing multiple Global Distribution Systems (GDS), exclusive direct connects, corporate discounted and Internet-only fares, travellers can quickly book what they need without worrying if it's in policy.

- Reduce each travel booking transaction cost by 79 percent*
- Easily find and book preferential and in-policy travel content
- Manage travel itineraries on the go, from a smartphone

It Gets Better with Expense

Concur's expense management solution eliminates manual, paper-based expense claims. With it, organisations can easily review, approve, process, audit and pay employee expense claims – all online and with unprecedented control and visibility into travel and entertainment (T&E) spend. Employees can save time by easily creating and submitting accurate, in-policy expense claims. With expense automation, organisations can:

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

Better Together

With Concur, travel booking and expense reporting are seamlessly integrated to ensure that T&E spend is in-policy and under control. Business travellers enjoy one easy-to-use platform for all their travel booking and expense reporting needs, and corporations gain greater visibility into their T&E spend.

Smart Expenses – an industry exclusive

Working behind the scenes, Concur's industry-leading technology combines itinerary data captured at the time of booking, corporate card charges incurred by the employee and electronic receipts (e-receipts) captured directly from the supplier to create a Smart Expense™ – a unique benefit of Concur's integrated solution representing trusted transactions that automatically populate Concur's expense solution.

Make compliance automatic

With Concur's integrated solution, your organisation's policies are enforced before violations occur by making it obvious to the traveller which purchases are in compliance and which are not. Expense rules are written into the reporting process, quickly flagging out-of-policy spending.

Take control of spend

Detailed reporting reconciles data from multiple sources, giving you a complete view into your travel and expense information. The result is actionable intelligence that puts you in control to negotiate better deals with suppliers you use most. Not only will it put you in control to negotiate better deals with suppliers, but you will capture the necessary data for your annual FBT liabilities and GST reclamation.

Travel and expense management on the go

At no extra cost, Concur's mobile solution integrates travel and expense functionality, allowing travellers to manage trips, expenses, and items such as hotels and car hire – all from their mobile device. This gives travellers the freedom to manage their itineraries and expense transactions and complete reports in a timely manner. Managers can remotely review employee expense claims in detail, approving or rejecting them wherever they are.

The Benefits

- Travel smarter – enforce in-policy travel even on the go
- Reduce costs – automation lowers transaction/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 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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