

Automated and integrated travel requests

Streamline travel planning and ensure compliance

Employee travel is a significant cost and risk for most organisations. Before travel is initiated, policy needs to be maintained, and employee travel plans need to be tracked accurately to avoid risk and ensure employee safety. In addition, the process for requesting travel needs to be standardised, whether the travel is booked online, through an agent, or outside of corporate systems. Concur's Travel Request solution provides the highest level of travel policy compliance and spending control, while streamlining trip planning and expense reporting for employees and managers.

Travel Requests

Travel Request seamlessly works with your travel booking and expense process, and automatically incorporates your travel agency into the process. Since Concur provides an integrated and complete travel and expense platform, information flows freely between the travel request, an online booking session, and an expense claim, making employees' lives easier and improving reporting. Managers have visibility into their employees' travel plans, and easily can approve, reject or request modifications to planned trips.

- Robust workflow and policy enforcement ensures pre-trip approval matches your travel policy
- Adaptable configuration of trip header, travel segments, and other trip expenses captures the right data
- Insightful, integrated reporting provides intelligence on compliance, spending, and travel trends

The screenshot displays the Concur web interface for a travel request. At the top, there's a navigation bar with tabs for 'My Concur', 'Request', 'Travel', 'Expense', 'Invoice', 'Reporting', and 'Profile'. Below this, the 'Request' tab is active, showing 'Request 224G' with a name 'Trip to NYC' and purpose 'Conference'. The interface includes sections for 'Add Segment' with icons for Air, Train, Car, and Bus. The 'Air Ticket' section shows a round-trip from San Francisco, California to New York, New York, with departure on Tuesday, May 31, 2011 at 09:00 am and return on Thursday, June 2, 2011 at 05:30 pm. A comment notes 'Prefer airline with WiFi in-flight'. The 'Hotel Reservation' section shows a check-in in New York, New York on Tuesday, May 31, 2011. Buttons for 'Print / Email', 'Delete Request', and 'Submit Request' are visible at the top right of the request details.

Concur's Travel Request solution streamlines the entire travel planning process

FLEXIBLE BOOKING INTEGRATION

Customers can use Travel Request by itself, with Travel, or with Expense. Your travel agency can also be integrated into the travel planning and approval process, and be automatically alerted once travel is approved. Different options for booking integration include:

- Employee-entered travel request information is sent simultaneously to the agency and the appropriate manager for approval.
- Employees use Concur's travel booking solution to find and book preferred travel options, automatically creating a travel request.
- Travel Request is used to define the purpose and overall cost of the trip. Once approved, the employee uses Concur's travel solution to book travel (coming in the future).
- Agencies provide options for travellers that populate travel requests. Upon approval, the selected option can be ticketed (coming in the future).

With any of these options, expense claims can easily be created, and cash advances can be requested, increasing visibility into spending and easing the employee's effort to manage travel and expenses.

Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Exp. Report
Mission to Prague training	2226	Sent back to Employee - John, Tom	03/01/2011	02/01/2011	\$ 149.00	
Trip to London Client Meeting	2228	Approved	03/01/2011	02/01/2011	\$ 1,375.00	
Trip to London Client meetings	222A	Submitted & Pending Approval - John, Tom	03/01/2011	02/02/2011	\$ 1,745.00	
Trip to London Client meeting	2229	Not submitted	02/01/2011	02/05/2011	\$ 715.00	
Trip to Paris Presentation	2224	Approved	01/31/2011	02/01/2011	\$ 85.00	
Trip to Prague Training	2223	Not submitted	01/01/2011	01/31/2011	\$ 177.00	

Travel request detail can be printed or automatically sent to TMCs to assist in ticketing approved travel.

Travel Requests can follow simple or complex approval routings based on policy. Once complete, a travel request can create an expense report with a single click.

Trip Confirmation

To **COMPLETE BOOKING**, please Press the "Confirm Booking" Button after reviewing this page.
To **CANCEL**, Press the Cancel button.

This reservation will not be ticketed until your Travel Request is approved.

When a trip is confirmed, a travel request is automatically created. Once the request is approved, the booking is released for ticketing.

PDF E-Mail Print Close

Booking Business Travel

Request ID : 2246
Min departure date : 05/31/2011

Start Date : 05/31/2011
End Date : 06/02/2011
Request Policy : Default Request Policy
Purpose : Conference

Segments

05/31/2011 New York (US) 06/02/2011
Request Detail: railroad
Request Amount: \$0.00
Allocators: 100.00% (\$0.00)

01/20/2011 San Francisco (US)-New York (US) Depart At: 9:00 AM
Allocators: 100.00%

Air Ticket: 06/02/2011 New York (US)-San Francisco (US) Depart At: 5:30 PM
Comment: Landed: AD (05/23/2011) Polar allow with WIP in-Flight
Allocators: 100.00%

Amount per segment type
Air Ticket: \$0.00

Control expenses before they are incurred

By providing the same level of control and workflow for pre-trip approval that is provided for expense management, organisations can ensure greater policy compliance to eliminate unnecessary or wasteful travel.

Streamline trip preparation for employees

By integrating with travel agencies, online booking, and expense management processes, travellers only have to enter trip details once, and have both approvals and travel planning completed automatically. Emergency management is simplified, since organisations have insight into all travel plans.

Simplify expense reporting

Required trip data is tracked at the time travel is planned, and can be pre-populated into expense claims, simplifying expense management. Consistent user interfaces and common data from travel planning to filing expense claims reduces errors and re-keying of data.

Improve insight

Upcoming expenses can be accrued before they are incurred, and reporting can track differences between planned and actual travel. Organisations have clearer forecasts of travel costs and volumes and can take proactive steps to manage expenses. Complex allocations provide accuracy and visibility of cost centres and project codes at the request or segment level, ensuring effective cost control and streamlined client billing.

About Concur

Concur is a leading provider of integrated travel and expense management solutions. Concur's adaptable Web-based and mobile solutions help companies and their employees control costs and save time. Learn more at www.concur.de

