

Control Ground Travel and Expenses with Concur



OVERVIEW

In addition to air, hotel and rental cars, **Concur® Travel & Expense** now offers 1-click booking and expense management for ground travel including taxis, sedans and shuttles. Also available through Concur® Cliqbook Travel, RideCharge helps travel managers and TMCs to reduce ground travel expenses by up to 50% by comparing prices, eliminating fraud and identifying theft, documenting expenses electronically, and paying ground travel expenses with corporate cards.

RideCharge provides a direct connection to metropolitan taxi fleets' dispatch systems, delivering access to cost-effective transport at local metered rates, replacing higher cost alternatives, and eliminating often accidental over-reporting of taxi expenses by travelers. RideCharge also provides access to sedans, chauffeured limousines, and SuperShuttle® shared rides for the broadest available range of travel options.

**ENABLE
CONCUR'S
RIDECHARGE TO
TAKE CONTROL
OF GROUND
TRAVEL AND
EXPENSES**

SAVE TIME AND MONEY, WHILE GIVING TRAVELERS NEW CONVENIENCE

Taxis are the most common and economical mode of ground travel. But, they are also the most common source of over-reported cash travel expenses, whether through administrative accident or direct corporate fraud. At the same time, travelers who use credit cards may be vulnerable to identity theft because most taxis still process credit card charges with the manual carbon copies used since the 1970s.

Save money by eliminating over-reporting and identity theft, while taking advantage of economical taxi rates to replace more expensive forms of ground transportation. Save time and money by processing ground travel expenses electronically with RideCharge e-receipts, which can be emailed to travelers, or fed directly into the traveler's expense report. For Concur Travel & Expense clients, these electronic receipts are automatically reconciled with corporate card data to produce Smart Expenses™ that require no additional audit or approval.

Best of all, when using RideCharge as a traveler, you'll experience a new level of convenience. You can book reliable vehicles that are tracked electronically to deliver 'where's my car' messages directly to your mobile phone, in real time. When your car is 10 minutes away, you'll know. When it's outside, you know. Stuck in a meeting, but need to book a car? No problem: RideCharge lets you book rides on your mobile phone. The trips are automatically inserted into your itinerary and the resulting charge is automatically captured and added to your expense report. You even pay for your rides with your mobile phone by electronically sending charges to your



corporate card, so you don't have to carry cash and never have to track paper receipts again. You book, charge, and expense—all with no paper and no hassle.

HOW IT WORKS

The RideCharge feature can be enabled by your travel management company, or by Concur, via a travel configuration setting. Simply check the box to enable RideCharge bookings:

Ground Reservations
 Enable Ridecharge Taxi and Sedan Service

RideCharge connects electronically to the dispatch and cashiering systems of metropolitan taxi fleets, sedan companies, chauffeured limousine companies, and SuperShuttle shared rides. You can search and compare prices across service types to make a selection, and control the options presented. The reservation is electronically transmitted directly into the dispatch system of the transportation company you choose. This enables instant bookings for travelers on the go, and provides immediate confirmation of reservations.

You receive an electronic calendar invite that automatically enters your pickup time into your calendar along with details of your reservation. You receive updates on your mobile phone prior to the pickup, including RideCharge's patent-pending real-time 'where's my car' information (e.g. 3:45pm: Car #438 3 miles / 8 minutes away) and on-site information (3:55pm: Car #438 onsite) relayed from the vehicle dispatch system.

PAY BY PHONE WITH NO PAPER RECEIPTS!

Once your ride is complete, pay for it with your mobile phone by entering the metered taxi fare plus any tip you would like to add. Your driver receives confirmation of the payment on his in-car computer screen in real time. It's faster than cash or credit cards, frees you from tracking paper receipts, and because the driver never sees your credit card information, it protects you from identity theft. The cost of the RideCharge feature is included with the transportation cost of each ride and detailed on the e-receipt. Taxi rates are regulated locally and what you pay is controlled by you, on your mobile phone. It truly is "Cars on My Mobile."

CITY COVERAGE

For the latest information on services available by city, visit www.ridecharge.com, as cities are added weekly. RideCharge taxi service is now available in many major US cities and it's projected that 90% of US destinations will be covered by the end of 2008. Sedan and chauffeured limousine services are available in 600 cities worldwide. SuperShuttle shared ride services are available nationwide, where SuperShuttle operates. International taxis (London, Canada, beyond) are scheduled to be available in 2009.

TO ENABLE CONCUR'S RIDECHARGE

Open a ticket with your TMC to have them check the box in the travel configuration settings to enable the RideCharge feature. For questions about the RideCharge feature and enabling it:

Visit www.ridecharge.com/contact or, email info@ridecharge.com

ABOUT CONCUR

Concur is the world's leading provider of on-demand Employee Spend Management services. Concur enables organizations to globally control costs by automating the processes they use to manage employee spending. Concur's end-to-end solutions seamlessly unite online travel booking with automated expense reporting, streamline meeting management and optimize the process of managing vendor payments, employee check requests and direct reimbursements. Organizations of all sizes trust Concur to help them control spend before it occurs while eliminating paper and optimizing supplier relations. Concur's unified approach to managing employee spend delivers a 360 degree view into all employee expenses, helping companies globally enforce policies and monitor vendor compliance, while delivering unprecedented control and valuable insight. Concur's suite of on-demand services reach millions of employees across thousands of organizations around the world - streamlining business processes, reducing operating costs, improving internal controls and providing enhanced visibility and actionable expense analysis. More information about Concur is available at www.concur.com.

VISIT US AT WWW.CONCUR.COM

World Headquarters

18400 NE Union Hill Road
Redmond, WA 98052
USA
tel (425) 702-8808
fax (425) 702-8828
(877) 4-CONCUR
<http://www.concur.com/>

European Headquarters

7 Bath Road
Second Floor
Slough
Berkshire SL1 3UA
ENGLAND
tel +44 (0) 1753 574 400
fax +44 (0) 1753 501 700

Asia Pacific/Australian Headquarters

123 Epping Road
North Ryde NSW 2113
AUSTRALIA
tel +61 (2) 8875 7769
fax +61 (2) 8875 7777