

# 6 Ways to Save on T&E

Find real bottom-line impact where you may not be looking.



## INTRO

## Where will you find savings for your company?

Financial leaders are always looking for areas to cut costs, so they can improve the bottom line. Often, the choices are tough and the problems complicated to fix. But sometimes, inefficiencies are hiding in plain sight.

### Your T&E line item is a great place to look.

T&E is a complex, ongoing area of spending that's difficult to track. With an average of 10% of the business budget devoted to T&E, that spending is low-hanging fruit when it comes to managing expenses—and unlocking savings.

### The impact can be sizable.

From avoiding errors to tax advantages to productivity gains, managing your T&E better can mean significant cost-savings and a stronger bottom line—month after month, year after year.

**Here are six ways to uncover savings where you may not be looking.**



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1

STOP OVERSPENDING  
ON ERRORS.

## Stop overspending on errors.

Are your workers manually entering and itemizing expenses? That process is asking for mistakes, and mistakes cost money. According to a 2015 Oversight Systems study, one in every 10 travelers submits at least one duplicate expense in error, with that error costing an average of \$50.



A T&E system that automatically populates charges from suppliers, credit card companies and receipts can lower the risk of missed or incorrectly entered expenses. That kind of accuracy adds up to real savings.

And accuracy is only the beginning. When expense reports get done faster, you can pay your corporate card bills sooner, leading to bigger rebates and better control of cash flow.



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## Stop overspending on errors.

### Concur helps eliminate costly mistakes and inaccuracies.

Concur eliminates the inevitable mistakes that go along with manual data entry.

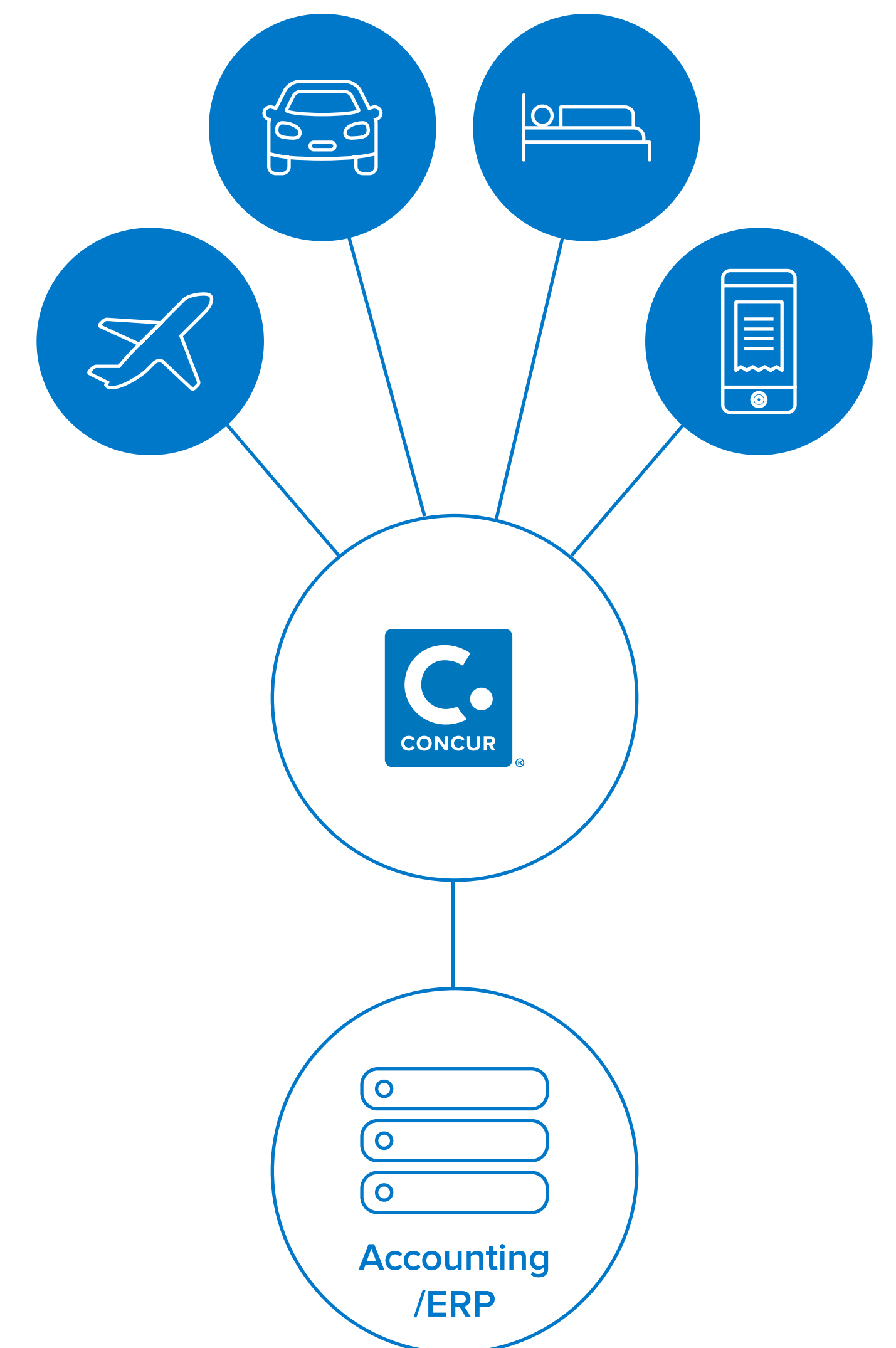
- Pull individual charges automatically from credit card providers.
- Integrate charges and receipts directly from hotels, airlines and rental car companies.
- Populate air, hotel and rental receipts directly into expense reports.
- Give travelers the Expenselt app to snap photos of receipts and automatically upload the data to their expense reports.

Plus, Concur has financial connectors to link with our accounting or ERP system, so you can:

- Get an instant, accurate look at your total financial picture.
- Discover potential savings opportunities and deliver them directly to your bottom line.

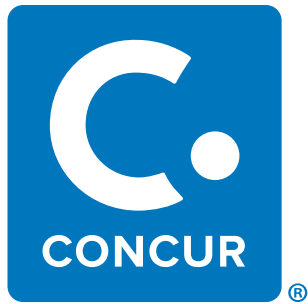
“With Concur, we were actually able...to generate positive cash flow...and we get a bigger rebate back from the credit card company.”

*Martin Lagler, T-Systems*



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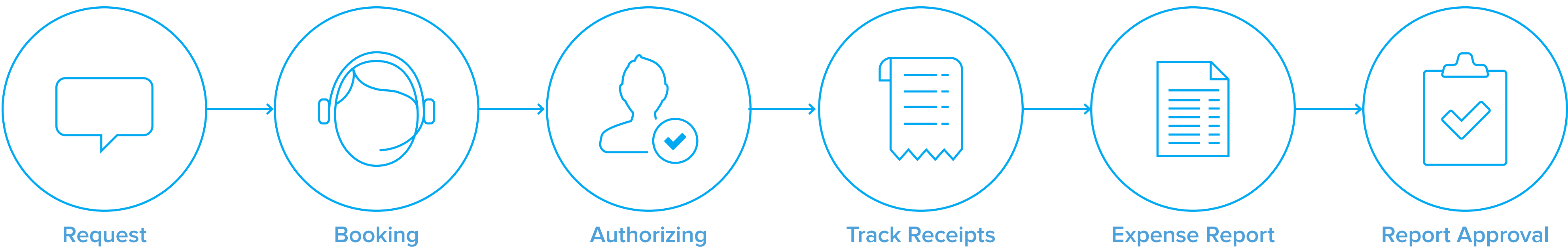
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## Cut out the management time.

Extra steps take extra time. And the traditional T&E process is full of steps.

Requesting travel, booking reservations, authorizing travel, tracking receipts, completing expense reports, and approving expense reports. These administrative burdens lower productivity and lengthen processing time, which takes a toll on your business.



But if you can automate the entire T&E process so every step takes just a few clicks or even takes care of itself, you can see productivity gains and measurable savings.

2

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## Cut out the management time.

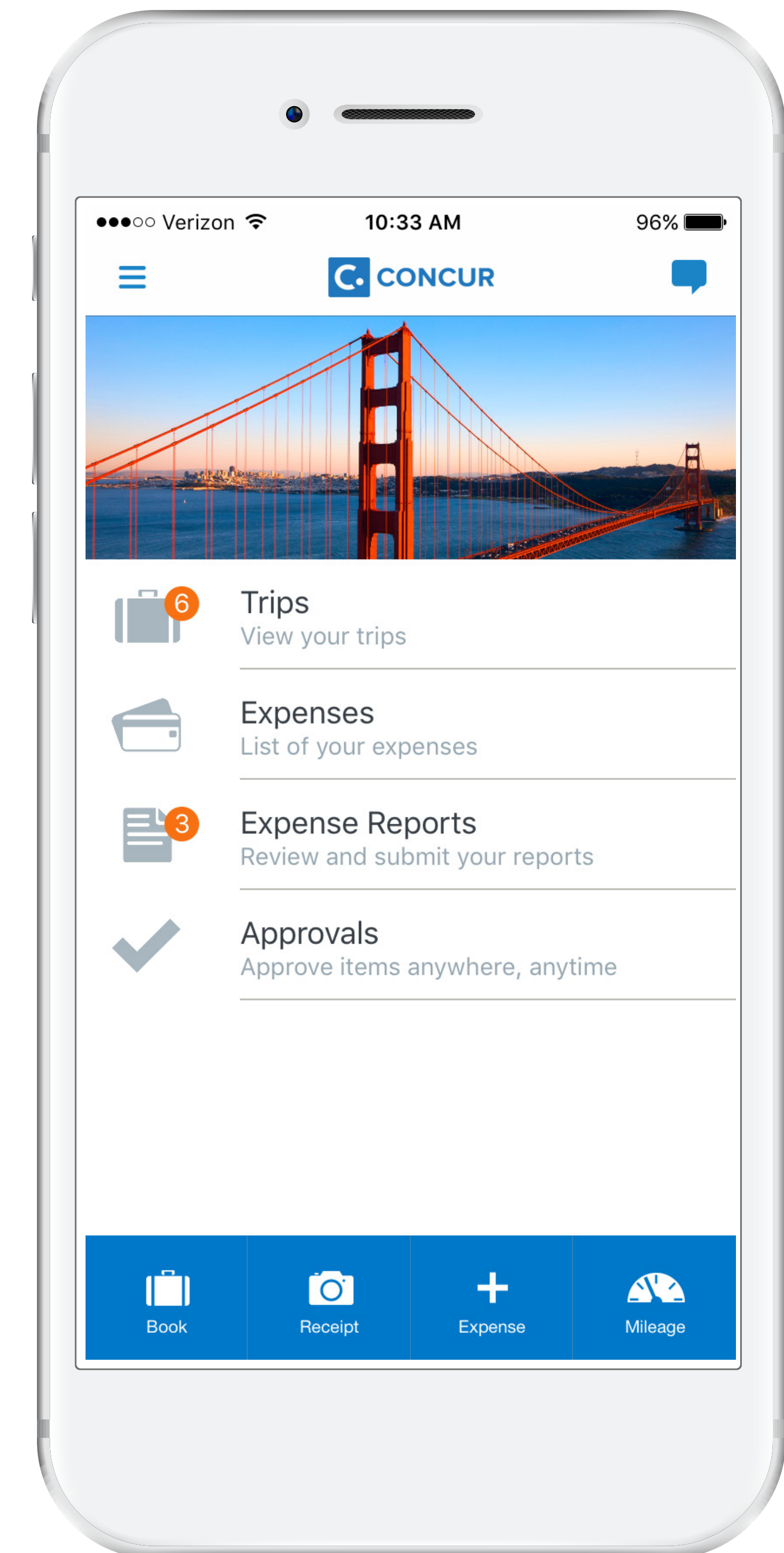
**Concur makes the process easier and savings easier to see.**

When you squeeze the inefficiencies out of your travel and expense process, you minimize both costs and demands on employees at every step.

Concur gives managers, approvers and your finance team all the information they need to quickly review and approve expense reports, so they don't waste time sifting through receipts and double-checking charges.

“For preparers, we saw we could easily save five minutes in processing time, start to finish, and for approvers, two minutes, minimum. It's about \$2 million annually, and it's an ongoing savings for our company.”

*Chuck Schmidt, Senior Financial Analyst, General Mills*



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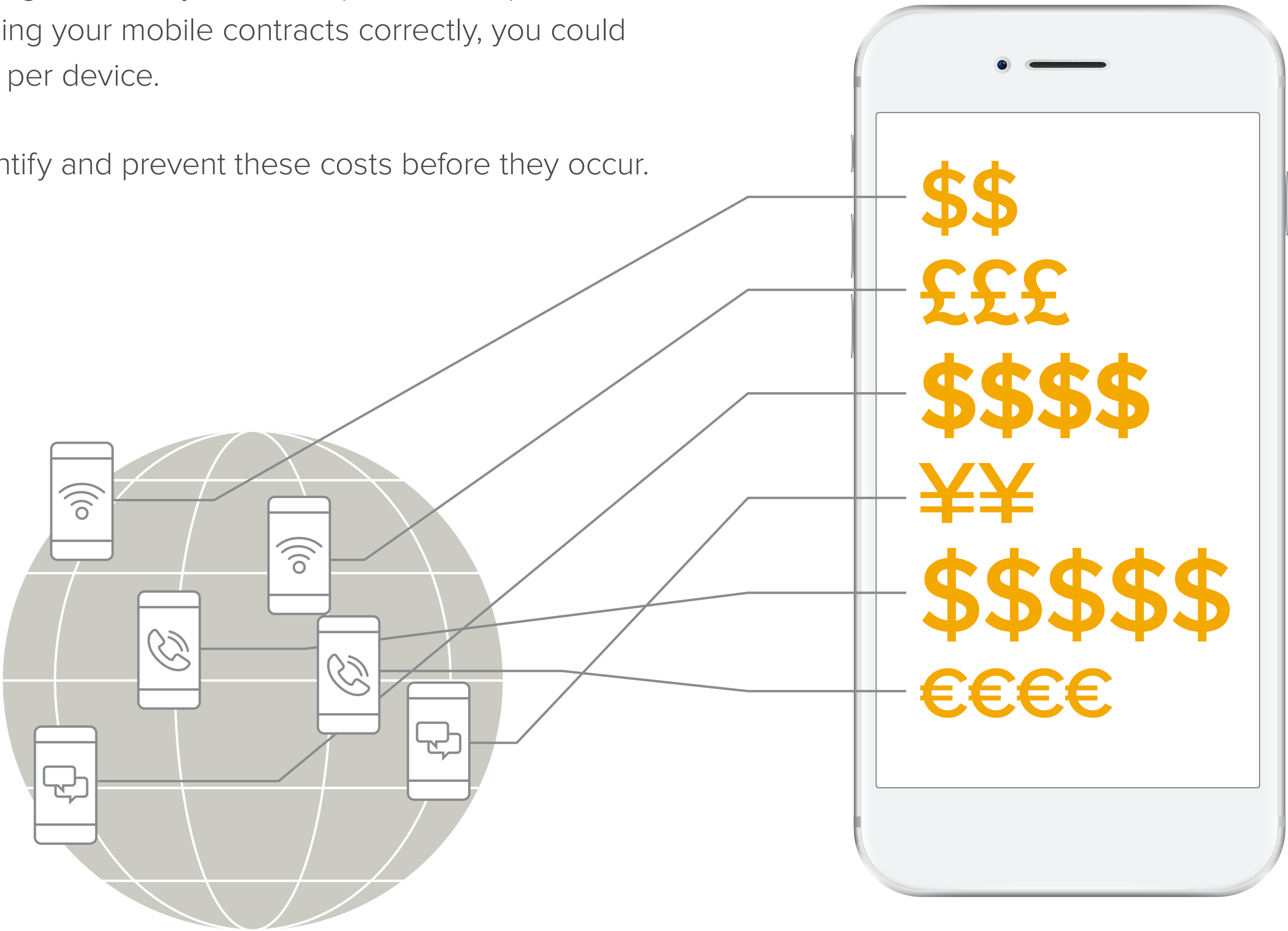
## Get control of your mobile spending.

Employees can quickly accumulate mobile roaming charges when traveling. These costs are rarely accounted for in budgets, so they deliver unpleasant surprises to the bottom line. If you aren't managing your mobile contracts correctly, you could be over-paying by as much as 30% per device.

You can use your travel data to identify and prevent these costs before they occur.

3

RIGHT-SIZE YOUR  
MOBILE SPENDING.



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RIGHT-SIZE YOUR  
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## Get control of your mobile spending.

### Concur stops mobile overspending before it happens.

Concur—along with our app partner, Visage—helps you use your travel data to proactively identify trips that may incur roaming or additional mobile charges.

You can adjust your mobile plans before travelers leave and avoid what have traditionally been hidden (and expensive) mobile costs. This is a quick and concrete way to drive real savings.





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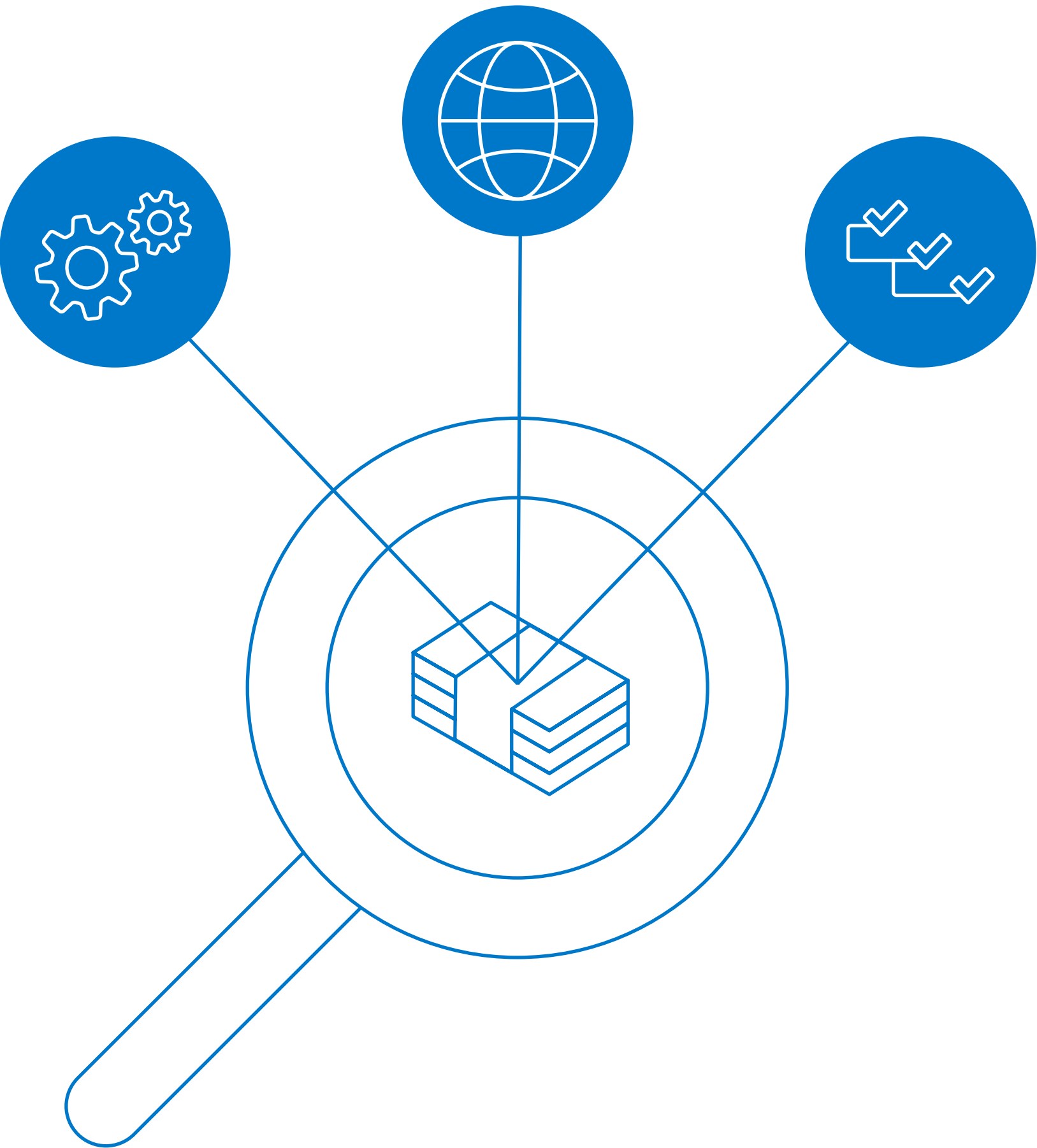
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## Spot savings without increasing your overhead.

Your T&E policies are in place for a range of reasons: from avoiding costly errors and ensuring policy compliance to preventing fraud. Relying on your own personnel and outdated technology, such as paper or scanned receipts, to monitor and audit expenses can be costly and put your business at risk.

Use request tools to stop bad spending before it happens, and consider outside auditors trained to identify problems and mitigate fraud risks early in the process. That frees your team to focus on managing the budget instead of wrangling the process.



4

SPOT SAVINGS  
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## Spot savings without increasing your overhead.

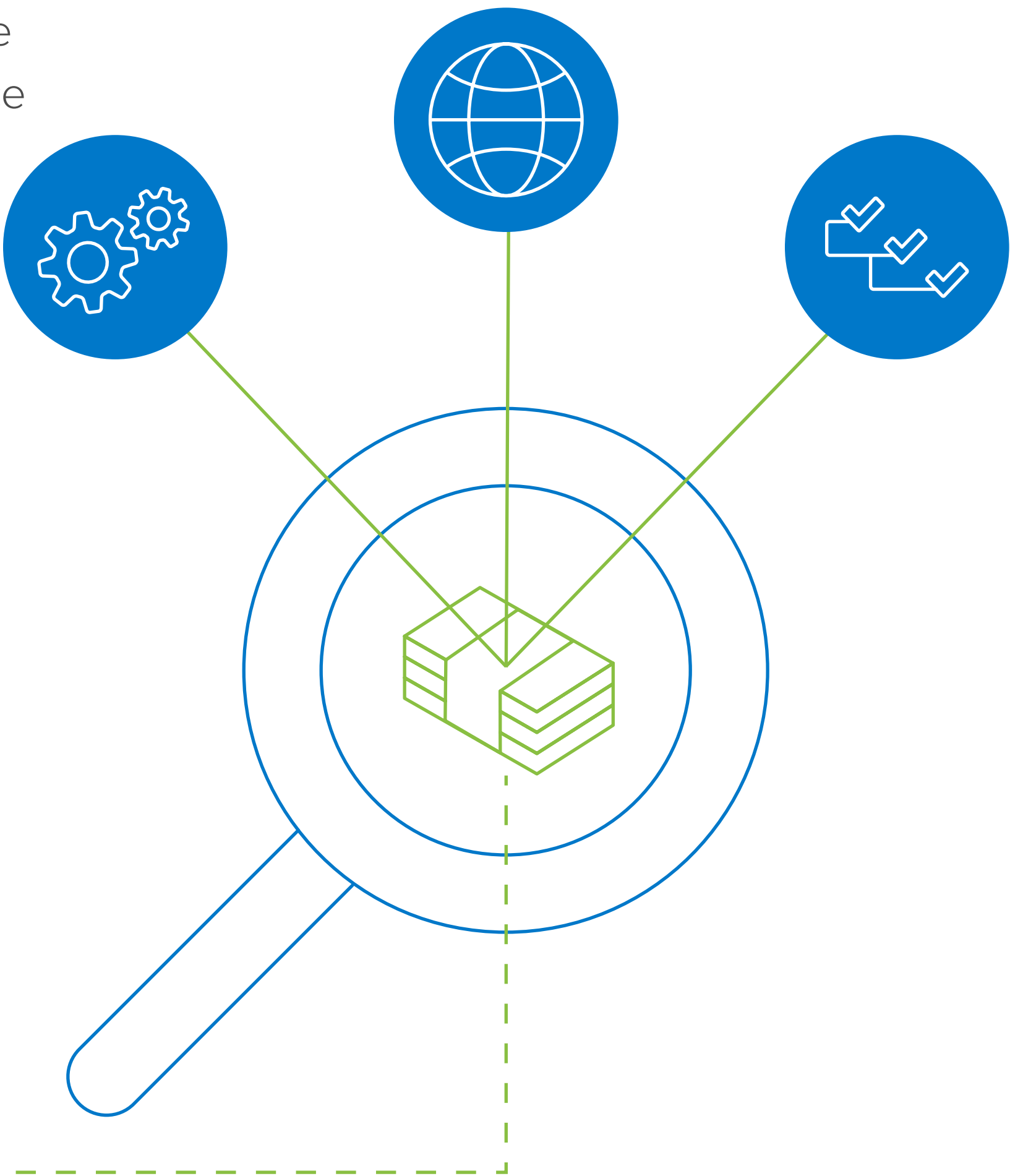
### Concur helps you fight fraud.

Concur embeds your T&E policies right into your travel booking and expense tools, so it's easy for employees to stay compliant. And Concur's Audit service provides a quick and timely compliance check of your team's spending, matching receipts to expense report line items and expenses to your corporate policy, without taxing your internal A/P team.

### How much can you save?

One Fortune 500 Company used Concur and Oversight data analytics to **increase audit effectiveness by 50%** and deliver an estimated

**\$4,000,000**  
in travel savings.



4

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## Negotiate the discounts you deserve.

**With all you spend on T&E, every \$10 off a room or 2% off a ticket price adds up to real savings.**

But to negotiate the best prices, you need to track each dollar you spend with each vendor—a tall order without the right tools to sort through the inconsistent spending data that comes in from credit card feeds and other sources.

Plus, when employees book outside of your approved system, those expenses may not even be captured. Harmonize your spending data from all booking sources, and you'll be positioned to demand the best prices.

5

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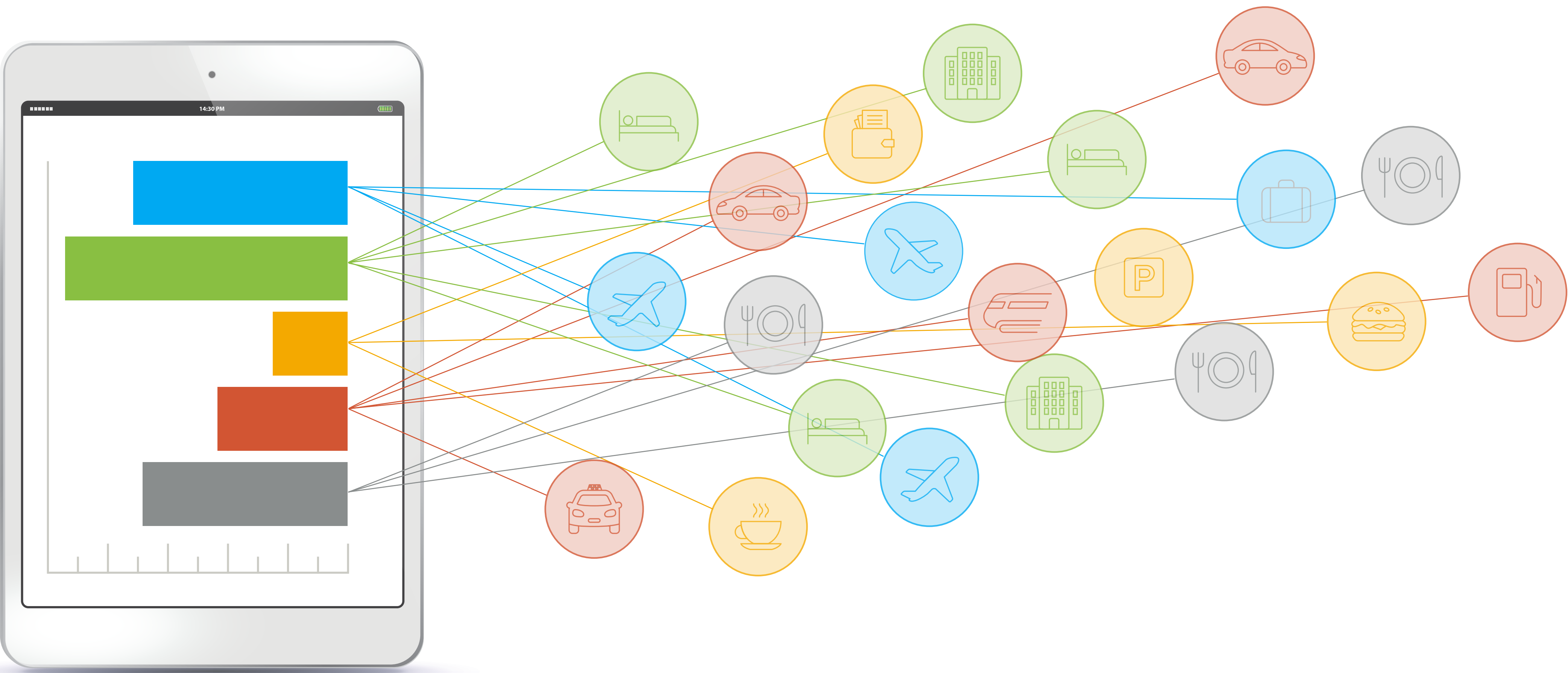
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## Negotiate the discounts you deserve.

Concur helps you harmonize your vendor information from any and every source, so you can see exactly how much you're spending with each hotel chain, airline, and beyond.

Bring every reservation into your system—whether it's booked through your travel tools or not—and you can track and manage your travel spending with a global view.



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## Reduce tax costs and increase reclamation.

Employee travel has lots of tax implications, from payroll tax liabilities to value-added-tax (VAT) on international purchases. Some of these taxes can be controlled and reclaimed, but only if you know the rules and have the right tools.

Targeted apps are out there to help you address this type of spending and automatically track payroll tax liabilities as well as VAT expenses—so you pay only what you have to and recover everything you can. One company saw \$2.5 million in VAT savings after tracking for just one year.



6

REDUCE TAX COSTS AND  
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## Reduce tax costs and increase reclamation.

### Proactively manage your tax liabilities with Concur.

Concur helps you turn your travel data into a dashboard detailing tax implications for each employee and country using our app partner, Blackspark. With full knowledge of your liability, you can adjust travel plans accordingly.

And with Concur, you won't leave any money on the table—using your travel and expense data to automatically and accurately process VAT reclamation with our app partners, TaxBack and UVS.



6

REDUCE TAX COSTS AND  
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## Looking to control costs and identify savings in your T&E? Concur can help.

No matter where you're looking, savings are easier to see with Concur. And because it integrates directly with your SAP ERP solution, you'll be able to identify errors from the inside, point out tax advantages from a global viewpoint, and work out efficiencies that help your people be more productive.

It's how you turn inefficient T&E processes and out-of-control costs into real, bottom-line savings.

To learn more, visit [Concur.com](https://concur.com) or [contact us today](#).

### About Concur

Concur, an SAP company, imagines the way the world should work, offering cloud-based services that make it simple to manage travel and expenses. By connecting data, applications and people, Concur delivers an effortless experience and total transparency into spending wherever and whenever it happens. Concur services adapt to individual employee preferences and scale to meet the needs of companies from small to large, so they can focus on what matters most for their businesses. Learn more at [concur.com](https://concur.com) or the [Concur blog](#).

