**Public sector travel and expense management**

# Gain Control and Compliance of Public Sector Spend with Integrated T&E

**SAP** Concur

# Trouble Managing T&E Compliance for Your Organisation? We Can Help.

With employees travelling and spending on behalf of your organisation almost every single day, the task of managing travel and expense activities can be overwhelming. How can you stay on top of it all, especially when your data is in disparate systems?

Consolidating all your data into one robust SAP Concur solution provides your organisation with the visibility it needs to get a complete view of employee spend. In addition, a dynamic workflow, intuitive user interface and diverse partner ecosystem encourages adherence to public sector policies, all while speeding up the reimbursement process. SAP Concur gives you peace of mind that your employees will make the right decisions, so you can focus on addressing the needs of your organisation in real time.

## Choose a partner you can trust

Selecting the right solution for your organisation's unique needs is hard enough. It seems even more complicated when you consider challenges that impact implementation in the public sector space, including lack of mandate, change management and diverse end users. No matter the size of your organisation, SAP Concur's implementation specialists and partners help eliminate the guesswork and tailor a solution that fits your institution best. We ensure your solution is activated and configured following current best practices for the Public Sector – aligning your solution with your current priorities and the flexibility you'll need to adapt.

### Simplified pretrip approval

You can't stop spend that you can't see. Gain visibility into trip costs and non-travel related spend before it occurs with an automated spend request and approval process in a single system – giving you a complete view to better control costs upfront.

### Increased traveller safety

As employees travel to distant places, it becomes increasingly important to create a solid program to protect the traveller and the organisation alike. Fulfill your organisation's duty of care obligations with tools to help you accurately locate, communicate and assist travelling employees when a crisis arises.

### Support for your mobile teams

For employees out in the field, being able to submit expenses and invoices and access travel information via a mobile device is critical. Ensure higher adoption of your T&E polices and happier users through mobile tools travellers can use both in the office and on the road.

# Is Your T&E Disconnected?

Even in government organisations with established travel programs, independent minded travellers and departmental nuances can lead to a lack of visibility into your organisation's spend.

Integrated T&E management saves time and helps you get control of spending by incorporating travel booking, expense tracking, invoicing, and your duty of care program into a single service. As a result, you gain a simplified system that improves your T&E process, adapts to the specifics of how your organisation works, and delivers timely information to help encourage compliance and reduce fraud and misuse.
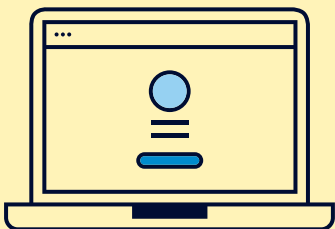
## Travel & expense that work better together.

SAP Concur's integrated solution centralises travel and expense data to help gain control of public sector spend. With Travel Request to capture pretrip details for approval and Triplink to gather data booked outside your travel program, you get complete visibility. Save time and money, all from one solution.

## Streamline invoice processing and reduce costs.

Invoice processing should be quick and easy. But when you have to juggle vendor invoices coming in from multiple sources and numerous check requests from staff, promptly approving and tracking that spend can get tricky. With Concur® Invoice, you can reduce the hours, effort and costs put into the entire accounts payable process — from check requests to invoice capture and payment. That means less manual data entry for you, so your time can be put to better use.

## Get a clear, intelligent view into spend.

Intelligence allows public sector organisations to leverage a single, clear view into spend to drive compliance and deliver insight into spending patterns and purchasing behaviour. Use your analytics and dashboards to discover actionable insights that inform better decisions and highlight opportunities to put money back into other programs.

> "Since we've taken on Concur, one of the biggest benefits has been the alleviation of the administrative impost on the approver. That burden has been lifted, thanks to the internal and external audit rules that comes with Concur."
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> — **Richard Grigg** - Assistant Director, Financial Statements and Business Services Branch Australian Bureau of Statistics
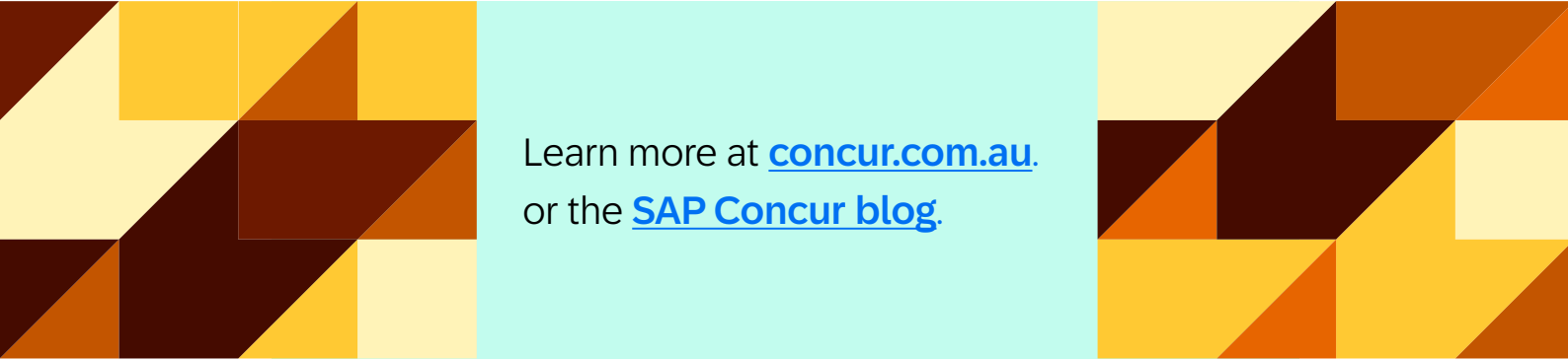
# Locate and communicate with employees when they need it most.

When travelling abroad your organisation has an obligation to keep your employees safe. Concur® Locate allows you to accurately track and communicate with your travellers regardless of how travel was booked.  Active Monitoring goes a step further to simplify your duty of care responsibilities by outsourcing all of your activities to experts in travel risk management.

## About SAP Concur

SAP® Concur® is the world's leading brand for integrated travel, expense, and invoice management. Driven by a relentless pursuit to simplify and automate everyday processes, the solutions guide employees through business trips, move authorised charges directly into expense reports, and automate invoice approvals. By integrating near real-time data and using AI to analyse transactions, businesses can see what they're spending, improve compliance, and avoid possible blind spots in the budget. SAP Concur is imagining a world where travel and expenses practically manage themselves, helping businesses run at their best everyday.

Learn more about solutions for the Public Sector at **www.concur.com.au/public-sector**

Learn more at **concur.com.au**.
or the **SAP Concur blog**.