

SAP Concur 

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All you have to do is ask

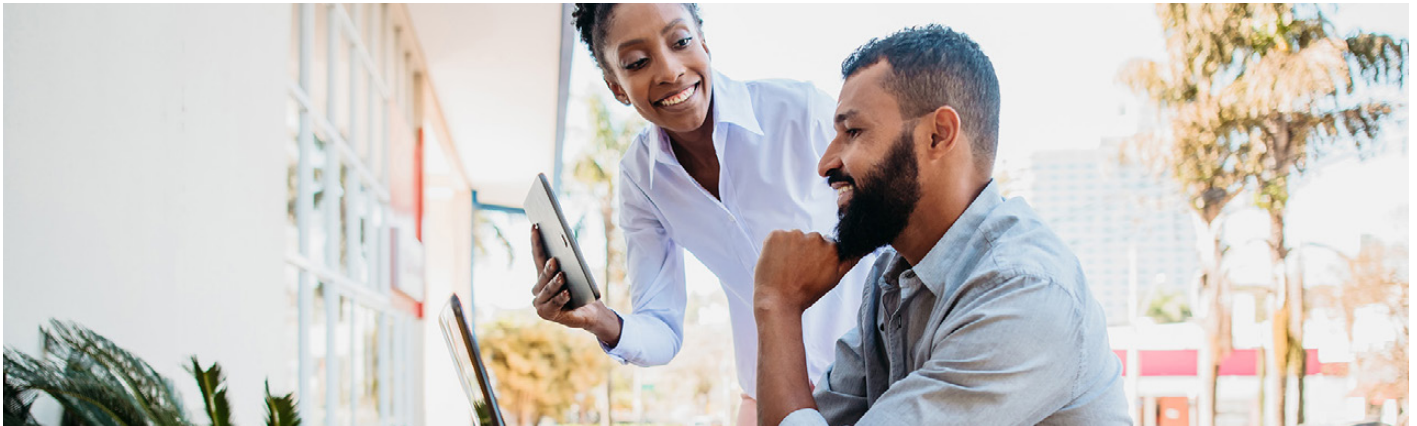
Concur Request: A versatile way to simplify processes and increase spend control and safety



Concur® Request is about increasing control through pre-spend authorization. It empowers intelligent management of spending and compliance before flights are booked and expenses incurred. It's a way to save time, simplify requests, and increase visibility in the process.

It's where you get the details before deciding on an approval, and it's how you stay on top of travel and employee safety. Travel requests, however, are only the beginning. With employees making more and more spending decisions that require more and more oversight, Concur Request takes you further.

Just ask and it also can help manage who's working remotely or in the office and even employee education spending. Pre-approval, visibility, and consistency are what Concur Request does.



Can I control travel now that it's back?

Pre-trip approvals are what Concur Request is known for – it's a tried-and-true part of the booking process that more travel buyers and procurement professionals are asking for. With travel-specific spending up 178%¹ in 2022 vs. the year before, there's plenty to monitor. And with Concur Request, you have an authorization process in place to oversee travel and spending by capturing key categories of information.

1. **What is the purpose of this trip?** Here, employees name the destination and give you a description of the travel.
2. **Is this travel essential?** Employees outline the goals, costs, and risks of the trip, informing the approval process.
3. **Who needs to approve this trip?** This helps you configure a workflow that fits your company's unique needs.
4. **How does this trip impact my budget?** So you can control costs and stay on top of what's getting spent where.

1. Spend Insights Report, SAP Concur and Oversight, 2023



Can I go to London?

\$24.3M

to Employee Awareness,
Policy Awareness,
and Policy Awareness
Violations³

\$5.2M

to Misclassified Expense
and Missing or Invalid
Receipt Violations⁴

Managing a trip is so much easier if you know where an employee is going – as well as when, why, and how much it'll cost – before they head out. The risks are high when companies lack control: Spend violations rose 7.9% in 2022 and the cost to businesses jumped 9.83% – a total of \$91,321,505.²

Concur Request gives your travelers a simple way to ask for travel approval and minimizes the chances they'll forget – accidentally or intentionally – about a spending policy. When travelers fill in details about the reasons for their trip, as well as the costs of lodging, transportation, meals, and other incidentals, budget managers have visibility and control over spending before it occurs.

It also supports duty of care by providing:

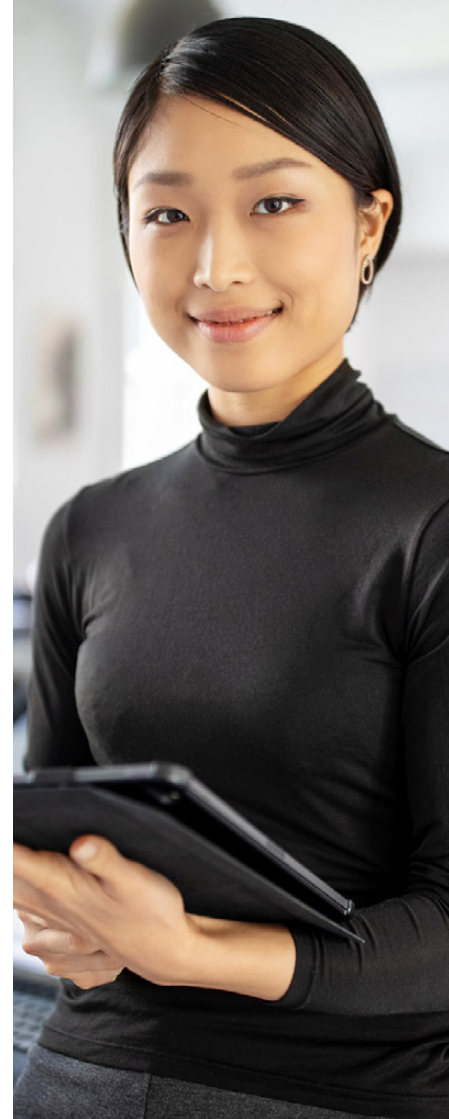
- Transparency – Travelers get safety details about their destination, so they can make safer choices.
- Regulations – You get data to keep you in compliance, lower traveler risk, and improve duty of care.
- Approval – You can easily approve trips to safe destinations and deny riskier travel.
- Efficiency – It's all incorporated into trip planning, so you can deliver transparency and oversight without adding complexity.

2.–4. Spend Insights Report, SAP Concur and Oversight, 2023

Can I find and support my employees?

Remote and hybrid work appear to be here to stay. Many employees like it. Many companies have found it largely works for them, too. But keeping track of when and whether employees are at home or in the office can be a challenge and a factor as you gauge facility use, workflow, and support needs and costs. Concur Request gives your organization a simple, clickthrough way to:

- Know who's working where, so you can keep up with onsite employee count.
- Maintain an accurate headcount of remote employees, so you can stay on top of the expenses, processes, and systems required for work at home.
- Easily deploy new processes to meet the requests employees may have.
- Route requests to management and facilities for approval.
- Gain visibility into where and how your teams are working, so you can keep them connected and working as efficiently as possible.





Can I continue my education?

Because every employee request is important to that employee, every request requires consideration by your organization. Concur Request allows you to efficiently address inquiries such as continuing education, training and other courses, and completion or advancement of degree programs – bringing consistency to the process while proving your commitment to investing in your workforce.

- Give employees a quick and easy way to start development conversations with managers.
- Create process consistency across teams and departments.
- Keep track of all requests within teams and across the company to stay ahead of budgets.

Can we do this?

The short answer is yes. Use Concur Request to manage pre-booking decisions as well as add on to your existing solution and add benefits to your travel, expense, and other programs – while simplifying the process for everyone.

It gives you control over budgets, before they're spent. It supports your duty of care, before anyone hits the road. It keeps you informed about who's working from home and who's in the office – and why that matters. And it allows employees to work efficiently, no matter where they're working.

So you can keep costs in check and improve the employee experience. Are you ready to get started? Visit the [Concur Request product page](#).

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 authorized charges directly into expense reports, and automate invoice approvals. By integrating near real-time data and using AI to analyze 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 every day.

Learn more at concur.com or at the SAP Concur [blog](#)

