



SAP Concur solutions | Concur Request

Confident Spending Starts with Concur Request

Simplify approvals, control costs,
and spend wisely

When spend is uncertain, friction slows every step

Every day, employees face small but important questions about company spending. Can I book this client trip? Is a team offsite within budget? Am I allowed to purchase this gift for a partner? They want to do the right thing, but it's not always clear what the right thing is. Without guidance, they may delay action, make the wrong choice, or give up altogether.

Managers and finance teams face challenges of their own. By the time a questionable expense appears on a report, the money is already gone. Forecasting is difficult when spend is fragmented across multiple channels, and duty of care is nearly impossible without knowing where people are traveling.

Organizations need visibility and control *before* spend occurs.

Make every request compliant and confident

Concur Request simplifies the way employees ask to spend company funds, and the way managers review and approve requests. Instead of navigating dense policy documents, employees follow an intuitive, guided process that ensures their requests align with company rules. Managers receive the right information up front, with any exceptions flagged, so they can make confident, informed decisions.

This experience is not only seamless, it's fast. Take a business trip for example. An employee could spend hours researching costs for a trip. But with Request Assistant, powered by generative AI, employees instantly receive accurate, compliant cost estimates.

83% Less time to research and submit cost estimates per trip¹

Once submitted, the request approver can review and approve on the go, and if a trip involves a high-risk location, Concur Request can prompt additional approvals and provides safety reminders. The result: a compliant process that keeps employees moving and managers in control.

Empower employees. Support managers. Control costs

With Concur Request, benefits are felt throughout the organization. Employees gain peace of mind, knowing their approved requests are compliant, reimbursable, and aligned with the budget. They spend less time researching policies and more time focusing on the work that matters.

Managers and finance teams benefit from visibility into spend before it happens. Automated checks enforce policy, integrations support proactive budget control, and forecasting becomes more accurate. The organization gains consistent governance, reduced risk, and a scalable foundation for growth.

1. [Source: SAP Expert Estimation](#)

How will you use Concur Request?

Concur Request doesn't just streamline travel and expense workflows. Organizations are finding creative ways to extend its value into other parts of the business. Because the solution is both flexible and scalable, it adapts easily to unique needs, helping different teams enforce policies, drive initiatives, and simplify everyday processes.

Customers use Concur Request to:

- Enforce sustainability initiatives by shaping travel choices
- Manage employee requests for corporate cards or office assets
- Ensure partner gifts align with anti-bribery rules
- Streamline training budget approvals
- Issue cash advances and track them against planned spend

Turn every approval into insight

These examples highlight how Concur Request is more than a pre-travel approval tool. Rather, it's a versatile platform for governance across spend categories, designed to grow and evolve alongside your organization.

And when integrated with Concur Travel, Concur Expense, and SAP S/4HANA, the solution delivers an end-to-end view of spend. Requests flow directly into travel bookings and expense reports, budgets can be reserved and tracked, and data is consistent at every step. And with mobile access, approvals happen anytime, anywhere, helping your business keep pace with opportunity.

Above all, Concur Request strikes a balance between freedom and control. Employees get the clarity they need. Managers gain the visibility they demand. And the organization benefits from proactive, scalable spend governance.

When every dollar matters, Concur Request ensures spending decisions are made with confidence.



Learn more

To learn more about Request, visit:
concur.com

