

Do you need a travel management program?

Well, how much do you need productive employees?
How badly do you need to control costs?

Balancing a simple experience for employees with the complexities of controlling costs doesn't have to be an impossible feat. With the right travel and expense (T&E) tools, you can keep employees safe, happy, and productive while still reining in spending. And you don't have to break the bank to do it.

Here's what travelers get:

1.

Easy Booking

Employees can book and manage their trips directly with vendors or through a simple booking tool – and their itinerary details and credit card data are captured automatically.



2.

The End of Paperwork

Take paperwork – and busywork – out of the process. Employees simply snap photos of their receipts, and the data flows automatically into itemized expense reports.



3.

Safe Travels

With this travel data all in one place, you can give your travelers the support they need if they run into trouble and need to get home. You can even give them access to safety information on the neighborhoods they're visiting, so they are better prepared when they arrive.

4.

The Top App

Give employees a top-rated app that 17 million people use to stay on top of details from flight changes to their carbon footprint.



5.

A Few Taps to Manage the Trip

Give travelers a simple way to book reservations, manage itineraries, and track expenses – right from their smartphone.



Here's what you get:

1.

An Easy Way to Do Your Duty

No matter where your employees book their trips, the itinerary details are captured and centralized – so you can see where they are at all times. If there's an emergency or other event, you'll know who's affected, and you can connect, communicate, and help get them home.

2.

Control Over Costs

You'll get a near-real-time view into your travel data, so you can see – and manage – what's being spent. You can also use automated controls and powerful analytics to manage compliance and accruals, track spending against the budgets, and stay ahead of costs.



3.

Proactive Spend Management

Take control with visibility into purchase details before deciding on approval. You can compare planned spend to actual spend to improve forecasting. And you can easily connect people and processes to help stay on top of policies.

4.

Accelerated Productivity

By taking busywork off employees' desks, you free them up to get more done. You'll also give them the satisfaction of knowing the work they do matters – because you didn't hire them to fill out expense reports.



5.

An Enjoyable Experience for Everyone

Business travel without receipts or reports or other hassles helps keep your travelers happy and engaged. And because data is captured automatically, it keeps you informed and in control – without administrative hassles or complexities.



Give your travelers a great experience, and you'll get improved performance – plus the data you need to manage spending.

Learn more at www.concur.com/small-business/travel