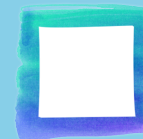


Integrating Travel and Expense A Solution for Finance Departments

How to leverage travel policy automation, technology and, service in order to drive visibility and control the T&E budget, organization-wide.



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01

Introduction

Travel and Expense (T&E) is often the most expensive budget item besides labor. Oftentimes, the policies and processes that govern travel expense reimbursements are prolonged, manual efforts consisting of spreadsheets, mountains of receipts, and lengthy email strings regarding approvals and reconciliation.

In the ongoing battle with travel expense reimbursement, Finance departments regularly have to contend with the following challenges:

Late reimbursement requests, several quarters after travel has occurred

Out of policy travel requests, leading to reimbursement disputes

Email string searches to find the appropriate approvals

No reliable reporting on travel spend by company, department, or individual

WE FEEL YOUR PAIN.

As an SAP Concur TMC Elite partner, CI Azumano has helped hundreds of companies address these challenges via integrated travel expense management. An integrated solution will greatly improve employee productivity, while also delivering measurable savings.

We've put together this short eBook to help understand and improve your expense reimbursement processes.

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Technology solutions from CI Azumano Business Travel and SAP Concur provide access to pre-trip approval processing, corporate online booking tools, and integrated expense management via any device.

What Does An Integrated T&E Process Look Like?



Pre-Trip Approval: Pre-trip approval gives managers the opportunity to assess and authorize travel requests prior to ticketing.



Booking from Any Device: Travelers have the ability to book from their mobile devices through Concur Travel online, email, or by calling our expert travel agents, 24/7/365



Expense Submission from Any Device: Through SAP Concur Expense, travelers can include digital copies of receipts, and easily submit expense reports, saving enormous amounts of time.



One-click approval: Travel approval requests, as well as expense reimbursements are automatically routed in the system. One-click approval provides efficiency and organization.



Reporting and Analysis: The process provides complete visibility thus allowing the business to analyze T&E spend. This will improve overall productivity and permit new policies or supplier negotiations.

03

Benefits of Integrating T&E



Improved Productivity: According to SAP Concur, companies save as much as 70% of the time & labor it takes to manage the complete process from booking to reimbursement; creating huge efficiencies and scale for accounting departments.



Improved Compliance: The speed and accuracy of automated booking, approval and expense reimbursement is also a fantastic incentive for business travelers who want a quick and efficient process.



Improved Visibility: Businesses have better visibility as automation improves compliance with fewer errors and accurate data. This allows for detailed supplier negotiations and more effective travel policy management.

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What Is The Best Way To Start?

CI Azumano Business Travel helps numerous global enterprises including: Fortune 1000's, hospitals, higher ed, and the US Government, manage integrated travel solutions. As with all of our clients, we can work with your business to design a best in class solution, tailored to your business requirements. This will lead to tremendous savings, all while improving the productivity and satisfaction of your employees.

By working with CI Azumano Business Travel and SAP Concur to integrate travel and expense you can:

- ✓ Rely on a single source of accurate data
- ✓ Concentrate spend on a key set of preferred suppliers, driving significant savings
- ✓ Identify policy changes that will significantly reduce your travel spend
- ✓ Improve the speed and efficiency of your travel and expense management process, driving employee satisfaction and program adoption

Save time and money with an integrated travel and expense platform backed by 24/7 expert travel agents, skilled travel management consultants and powerful reporting.

As an Elite Concur Partner, CI Azumano Business Travel is part of a select group of TMCs supporting the most powerful online and mobile travel booking management platform. We also integrate with leading international travel security firms.



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CI Azumano Business Travel has a fifty-year track record servicing global businesses. As an SAP Concur TMC Elite Partner, CI Azumano is part of a select group of TMCs utilizing the world's most popular and powerful online and mobile travel booking management platform. In addition, CI also works directly with leading international travel security firms.

Reach out to us to learn more about how CI Azumano Business Travel can help you protect your travelers with the top-level service and support they deserve.

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