SAP Solution Brief
SAP ERP

SAP Travel Management

IMPROVING BUSINESS TRAVEL WITH SAP® TRAVEL MANAGEMENT

SAVING TIME AND MONEY WHILE INCREASING PRODUCTIVITY

Business travel expenditures account for the second-largest share of costs in most companies, and analysts say those costs are likely to go up. The SAP® Travel Management application reduces your business travel costs by making it easier for your employees to manage their travel – saving both time and money.

Analysts predict that globalization in today's business arena will result in an increase in business travel expenditures of up to 20%. Companies must control their travel budgets, enforce their travel policies and use of preferred suppliers, and involve fewer people in travel planning and follow-up. For example, travelers spend too much time on the phone with travel agencies scheduling and rescheduling trips, travel agencies spend too much time learning and following a company's travel guidelines, and managers struggle with reporting data that has been collected from various heterogeneous sources. The SAP® Travel Management application streamlines these processes and more, reducing administrative tasks for employees and helping your company realize significant savings.

Because of its close integration with the SAP ERP Financials and SAP ERP Human Capital Management solutions, SAP Travel Management links all phases of travel management – from the initial request to planning and online booking to the submission and settlement of travel expenses – in one integrated process. It also includes a tailored user interface for all roles involved in the processes: a Web application for travelers, travel arrangers, and managers; a graphical user interface for expense administrators; a reporting dashboard for travel managers; and a policy configurator for system managers.

Travel Request and Pretrip Approval

The pretrip approval function enables employees to enter basic data, such as dates, times, trip destinations, reason for the trip, and requests for travel services (flight, hotel, rental car, and train) in an online travel request, while simultaneously informing their responsible approvers about anticipated costs. After the trip, when the expense report is entered, the costs approved before the trip can be compared with the actual costs incurred during the trip.

Integration with eTravel Management and GetThere Online Booking Tools

SAP Travel Management integrates with third-party travel planning tools such as Amadeus eTravel Management or Sabre GetThere. These booking functions put travel managers in charge, making it easier for them to establish and change company policies for airlines, hotels, and car rentals. Built-in policies influence employee travelers to select preferred suppliers and the lowest fares. Using the applications, travelers can:

- Make online reservations for flights, hotels, rental cars, and local train services
- Organize one-way, round-trip, and multisegment trips
- View and reserve a specific seat
- Print and download an itinerary that recaps all reservation details and confirms numbers, frequent-flyer numbers, dates, times, and addresses

Users can transfer general data from a travel request directly into the external online booking system and then back into the expense report. The traveler simply needs to add the receipts that were paid in cash. Because it is integrated with the business workflow, SAP Travel Management automatically informs the correct manager if the process requires special approval or authorization. In addition, multiple reporting options are made possible by synchronizing data between external travel plans and your SAP software system.

Using these online booking tools lessens your dependency on a travel agency for routine transactions. Reducing these transactions means reducing fees, which have been escalating as travel agencies struggle to compensate for dwindling commissions from airline, hotel, and car rental suppliers. By optimizing travel processes, you can unbundle transaction fees to achieve better fee-for-service allocations – an indirect savings that allows most companies to cut their travel agency fees in half.

Travel Expense Management: Streamlining the Accounting Process

SAP Travel Management reduces the administrative workload associated with travel expense accounting with user-friendly functions that speed up the entry and processing of travel expense reports, and streamline accounting and reimbursement processes. Different applications are available depending on the type of traveler: individual reports for frequent or occasional travelers and summarized express expense sheets for daily travelers.

Because the expense report is integrated with the travel request and third-party online booking tools, SAP Travel Management automatically populates important travel details for the traveler's convenience, thus eliminating redundant data entry. Credit card receipts that are not yet attached to a trip are available to the user, who can readily drag and drop these to a trip. The user can also attach scanned receipts or photos of receipts to the expense report. Physical storage and loss of paper receipts are no longer problems.

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Finally, and perhaps most important for travelers, the full integration of SAP Travel Management with the SAP ERP application helps ensure faster accounting and settlement cycles and, therefore, faster reimbursement.

Country Versions Provide a Global Solution

Companies in more than 90 countries use SAP Travel Management. It not only supports people as they travel around the world; you can also implement the application in different countries around the world. With 30 language versions and 23 international settlement versions, it provides a global, comprehensive solution for travel management. It is supplied and maintained either as an international standard version or as one of many preconfigured and ready-to-run country versions. The standard version contains all the travel-expense management configurations needed to supplement and adapt international standards to country-specific values for per diem rates, tax codes, and tax relevant reimbursement costs.

The country versions are available for private sector and public sector organizations. The public sector has very specific requirements for settling and reimbursing business trip expenses. To help meet these requirements, SAP Travel Management is available in versions that include relevant information for the public sector in countries such as Germany and Austria. One of the biggest advantages of these specialized versions is their streamlined integration with funds management functionality.

Efficient Web Interface for Self-Service

All the self-service functions of SAP Travel Management are available via a Web interface, which enables users to work more efficiently with the application, saving time and effort. Both beginning and advanced users can readily use all the features thanks to step-by-step user guidance, on-screen help, and guide services. The screen layout is consistent throughout all self-service functions, so users learn quickly and organizations benefit from a faster return on investment due to rapid adoption. The user interface is completely compatible with the other travel management services for assistants, accounts payable and accounts receivable clerks, project and line managers, and system administrators. All of these self-service functions can be added to your intranet or personalized enterprise portal.

Traveling with Ease – Anytime, Anywhere

People who travel frequently on business face piles of administrative work both before they leave and when they return. Using SAP Travel Management, you can reduce the number of administrative tasks while increasing flexibility. In addition, SAP Travel Management offers travelers information about their customer locations and their destination countries.

As an example, let's look at how travel affects your sales representatives. They spend most of their time on the road. Their efficiency could improve if they could adapt their itineraries in real time to meet changing business requirements. SAP Travel Management provides the tools travelers need, such as mobile applications to submit their travel requests and enable their manager to process travel workflow approvals, in addition to portals that help them book flights, hotels, and car rentals and look up related information. Then, when they return, travelers can use the portal to enter their receipts (for example, using an automatic assignment of credit card transactions), receive approval, and trigger a rapid reimbursement of their expenses. Because they can enter travel expense information using their mobile devices, employees can use their travel time efficiently and reduce processing time once they return.

SAP Travel Management links all phases of travel management – from the initial request to planning and online booking to the submission and settlement of travel expenses – in one integrated process.

Reporting: A Tedious Task Simplified

Having all booking and expense data consolidated in one place enables travel managers to run comprehensive reporting using SAP BusinessObjects™ tools in SAP Travel Management. Thanks to integration with SAP BusinessObjects business intelligence solutions, the application supports decision making and facilitates the development and implementation of new travel management strategies. Preconfigured reports help you consolidate valuable data for supplier negotiations to further cut direct purchasing costs. Users have access to the information they need – with minimal dependence on IT resources and developers. Travel managers, purchasers, and controllers can access the data, format and analyze it, and share the information across your organization.

Cutting Travel Costs with SAP Travel Management

Companies are discovering that, in a tight and unpredictable economy, they must seek ways to reduce costs for necessary travel. SAP Travel Management provides an automated solution that helps your company streamline travel processes, reduce administrative tasks, consolidate all booking and expense data in one place, increase employee compliance with travel guidelines, and work with preferred travel suppliers and agencies. The result is more efficiency throughout your company's entire travel management process – and significant savings.

Find Out More

To find out how SAP Travel Management can help your company streamline its travel management processes and cut travel costs, visit our Web site at www.sap.com/tm.

QUICK FACTS

www.sap.com/contactsap

Summary

In an unpredictable economy, companies need to reduce costs for necessary travel. The SAP® Travel Management application helps your company streamline travel processes, reduce administrative tasks, and consolidate all booking and expense data in one place. The result is more efficiency throughout your company's entire travel management process – and significant savings.

Business Challenges

- Control ever-increasing travel costs
- Encourage employee compliance with travel guidelines and use of preferred travel vendors
- Involve fewer people and less time in travel planning and follow-up
- Reduce time and effort spent on travel reporting

Key Features

- **Integration** – Link all phases of travel management – from the initial request to planning and online booking to the submission and settlement of travel expenses – in one streamlined process
- **Online booking** – Save time planning and booking travel on the Web
- **Expense management** – Reduce the administrative workload associated with travel, streamlining expense reports entry, accounting, and reimbursement processes
- **Analysis** – Examine travel management processes and analyze and redefine your company's travel policy
- **Reporting** – Use preconfigured reports to quickly consolidate valuable data for supplier negotiations to further cut direct purchasing costs
- **Global solution** – Support legal travel requirements worldwide with international settlement versions

Business Benefits

- **Realize savings** through the ability to set better travel policies and increase compliance
- **Raise productivity** by reducing administrative tasks for travelers and managers and making business travel functions available through mobile applications
- **Improve clarity of travel processes and costs** with integration of travel data into preconfigured reports and dashboards using SAP BusinessObjects™ business intelligence solutions
- **Increase traveler satisfaction** with easier processes and faster reimbursement

For More Information

Call your SAP representative, or visit us online at www.sap.com/tm.

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