



SAP® Travel OnDemand Solution – An Easier Way to Travel



The Best-Run Businesses Run SAP™

**Focus on your business while
controlling travel costs**

Focus on your business while controlling travel costs

With the increasing cost of business travel, your organization needs to cut travel costs and complexity while increasing compliance. The SAP® Travel OnDemand solution helps you manage processes such as planning, booking, travel receipt capture, and expense reimbursement, and it lets you analyze expenses across multiple dimensions for **better decision making and cost control**.

Your company has defined spending limits for expenses like hotel rates or taxi fares and must adhere to country-specific rules for expenses such as mileage and per diem reimbursements. Thus, you need to track and control expenses, comply with local tax and legal requirements, and facilitate efficient approvals and audits.

Designed for how you and your employees work and travel, SAP Travel OnDemand automates travel processes and supports planning and booking, expense receipt capture, and the reimbursement of expenses. It helps

you simplify expense reporting, increase accuracy, and reduce costs – all while speeding processing time. Automated, standardized processes help improve visibility, efficiency, and cash management while aiding compliance.

By capturing and analyzing your travel expenses across business units, expense types, and geographies, you can generate insights that help control current and future expenses. And your employees get tools they'll actually enjoy using.



Stay on top of travel expenses while you're on the road

Stay on top of travel expenses while you're on the road

Manage your entire trip lifecycle with integrated processes

Streamline travel expense management through automation

Stay in compliance with your travel policies

Accelerate reconciliation and reimbursement

Gain better insight into travel costs

Built for the way business travelers work, SAP Travel OnDemand helps reduce the time and cost of capturing expense receipts and submitting expense reports. By enforcing your corporate policies and legal and company-specific tax regulations for travel expenses, the solution helps you adhere to corporate compliance requirements. You gain efficiencies through automated, standardized processes and by incorporating travel expenses into your cash management processes.

In addition to using traditional methods of scanning and mailing receipts, you can use

your mobile device to capture receipt information in real time and manage expenses while you're traveling. Also, the solution leverages native device and application features. For example, you can use your device's camera, location services, and date defaults to capture travel and expense receipts as you incur them, reducing the chance of lost receipts and delays in submitting your expense reports. In addition, the solution expedites approvals, enabling your managers to use their mobile devices to approve trip requests and expense reports.

Save time and money by using your mobile device to capture and track trip expenses.



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Using integrated processes to manage the entire lifecycle of your trip, the SAP Travel OnDemand solution lets you tie cost-control measures to travel and expenses. Each step of the travel and expense process is set up to support faster processing and reimbursements.

Begin with a trip request that includes cost estimates. After management approves your trip, online booking tools from partners help you create and manage your itineraries. Next, automate the creation of expense reports

from the trip approval and booking. This speeds up the assignment of expense receipts to the expense report associated with a trip and the submission of expense reports.

For more consistent, accurate information, SAP Travel OnDemand lets you see your individual receipts in real time, both online and on your mobile device. In addition, Apple iPad users can access expense data, from expense submissions to the status of their expense approvals.



Now you can control costs each step of the way and get reimbursed for your expenses faster.



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Manual and offline receipt submission can slow expense report processing. You need a solution that speeds expense reimbursements while maximizing accuracy and compliance, and one that integrates with your financial and reconciliation processes to improve cash management. And you need it at a predictable cost.

With SAP Travel OnDemand, you and your managers can use mobile devices to approve trip requests, expense reports, and exceptions and immediately update the status of trips and expenses. Increased automation means fewer manual steps, resulting in fewer errors and faster reimbursements.

The solution enables automatic assignment of receipts to expense reports based on dates and helps to reduce the time it takes to organize receipts. Optical character recognition technology is used to itemize images of your expenses for quicker entry of travel expense receipts. Real-time receipt capture and feeds of corporate credit card charges minimize inconsistent or incomplete data and help you to quickly access charges.



Stay in compliance with your travel policies

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SAP Travel OnDemand simplifies the way you enforce legal and corporate tax regulations and travel policies. You can set up your corporate booking policies and preferred suppliers through online booking partners and quickly take action when a trip is outside of policy parameters.

The solution enables you to set up expense categories and limits, based on both corporate policies and legal requirements. It can accommodate your country's exchange rates and country-specific requirements, such

as mileage rates and per diem processing. Our country-specific versions contain the compliance logic you need to meet your country's legal and tax regulations for expense reimbursements.

It also gives you the flexibility to define rules for approvals and audits by destination country, total expense, and by expense type. And your managers can approve trips and expenses quickly and efficiently while maintaining an audit trail of all approval processes.

Get the stamp of approval on more than just your visa.



Accelerate reconciliation and reimbursement

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Take advantage of hassle-free integration between SAP Travel OnDemand and your organization's SAP ERP application. You can leverage your finance, controlling, and human capital management information – including exchange rates, payment status, controlling objects, and HR employee data – for greater consistency. Additionally, as a cloud solution, your business travelers can be up and running with SAP Travel OnDemand as soon as you show them the application.

SAP Travel OnDemand lets you incorporate travel expense reimbursements into your existing accounts payable and payroll processes. In this way, you improve cash management and speed payments to employees.



See your travel expenses in the context of other corporate data for improved cash management.



Gain better insight into travel costs

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Analyze your travel expenses for better visibility into where your travel spending is going. Use the reports embedded within SAP Travel OnDemand to monitor travel spend across business units, geographies, expense types, and travel suppliers. For further control of your travel costs, you can assign trip expenses to cost centers, orders, projects, and sales orders.

Increase your visibility into travel spend and use that insight to negotiate improved partnership terms with travel vendors. With this insight, you can understand trends in travel to more accurately plan future travel expenditures.



Get visibility into your travel expenses to find out where your travel costs are sky-high.



Take control of your travel costs

Take control of your travel costs

Facilitate corporate compliance

Increase your process efficiency

Simplifying travel planning, booking, and reimbursement processes, SAP Travel OnDemand is an easy-to-use solution that encourages business travelers to adopt it. Your business users can photograph and submit receipts from their mobile devices, which boosts accuracy while accelerating expense submissions. Automated updates of travel requests and expense reports help you speed cycle times and flag exceptions. And powerful analysis tools help you identify trends, plan spending, and negotiate improved terms with suppliers.

SAP Travel OnDemand helps you:

- Control travel spend by managing the entire trip-to-reimbursement process
- Analyze travel spend for increased visibility and cost control
- Improve usability for travelers, making expense reimbursement faster and less expensive

Control your travel expenditures and manage each trip, from planning to booking, approval, and reimbursement.



Facilitate corporate compliance

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Facilitate corporate compliance

Increase your process efficiency

Once you've defined your preferred travel suppliers and policies with the online booking partner, SAP Travel OnDemand lets you define company-wide expense categories and set limits by expense type and destination. You can set mileage reimbursement policies and rates, maintain company and statutory per diem rates per country, and maintain international exchange rates. Use your accounts payable processes to reimburse your employees and pay your travel vendors.

To ensure a strong audit trail, the solution lets you define approval and audit levels by country, expense total, and expense type and then track all approvals and rejections. A mobile app for managers makes approvals quick and easy, and e-mail notifications keep both managers and employees informed of approval requests and decisions.

SAP Travel OnDemand lets you:

- Enforce corporate travel policies
- Conform to local tax, legal, and accounting requirements for travel expenses
- Facilitate approvals from mobile devices
- Maintain audit trails for all expenses and approvals



Enforce corporate policies and legal regulations, and assign expenses to cost centers and projects for detailed tracking of travel expenses.



Increase your process efficiency

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SAP Travel OnDemand is a subscription-based cloud solution that helps you manage travel expenses without additional hardware or extensive services.

Tight integration with SAP ERP lets you use existing accounting processes and financial integration to improve cash management, working capital utilization, and controlling accuracy – while you tap employee and accounting information to speed processing. SAP Travel OnDemand combines faster, higher-quality, expense processing with exceptional security and privacy.

SAP Travel OnDemand lets you:

- Automate travel expense capture to increase accuracy, control costs, and speed processing
- Control software costs by implementing a software-as-a-service solution
- Accelerate travel expense reconciliation and reimbursement for improved cash management



Speed automation, standardize processes, and work travel costs into cash management processes with our cloud-based, software-as-a-service solution.



Objectives

Solution

Benefits

Quick Facts

Summary

Designed for how employees work and travel, the SAP® Travel OnDemand solution automates travel planning, booking, expense and receipt capture, and expense reimbursement. It helps simplify reporting, increase accuracy, and reduce costs while speeding processing time. Better visibility lets you analyze expenses across multiple dimensions, improving both decision making and cost control. And automated, standardized processes improve efficiency and cash management while maintaining compliance.

Objectives

- Enforce consistent compliance with travel guidelines
- Gain better visibility into travel spending trends
- Reduce the high cost of processing expense reports due to manual processes

Solution

- User experience and mobility designed for the way business travelers work
- Integrated expense management to manage your entire trip lifecycle
- Streamlined processes with automation
- Forced corporate travel policy compliance with corporate booking policies, preferred suppliers, and expense limits
- Accelerated reconciliation and reimbursement for improved cash management
- Greater visibility for better insight and control of travel costs

Benefits

- Control your travel costs
- Facilitate corporate and legal compliance
- Increase process efficiency

Learn more

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



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