



# Introduction

As the economy changes, the way your business spends money – and who spends it – constantly changes. New goals, business needs, clients, and other internal and external pressures mean more employees spend more money, resulting in more expense reports.

And an increase in expense reports leads to a higher number of inconsistencies, inaccuracies, and noncompliant submissions your business needs to detect and address.

If this sounds familiar, it's probably time to pop the hood on your travel and expense (T&E) program to see if your workflows and systems are running as efficiently and effectively as they could be.

Here are **eight questions** to ask yourself and your finance team. They're designed to help you better understand the state of your T&E program – and if needed, guide you through ways to improve it.

Each question includes an additional resource that dives deeper into the topic.



# 01

## Are we all **defining T&E** the same way?

Getting on the same page with both leaders and your staff is critical to assessing the current state of your T&E program. Read **What Does T&E Mean?** to see how you can get aligned.



*In case you have ever wondered what T&E actually stands for, we'll explain not only what it is, but also why the term is important in the business world, and how paying attention to your T&E spend can save your business time, hassle and money."*



[Read the blog post >>>](#)

# 02

## What should I (a finance leader) know about company spending?

What are the three questions you should ask your finance team about managing employee spend? Find out and learn how to dig into the answers in **What Every CFO Should Know About Employee Spend**.



*Some finance teams may feel they have employee spend well managed across their organization. Reports are being sent to the CEO's desk and, at a high level glance, they seem to be in order, within budget and pass muster."*



[Read the blog post >>>](#)

# 03

## Are we auditing expenses effectively?

Discover why, when, where, and how to audit employee T&E. Plus, get seven tips to build out your own process in **Are You Auditing Travel and Expenses Effectively?**



*Auditing before expense reports are approved is our best-practice recommendation to eliminate the problem of trying to recoup funds you have already reimbursed."*



[View the infographic >>>](#)

# 04

## Are there **hidden costs** in our T&E processes?

Hint: The answer is likely yes. Get **The Hidden Costs of Travel and Expense** to see where to find them, learn what to do about them, and brush up on active vs passive spending.



*While most systems track clear-cut travel and expense purchases, the reality is that some travel and expense costs simply can't be captured by traditional solutions."*

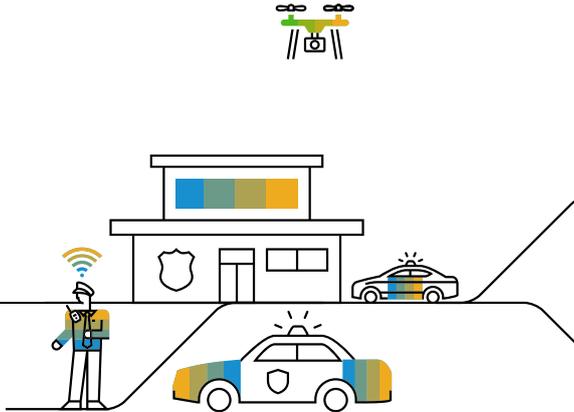


[Download the e-book >>>](#)

# 05

## Are we **susceptible** to fraud?

Did you know 5% of annual revenues are lost due to fraud? An ACFE study explains the costliest fraud schemes, how to identify them, how much they cost you, and what to do about them in **Compliance and Fraud: What You Can't See Can Cost You**.



*Financial statement fraud schemes are the most common and most-costly [forms of occupational fraud], accounting for 10% of cases and a median loss of \$800,000."*



[Read the blog post >>>](#)

# 06

## Does our **compliance protect** our business and employees?

Explore the checks and balances you can put in place to mitigate, detect, and prevent financial losses due to errors or fraud in **4 Steps to Control Employee Spend Before It's Too Late**.



*An adaptable compliance program is vital during challenging economic times.”*

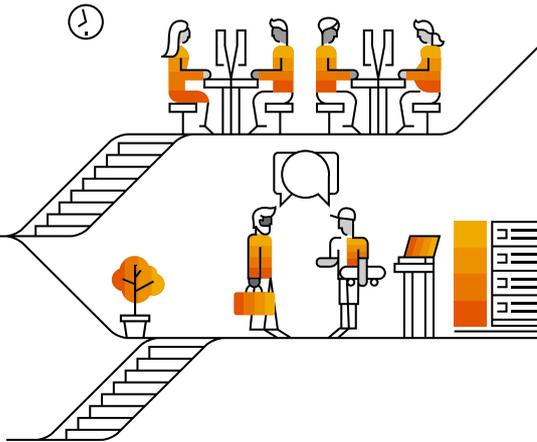


[Read the blog post >>>](#)

# 07

## Does our T&E system need a change?

Vet your current processes and workflows against three industry trends that could challenge how you manage employee spend in **The Cost of Doing Nothing**.



*Partially automated solutions or free tools that are included with your ERP are quickly becoming inadequate due to evolving trends in the marketplace, ultimately exposing your organization to risks and creating a technology void you won't easily be able to overcome."*



[Read the e-book >>>](#)

# 08

## How can we create an **expense policy** that employees will actually follow?

Download **Tips for Creating an Expense Policy** to receive guidance and a template to help you get started building your policy.



*Creating an expense policy can be time-consuming; but when you consider that 24% of T&E expenses fall outside of policy, it makes sense to invest the time and effort.”*



**Get the guide >>>**

## About SAP Concur

SAP® Concur® is the world's leading brand for integrated travel, expense, and invoice management solutions, driven by a relentless pursuit to simplify and automate these everyday processes. The top-rated SAP Concur mobile app guides employees through every trip, charges are effortlessly populated into expense reports, and invoice approvals are automated. By integrating near real-time data and using AI to audit 100% of transactions, businesses can see exactly what they're spending without worrying about blind spots in the budget. SAP Concur solutions eliminate yesterday's tedious tasks, make today's work easier, and help businesses run at their best every day. Learn more at [concur.com](https://concur.com) or the SAP Concur [blog](#).



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