



SAP Concur 

Concur Request | EXTERNAL

Control Spending **Before It's Spent**

Concur® Request: Taking Care of Issues
Before They Become Issues

Foresight is 20/20

Do you want to gain tighter control of your company's spend? Concur® Request allows you to control expenses before they occur, which helps **eliminate unnecessary spending and ensure greater policy compliance.**

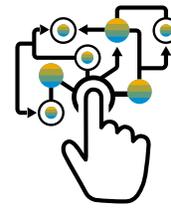
Automate the Spend Request and Approval Process, and You Can:

- Get visibility into the purpose of each trip
- Estimate the cost of travel
- Forecast expenses outside travel bookings
- Submit requests for everyday expenses outside of travel spend
- Anticipate cash advances

Plus, your managers can compare estimated costs against the budget and accrue for expenses prior to spending. You can even customize Concur® Request to match your approval workflow and reinforce internal compliance.

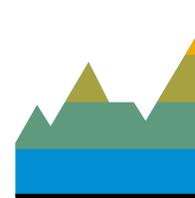
Streamlined Spending in Three Simple Steps

1. Submit requests according to company policy.
2. A reviewer determines/approves it against the budget.
3. If approved, the employee is authorized to incur spend.



SIMPLIFY THE PROCESS

Concur® Request automates spend requests and approvals, replacing tedious email or manual requests into a single system.



CONTROL COSTS UP FRONT

Get a more complete view of forecasted spend against up-to-date budget data.

Concur Request Gives You Control Over Your Budget

Create a Seamless Spend Request and Approval Process

You'll be able to compare estimated costs of business and everyday expenses against the budget and the bookings, so you'll be able to make smarter budget choices.

Streamline Trip Preparation

Travelers only need to enter trip details once—everything from planning to approvals is integrated and automated.

Simplify Cash Advances

Concur® Request lets you track planned versus actual spend, and even lets you carry over unspent funds from preapproved cash requests—helping you maintain budget control.

Track What's Planned Against What's Actually Spent

Combine Concur® Request with Concur® Expense, and you can match itinerary data with actual card charges and hotel receipts. So you can see the difference between what your team is planning and what they're spending.

Approve Requests on the Concur Mobile App

Managers can easily review and approve requests right from their smartphone, which reduces approval delays.



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