

# Modern Tools. Happy Travelers.

## 11 ways T&E tools take the strain out of business travel.

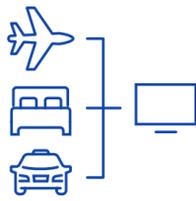
The fewer delays and distractions your travelers have, the happier they'll be and the more they can get done. So while you might not think of travel and expenses as a productivity, budget-forecasting, and employee-engagement tool, it's that and more.

### For your travelers:

# 1.

**Brand Favorites** – Connect users to favorite brands, like Uber and Airbnb, so they can use the apps they love, and the receipts flow automatically into an expense claim.

# 2.



**The End of Paperwork** – Eliminate paper from the T&E process, with electronic receipts from air, hotel, and car rental companies that flow automatically into an itemized expense report. No more hassle or frustration.



# 3.

**Safe Travels** – Offer pre-travel safety alerts and weather warnings, on-the-ground risks, even neighborhood safety scores, so your people know they're in a good place — and that you can get them out if you need to.

# 4.

**Easy Upgrades** – The perks make it perfect. Travelers get alerts when a better seat or flight or room or other upgrades become available.



# 5.

**Top App** – Give employees the top-rated corporate travel app that 12 million users trust to book travel, manage itineraries, and submit and approve expenses and invoices.



# 6.

**Zero Hassle** – Embed travel, expense, and invoice processes directly into the apps employees are using, like Microsoft Office and Slack, so your team can start and finish tasks without hopping from app to app.

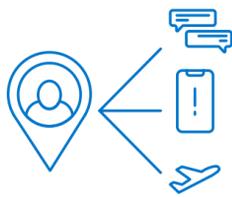


### For you:

# 7.

**Better Books** – Capture every trip they book: the airfare, room, ground transportation, meals — everything — and you'll get more visibility before they even start packing.

# 8.



**Double Duty** – Get higher focus and productivity out of your employees, and maintain Duty of Care automatically. With every itinerary, you'll be able to locate, contact, and extract employees in an emergency.



# 9.

**Clean Data** – Get rid of paper and get accurate, on-time information. So you're not amending mistakes (or missing them altogether), and you won't have expenses coming in late and impacting your budget.

# 10.

**Complete Compliance** – Offer the tool travelers want to use and they'll use it, so they'll be following the rules without any effort.



# 11.

**Local Knowledge** – Follow local regulations and tax requirements everywhere your team travels — automatically.



Give your travelers the best experience, and they'll give you their best performance as well as all the data you need to manage spending.

Learn more at [www.concur.com](http://www.concur.com)