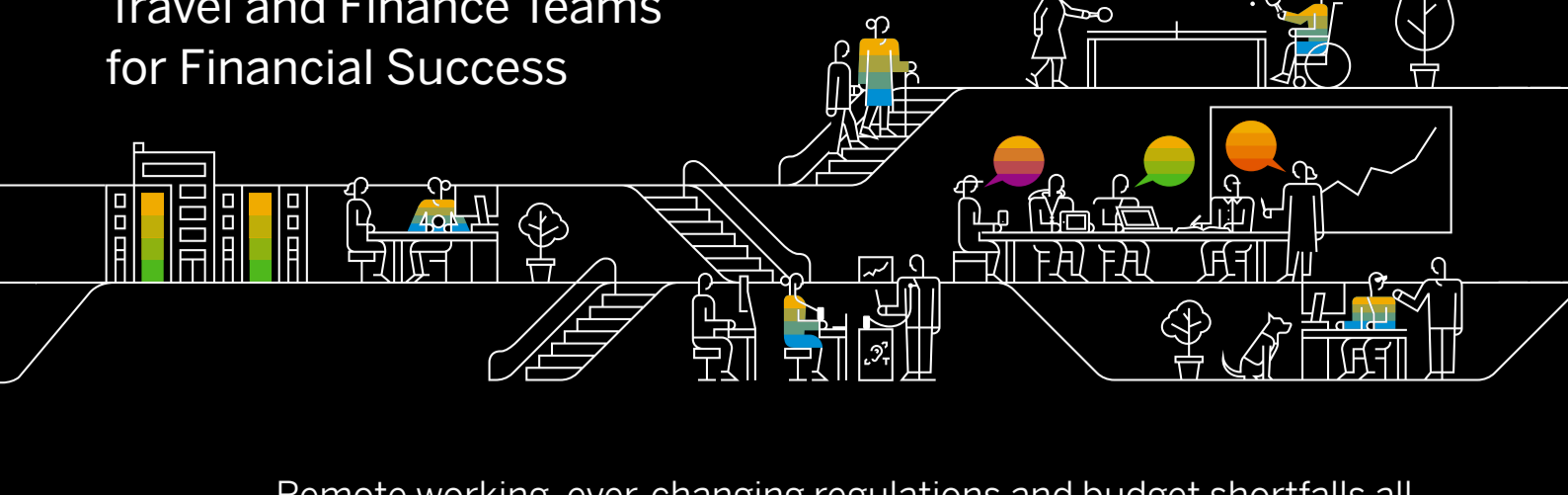


# Mastering Spend Management in Higher Education

**Enlighten and Empower** Travel and Finance Teams for Financial Success



Remote working, ever-changing regulations and budget shortfalls all make managing spend a greater challenge for Higher Education (HE) institutions than ever before. Finance and faculty staff need to boost back-office efficiencies to offset the mounting pressures they face – and to help control spend at a time when resources have never been more pinched.

## 1

### Seeing is Believing

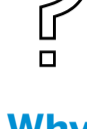
As institutions battle budget cuts, visibility into spend has never been more crucial.

#### Enlighten



##### What is happening

Staff and students tend to make direct bookings (rather than through official channels).



##### Why

They believe a search of the internet will uncover the best deals to maximise research grants.



##### Challenge

Incomplete data and a lack of meaningful analysis.

#### Empower

An automated spend management solution lifts the lid on spend, revealing what's really going on.

**Increase compliance**

**Control cash flow**

**Reduce admin and fraud**

**Capture all spend**

**Indepth analysis fraud**

**Build** institution's policies into your system

**Complete** expense claims on-the-go, so spend is visible in near real-time

**Calculate** mileage automatically

**Amalgamate** travel booked directly, with travel booked via a Travel Management Company

**Integrate** travel and expense spend

**Visibility = Value**

## Less is More

## 2

Spending less time on manual tasks turns resources and attention towards more productive, strategic work.

#### Enlighten



##### What is happening

Inefficient, paper-based processes at a time when efficiency is crucial.



##### Why

Time-consuming paper-based travel and expense processes.



##### Challenge

Less time to spend on student programmes (faculty staff) and strategic work (finance).

#### Empower

Streamlining these processes to free up time is a major benefit of automated spend management systems.

**Accurate data**

**Faster expense process**

**Time savings**

**Increase compliance**

**Cost savings**

**One click expense report** pulls data from electronic bookings and hard copy receipts

**Claims** are compiled, submitted and signed off as they occur

**Automated allocation** and reconciliation of ghost card charges

**Automatically checked**, including VAT reclaims

Users of end-to-end solutions have **55% lower expense processing costs** compared to non-users<sup>1</sup>

**Automation = Productivity**

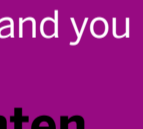
<sup>1</sup>The Aberdeen Group

## 3

### Sharing is Caring

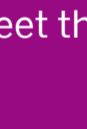
You have a responsibility to faculty staff, administrative staff, students and visitors and you need to be able to meet that responsibility with confidence.

#### Enlighten



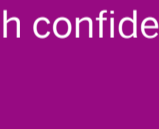
##### What is happening

Safety is negatively impacted when bookings are made outside of the official channels.



##### Why

Employers don't know how, where or when employees are travelling!



##### Challenge

It's difficult to keep people secure and updated during their travels.

#### Empower

SAP Concur solutions enable the sharing of important information to keep everyone safe.

**Improved traveller convenience and safety**

**Overview of staff and students location**

**Risk management**

**Immigration and tax support**

Concur TripLink sends information about **gate changes and train delays** and real-time location security info

**More bookings** are in the system

The EY Mobility Pathway analyses **travel activity in real time**

The EY Mobility Pathway provides information on **tax and immigration issues**

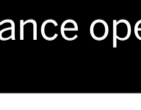
**Responsibility = Confidence**

## Why Choose SAP Concur Solutions?

Do you want to add value, increase productivity and boost confidence within your institutions finance and travel teams? SAP Concur delivers the cornerstones of a robust finance operation in one easy-to-fit-together solution.

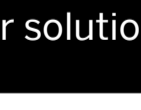
#### Increased Compliance

Policies are automatically adhered to, saving you money.



#### Greater Efficiency

Replace all that wasted admin time with automated end-to-end processes.



#### Accurate Planning

Take the next step forward, making plans whilst reducing risk.



#### Faculty and Student Safety

Keep a real-time track on where and when your users are travelling – and spending!



## What's Next?

SAP Concur's dedicated Higher Education team understands the varying needs of academics, administrative staff, students and visitors.

We appreciate that you have complex approval mechanisms and grant management protocols that need to be in place.

We also know you need a solution that seamlessly integrates with your existing IT landscape.

**To find out more** about how SAP Concur solutions can help alleviate financial pressures in HE institutions, read our whitepaper 'Tackling the Travel, Duty of Care and Finance Challenges Facing Higher Education Today'.

