

SAP Functions in Detail
SAP Travel Management



OPTIMIZING THE TRAVEL MANAGEMENT PROCESS WITH SAP® TRAVEL MANAGEMENT

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CONTENTS

| | |
|--|----|
| Travel Management: The Push to Economize | 5 |
| Structuring and Automation: Your Keys to Consistent Savings | 6 |
| Reduction of Direct and Indirect Costs | 6 |
| Integration of Processes for Global Travel Management | 6 |
| Integration of Your Preferred Travel Agency | 7 |
| Time Savings and Increased Employee Autonomy | 7 |
| Interfacelift: A Change for the Better | 7 |
| End-to-End Solution for Travel Management | 7 |
| Top 10 Reasons for Choosing SAP Travel Management | 7 |
| Pretrip Approval | 8 |
| Planning and Booking | 8 |
| Travel Policy Enforcement | 9 |
| Preferred Suppliers and Negotiated Rates | 10 |
| Traveler Personal Profile | 10 |
| Reservation System Partners | 10 |
| Travel Expense Accounting | 11 |
| Advances | 11 |
| Stopovers | 11 |
| Receipts | 11 |
| Per Diems | 12 |
| Mileage | 12 |
| Cost Assignments | 12 |
| Deductions | 12 |
| Credit Card Clearing | 12 |
| Optical Archiving | 12 |
| Payment Methods | 13 |
| Travel Expense Statements | 13 |

Integrated Workflow Speeds Approvals 13

Local System with Global Advantages 14

Industry Expertise: An Example from Public Sector 14

Mobile Travel Management – Anytime, Anywhere 15
 Offline Entry of Travel Expenses 15
 Mobile Booking Options 15

Reporting: A Tedious Task Simplified 15

Integration Extends System Benefits 17
 Financial Accounting (mySAP ERP Financials) 17
 Human Capital Management (mySAP ERP HCM) 17
 SAP NetWeaver Business Intelligence 17

A System Landscape Customized for Convenience 17

Driving the Evolution of Travel Management 18
 Transparency and Productivity 18
 Openness and Flexibility 18

TRAVEL MANAGEMENT: THE PUSH TO ECONOMIZE

In a global business environment, travel is a necessary and expensive fact of life, a personnel-related cost factor second only to salary and benefits in many companies. It is not surprising, then, that in a tight and unpredictable economy, more and more companies are seeking ways to reduce necessary travel costs. Shrewd companies are discovering that to control and contain these costs, they must adopt a new travel management policy, one that enables them to incorporate an automated solution. The SAP® Travel Management application, part of the mySAP™ ERP application, provides such a solution – one that ensures substantial, immediate, and ongoing savings.

Managers who attempt to cut travel costs often face difficulty with traditional travel management policies, which are inherently inefficient for the following reasons:

- Employees book their trips in many different ways using many different media and agencies.
- The policy is either uncontrolled or difficult to control.
- In many cases, the systems used to handle travel processes offer little clear information and no transparency, making it hard for employees to select optimal travel services and for travel managers to monitor policy compliance.
- Much of the process is paper-based and complex.
- Gaps in existing software and business processes make it difficult to book trips, process travel expenses after trips, and integrate travel costs into corporate financial accounting.

The pressure to reform traditional processes is increasing. Even the most change-resistant companies must examine the costs related to business trip planning and financing due to changes in compensation and pricing models – from suppliers, global distribution systems, and travel agencies. Travel managers in multitiered, multinational companies want more transparency, better cost-control processes, and new strategies for managing, controlling, and minimizing the increasing flood of costs related to business travel. These costs are predicted to rise by as much as 20% in the next couple of years, fueled in part by new service fees and security charges.

Now is the time to control these spiraling costs, before they get out of hand. Examine your travel planning processes, analyze and redefine your travel policy, and, more importantly, increase the level of compliance with your policy. The higher the compliance level, the greater the savings you will achieve. SAP Travel Management can help expedite the change process and optimize its results. An end-to-end solution for managing business travel, SAP Travel Management covers your entire travel management process chain and ensures the compliance you need to cut costs.

STRUCTURING AND AUTOMATION: YOUR KEYS TO CONSISTENT SAVINGS

How do you justify the initial cost of “more software” to CFOs focused on belt-tightening? Calculate the return on investment. A quick analysis of SAP Travel Management demonstrates the immediate savings and long-term benefits you will realize. Here is a broad look at some of the major advantages you can achieve by rethinking and reengineering your travel policies and processes.

Reduction of Direct and Indirect Costs

SAP Travel Management reduces your dependency on a travel agency for routine transactions. By reducing travel agency transactions, you reduce expenditures for transaction fees, which have been escalating as travel agencies struggle to compensate for dwindling commissions from airlines. By optimizing travel processes, you can unbundle transaction fees to achieve better fee-for-service allocations – an indirect savings that allows most companies to cut their travel agency fees in half.

You can simplify all phases of travel management by restructuring the process to reduce and streamline the individual steps, which is the foundation of SAP Travel Management. The self-service software that results provides prepopulated data at each step to minimize data entry requirements, plus automatic workflows expedite the step-by-step process. In addition to saving time, an indirect cost benefit, the software saves money in the following ways:

- Enables employees on the road to make intelligent choices at the point of purchase
- Gives you the power to negotiate with individual vendors
- Provides a means to enforce compliance with company travel policy and preferred suppliers

Travel management reporting tools offer you an overview of providers, services, and bookings – all the information you need for planning, controlling, and managing the complete procurement process.

Integration of Processes for Global Travel Management

Because of its close integration with the mySAP ERP Financials and mySAP ERP Human Capital Management (mySAP ERP HCM) solutions, SAP Travel Management links together all phases of travel management – from the initial request, to planning and online booking, to the submission and settlement of travel expenses – in one integrated process. It also includes a tailored user interface for all roles involved in the processes: a Web application for travelers, travel arrangers and managers; a power user graphical user interface for expense administrators; a reporting dashboard for travel managers; and a policy configurator for system managers.

SAP Travel Management synchronizes booking information with the leading reservation systems to ensure 100% capture of reliable travel services data. As a result, you can enforce your travel policy, optimize purchasing agreements and rates, evaluate travel expenses, and perform cost planning and forecasting based on the most reliable data available. The application not only supports business travelers around the world, you can also implement the application around the world. With 30 different language and international settlement versions, it provides a global, end-to-end solution for travel management.

Integration of Your Preferred Travel Agency

In addition to optimizing travel management processes within your organization, SAP Travel Management integrates the travel agency or agencies of your choice to enable e-fulfillment and additional quality control measures. You retain independent control of the software, which interfaces seamlessly with any travel agency in the world.

Time Savings and Increased Employee Autonomy

With SAP Travel Management, business travelers also gain a new measure of independence. The online booking process gives them information about all available travel services at a glance. They no longer have to waste time in lengthy discussions with travel agents. Rebookings and changes to travel plans can be made quickly and efficiently, and the traveler can access up-to-date travel information at any time, in any location. Prefilled entry fields and easy-to-use prompts simplify all processes – from the travel request to the settlement of travel expenses – and ensure that all required data is entered.

Since you can enter expense information offline as well as online, employees can use their travel time efficiently and reduce processing time once they return. Finally, and perhaps most importantly for the travelers, the full integration with mySAP ERP ensures faster accounting and settlement cycles and, therefore, faster reimbursement.

Interfacelift: A Change for the Better

Users can access all self-service functions of travel management via an entirely redesigned Web interface that runs in the SAP NetWeaver® Portal component. As part of SAP's user productivity strategy, an enhanced front end enables users to work more efficiently with the application, saving time and effort. With clear step-by-step user guidance, on-screen help texts, and map and guide services, both beginner and advanced users will feel at home. With a consistent screen layout throughout all self-services in mySAP ERP, users will flatten the learning curve and corporations will benefit from a faster ROI due to tremendously increased adoption rates.

You can add all of the SAP Travel Management self-services to your intranet or personalized enterprise portal. The user interface is completely compatible with the other travel management services for team assistants and travel arrangers, accounts payable and accounts receivable clerks, travel managers, project and line managers, and system administrators.

End-to-End Solution for Travel Management

SAP Travel Management supports the employee in all approval, booking, accounting, and payment processes relating to business travel through a wide scope of functions. Find out how the application works on the next pages.

TOP 10 REASONS FOR CHOOSING SAP® TRAVEL MANAGEMENT

1. It is an end-to-end solution requiring no development or additional interfaces.
2. It is completely integrated with financials, HCM, operations, workflow, and reporting features of mySAP ERP.
3. It provides a global solution in local (country-specific) versions that ensure international legal compliance.
4. It dramatically reduces indirect costs by automating your processes and workflow.
5. It ensures improved compliance with company travel policy and negotiated travel contracts.
6. It strengthens your ability to negotiate prices and rates with travel providers through a unique user interface and advanced booking features.
7. It consolidates bookings and provides a reliable analysis of travel information and costs through synchronization with SAP and reservation systems.
8. Its easy-to-use functions are offered as an employee self-service, available 24x7, online and offline.
9. Its efficient accounting cycles and up-to-date cost information result in better cash flow.
10. It maximizes your SAP investment by increasing your return on investment.

PRETRIP APPROVAL

The pretrip approval function enables employees to enter basic data, such as dates, times, trip destinations, reason for the trip, and any requests for advances (cash or other), in an online travel request. It also provides the following features:

- Automatic approval flows (via the SAP Business Workflow tool, part of the SAP NetWeaver platform)
- Automatic determination of respective superiors due to organizational hierarchies
- Preliminary assignment and distribution of estimated costs to SAP cost elements
- Options for comparing the costs approved before the trip with the actual costs incurred during the trip

PLANNING AND BOOKING

The planning and booking functions of SAP Travel Management put travel managers in charge, making it easy for them to establish and change company policies for airlines, hotels, and car rentals. These built-in policies influence employee travelers to select preferred suppliers and the lowest fares.

The application allows travelers to do the following:

- Make online reservations for flights, hotels, rental cars, and local train services
- Organize one-way, round-trip, and multisegment trips
- View and reserve a specific seat
- Print and download an itinerary that recaps all reservation details and confirms numbers, frequent flyer numbers, dates, times, and addresses

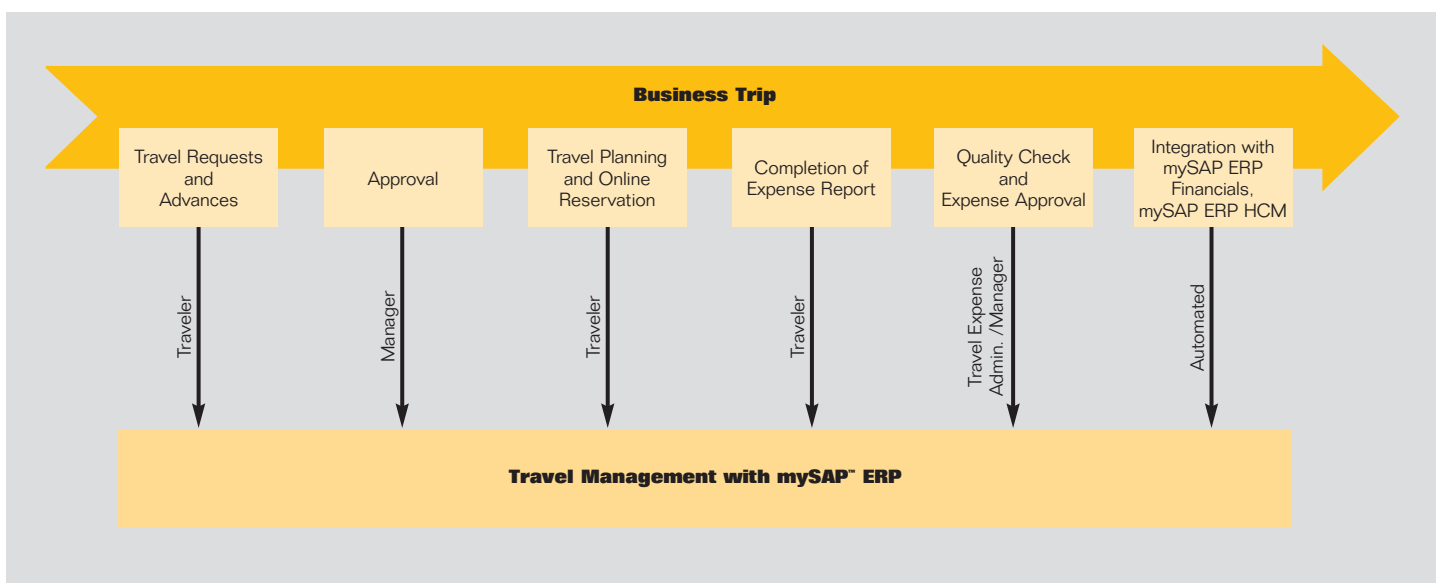


Figure 1: Typical Processes Involved in Business Travel

SAP Travel Management automates the booking process, meeting the needs of experienced and inexperienced users alike. The software guides users through the application and identifies the closest hotels and airports with geographical maps. Images of hotel rooms and premises help travelers make their selections, but since the process is automated, travelers book trips according to corporate travel policy and at the lowest available rates.

Because it is integrated with SAP Business Workflow, the software automatically notifies a manager when approvals or out-of-policy authorizations are required and automatically transfers general trip data and booked travel services to the travel expense accounting system.

Employees can access planning and booking functions, as well as all their travel needs, through a single point of entry. Personal preferences (for example, aisle seat on airplanes, no-smoking room in hotels, or manual gear shift in rental cars) are recorded in a personal profile that is synchronized with the global distribution system and can be maintained by the traveler via a new employee self-service. The function's data-capture feature allows global synchronization of bookings, which means that even travel plans arranged by an employee outside of SAP Travel Management automatically become available within the software, regardless of where the plans originated.

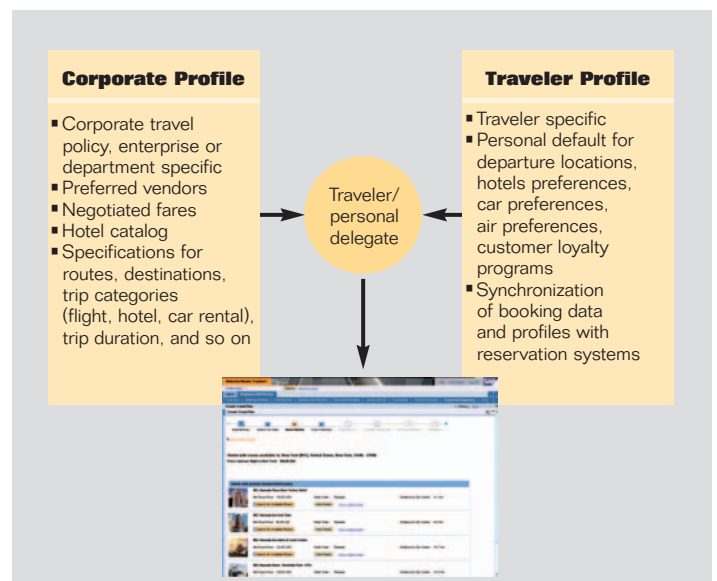


Figure 2: Travel Planning Self-Service Scenario

Travel Policy Enforcement

SAP Travel Management works with the travel policy you establish, a policy configured to your specific requirements and business processes. It allows you to determine specific rules regarding preferred providers and applicable classes of service at multiple levels. For example, you can establish preferred airlines based on domestic or international trips, specific city pairs, or geography.

You can also establish multiple policies, each designated for a different employee category. For example, you can set up rules that differ according to the country, region, or town in which employees are based or according to trip destination or trip duration. You can even assign priorities and exception handling to these rules.

Assume that travelers choose a service that has low corporate priority. They may then be required to justify the choice by selecting a predefined, company-specific reason from a list. Depending on the corporate policy you have established, some of these reasons may require a special approval process, also triggered by workflow technology.

Preferred Suppliers and Negotiated Rates

SAP Travel Management prompts travelers to make travel arrangements based on company-specific rates and discounts. Here is an example of how it works. When an employee books a flight, the software generates a best-price option based on the traveler's desired flight itinerary. The software lists the lowest fares available for the flights involved and automatically presents alternative low-fare options, highlighting and prioritizing preferred vendors.

You can configure best-price queries to fit your corporate culture and bias through displays based on direct or nonstop flights, penalty fares, time windows, and class of service. The software displays alternate itineraries based on real-time availability so travelers can make intelligent cost-saving decisions and request approval when they do not make the best-price selection.

Traveler Personal Profile

Travelers can set up personal profiles, which include travel preferences, to manage frequent flyer and customer loyalty programs. Based on this profile, the software automatically communicates personal preferences and data to any connected reservation system, along with company travel policy and security standards.

Reservation System Partners

Online bookings take place via an integrated connection between SAP Travel Management and various reservation systems. SAP Travel Management has dedicated interfaces connecting to the world's leading global distribution systems (GDSs): Amadeus, Sabre, and Galileo. These GDSs establish the link between your travelers and travel agencies. When travelers complete the planning and booking functions online with SAP Travel Management, the GDSs automatically route the data to the work queues of your preferred travel agency provider.

The travel industry has experienced a tremendous change in key market players over the last several years. In response, SAP Travel Management now also uses the power of the SAP NetWeaver Exchange Infrastructure (SAP NetWeaver XI) component to provide open interfaces to various reservation systems. By making use of this integration platform, customers can connect any hotel reservation system and air consolidator system, such as low-cost carriers and Internet airfares, to the online booking functions in SAP Travel Management. Interfaces do not have to be developed individually; instead, mapping between the interfaces is configured within SAP NetWeaver XI, thus making changes from one system to another less complex over time.

SAP Travel Management also provides an integrated bidirectional interface to the corporate portals of local rail providers. Among these is the Deutsche Bahn Corporate Portal, which allows users to print their tickets online at their desktop, reducing in-house mail process costs.

TRAVEL EXPENSE ACCOUNTING

SAP Travel Management dramatically reduces the work and resource requirements for travel expense accounting. Easy-to-use applications speed the processing of travel expense statements and streamline the accounting and settlement process. Offline functionality allows travelers to access existing expense reports, create new ones, and enter receipts while offline. When the travelers are once again connected, all data is synchronized to SAP Travel Management, maximizing the employees' use of downtime and supporting the completion of these tasks.

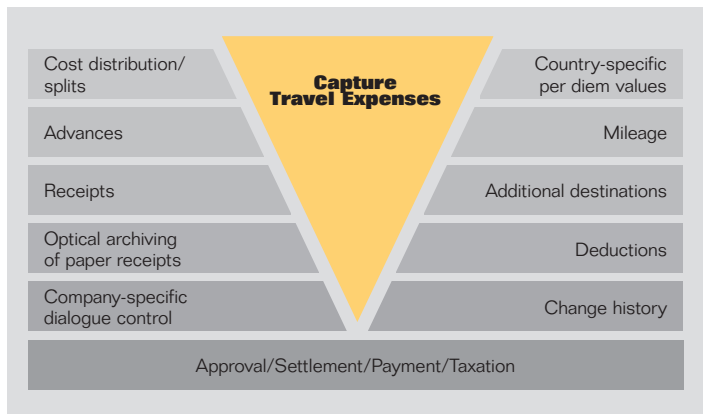


Figure 3: Functional Scope of Travel Expense Management with SAP® Travel Management

To eliminate redundant data entry, the software automatically populates important travel details for the traveler's convenience. You can see credit card receipts not yet attached to a trip at the touch of a button for an immediate overview.

Further, you can configure corporate rules for expenses entry in numerous ways to enforce policies. For example, you can set up a company-paid expense entry that is not included in the reimbursed amount but ensures that the total travel costs per trip are transparent. You can also communicate hard or soft warning messages by expense type, or you can enforce the entry of specific additional information based on expense type. The application not only allows for the capture of business travel-related expenses but for other expense categories such as office supplies, conference fees or entertainment. Specific

expense report types allow for clear rule definition for the various types of expense categories. The travel expense accounting software includes the following functionality:

Advances

The software automatically transfers advances created in the travel request to the travel expense report for the corresponding trip and then automatically deducts the amount from the final reimbursement during the accounting process.

Stopovers

You can create stopovers (additional business destinations) for the precise time and date they take place so the correct per diem rate is applied. These rates can differ widely depending on the type of trip or the domestic region visited.

Receipts

You can enter and store receipts information, such as type, date, and amount. The software automatically places the receipt in the general ledger account, and at the taxation rate, that is correct for that type of receipt. You can enter the amount in any currency; the conversion into local or trip currency takes place automatically. Depending on the expense type, the software allows you to specify certain additional information as mandatory, requiring the user to enter information in these fields. For example, you can specify that users enter the names of any colleagues they entertain.

An itemization wizard allows you to breakup the receipt by the type of purchase made. For example, you can split a hotel receipt into individual receipts for the different expense types, such as meals, accommodations, personal expenses, and tax amounts. It can also divide accommodation receipts into individual receipts for each night, if required. This function simplifies the checking and approval processes for complex receipts. The receipt wizard function is particularly useful for receipts that you need to import as part of the credit card clearing process.

Per Diems

The software's policy configuration stores and calculates per diems for each trip, with an additional option to individually configure enterprise-specific values. If your company pays a per diem that is higher than the statutory amount, the part that is relevant for taxation is calculated and transferred to mySAP ERP HCM for further processing in payroll and taxation.

Changes in the statutory amounts are provided by SAP in the form of support packages or update downloads from the SAP Service Marketplace extranet, a one-stop SAP Internet portal that delivers services relevant both to customers and partners.

Mileage

The software's configuration set accounts for mileage allowance on a country-by-country basis that can be entered in full detail. You can even include additional information about passengers, baggage weight, and other enterprise-specific items. To further reduce fraud opportunities, an automatic mileage calculation function detects the distances between all travel destinations and allows for manual adaptations within a reasonable, customer-specific variance only.

Cost Assignments

SAP Travel Management bases cost assignments on the cause and effect of the trip. You can, for example, link travel expenses to SAP cost elements (such as cost centers, order numbers, or projects) during the planning phase and then distribute the costs exactly or using percentages. The software transfers cost assignments to corporate financial accounting and controlling. You can distribute travel costs several different ways depending on your needs. For example, you can enter total costs for the entire trip (per receipt) or for each particular stopover destination.

Deductions

You can use deductions to reduce per diem amounts in some countries. If, for example, a conference in another city includes a free lunch or evening meal, there will be a deduction in the per diem paid for that day. The amount of the deduction depends on the country or region visited. SAP Travel Management calculates deductions automatically, using the information stored in the country template configuration being used.

Credit Card Clearing

You can import credit card information relating to travel expenses paid with corporate credit cards or travel center/ghost cards into the software using accounting files the credit card provider supplies. Employees can see their expenses online and assign their receipts to the correct trips quickly and simply. You can then transfer the origin of the expense and information about the payment to accounting for better transparency within the financial supply chain and quicker payment to the credit card provider. A split-payment function allows the following two payment transactions to occur simultaneously:

- Reimbursement to travelers for out-of-pocket expenses
- Payment to the credit card provider (Most major credit card providers are certified for interface with SAP Travel Management.)

Beyond credit card clearing for business travel expenses on corporate credit cards, you can also use the software for non-travel-related purchase card transactions. By importing the information into SAP Travel Management, the software accelerates the reimbursement and payment of these expenses as well.

Optical Archiving

With optical archiving, provided through the archiving technologies of certified SAP partners, you can integrate optically archived paper receipts with travel expense accounting, further optimizing settlement. The software automatically assigns the imaged receipts to the related business trip, thus saving tedious manual scanning and attachment tasks.

INTEGRATED WORKFLOW SPEEDS APPROVALS

Payment Methods

SAP Travel Management enables payment methods for employee reimbursement in several different models, including the following:

- Payment via financial accounting (mySAP ERP Financials)
- Payment via payroll (mySAP ERP HCM)
- Payment via data medium exchange (DME) with credit institutions

Travel Expense Statements

The software further optimizes the travel management process through travel expense statements – electronic forms provided as part of the employee self-service functions of SAP Travel Management. Employees can easily preview and check, for instance, their expense statements as well as print, save, or send any form available in the software based on integrated Adobe PDF formats.

In addition to a standard statement, SAP Travel Management provides two summarized statements. These statements display the travel expenses and related information in the trip currency (that is, the currency in which the expenses were incurred). SAP Business Workflow expedites the trip-approval process. The software automatically transfers travel requests to the appropriate supervisor or manager for approval and sends travelers confirmation of the acceptance or rejection via the same workflow procedure. You can define multilevel approval steps involving more than one approver based on certain conditions such as an international versus domestic trip.

To adapt or enhance the standard statement scenarios, SAP Business Workflow builder provides flexible options that include the following:

- **Pretrip approval** via the travel request containing all of the basic data required, such as reason for the trip, trip duration, date, and estimated cost.
- **Postbooking approval** when the trip has been booked online. In this scenario, employees have already reserved the required travel service, which avoids problems such as the lowest fares being sold out by the time the trip has been approved. Should the proposed trip be canceled, you can cancel the reservations without problems or expense, since the issuer applies cancellation fees only after issuing the airline ticket.
- **Posttrip approval**, based on the travel expense statement, including full knowledge of the total expenses for the trip.
- **Automatic approval** of a travel request or travel-expense statement based on certain predefined criteria. For example, the software automatically approves a statement if actual expenses compare favorably with predefined threshold values or when travel expenses do not exceed the costs approved in the request by more than value X.
- **Automatic e-mail notification** to employees when the statement completes each step of the approval process. For example, the software notifies employees when the trip has been settled and transferred to accounting.

LOCAL SYSTEM WITH GLOBAL ADVANTAGES

Companies in more than 90 countries use SAP Travel Management. It is supplied and maintained as either an international standard version or as one of many preconfigured and ready-to-run country versions. The standard version contains all the travel-expense management configurations needed to supplement and adapt international standards to country-specific values for per diem rates, tax codes, and tax-relevant reimbursement costs.

Because the application is available in (or readily adapted to) country-specific values, it is a tremendous asset to global enterprises that have to consider the national taxation and per diem regulations for a variety of countries. Providing a foundation for your entire travel management process chain, you can adapt SAP Travel Management via country- and enterprise-based configuration settings to include specific per diem rates, maximum values, tax-relevant and tax-exempt amounts, and different validation and calculation methods. SAP provides updates to reflect changes in the statutory or legal regulations through support packages and downloads from SAP Service Marketplace.

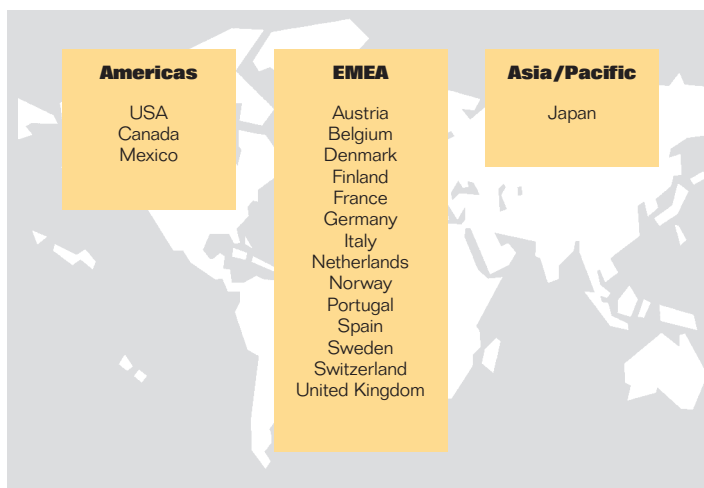


Figure 4: Overview of Ready-to-Run Country Templates

INDUSTRY EXPERTISE: AN EXAMPLE FROM THE PUBLIC SECTOR

The public sector has very specific requirements for settling and reimbursing business trip expenses. To help meet these requirements, SAP Travel Management is available in special versions that include relevant information for the public sector in countries such as the United States, Canada, Germany, and France. One of the biggest advantages of these specialized versions is their easy integration with funds management.

SAP Travel Management allows public-sector travelers to create trips using a funds management account assignment, thus integrating their travel expenses directly into funds management. The software checks that appropriate funds are available when a travel request is submitted and approved and reserves a commitment for the needed funds. Later, when you post travel expenses, the software automatically clears the commitment and reduces the budget by the actual total costs incurred. The integrated software even allocates travel expenses to grants and functional areas.

MOBILE TRAVEL MANAGEMENT – ANYTIME, ANYWHERE

As the pace of business becomes ever more frenetic, employees need to be able to manage their business travel remotely. The integrated software options provided by SAP Travel Management enable this capability. Two examples follow.

Offline Entry of Travel Expenses

Travelers can enter expense information and receipts anywhere at any time using a notebook computer and a standard Web browser. Thanks to the Java-based offline application inherent in SAP Travel Management, the mobile device does not need to be connected. The software synchronizes all data at a later date via the SAP NetWeaver Mobile component, a two-way synchronization process. In addition, employees can track work or project time using offline access.

Mobile Booking Options

Travelers can make online bookings and travel arrangements using handheld devices such as the Compaq iPAQ. In addition, they can check their existing trips and make any required changes quickly without contacting a costly 24-hour service.

REPORTING: A TEDIOUS TASK SIMPLIFIED

By making relevant information readily available, comprehensive travel management reporting options remove the tedium from control and decision-making processes. These reporting options support the travel manager, purchaser, and controller with the following types of issues:

- Selecting, planning, and procuring travel services
- Negotiating with travel service providers
- Consolidating global data from multiple sources in different currencies
- Analyzing travel bookings and expenses
- Developing an enterprise-specific travel policy and monitoring compliance
- Setting up internal travel-specific processes
- Increasing and improving management and control of business travel within the organization

SAP Travel Management includes more than 25 standard reports for travel planning and travel expense management. These reports provide information concerning the following:

- Airline, hotel, and car rental volume pre- and posttrip
- Exception reports from an organizational unit or employee
- Total travel expenses per organizational unit or cost center
- Total travel expenses per employee per year
- Open advance payments that are more than X months old
- Settled receipts that exceed the predefined maximum values
- Income-related expenses
- Input tax recovery
- Who is currently where for security mobilization
- Who travels the most

You can create other reports with an easy-to-use query tool. In addition, you can also evaluate and analyze travel management information using the business intelligence functionality delivered through the SAP NetWeaver Business Intelligence (SAP NetWeaver BI) component, part of the SAP NetWeaver platform. The software also offers a multitude of standard business queries that enable managers to analyze information for their cost or profit centers in their personalized enterprise portal.

At the touch of a button, you can arrange information according to organizational areas and organize the data via simple filtering and sorting options. You can also define user-specific values and exceptions that allow you to identify and react to plan variances at the earliest opportunity. By using the application's reporting agent, you can also publish exception lists on the Web or send them directly to the appropriate employee or department.

In a couple of quick steps, you can see other analysis reports, such as the geographical distribution of hotel bookings. The following are examples of the types of queries that are available in the standard application. For example, the software enables you to perform travel expenses analysis of the following areas:

- Travel expense overview
- Overview based on expense types
- Number of trips

The software also enables you to perform provider and sales analysis queries that include:

- Flight volumes by city pairs
- Flight volumes by providers
- Car rental volumes by geographical hierarchy
- Car rental volumes by provider
- Hotel nights and volumes by geographical hierarchy
- Hotel nights and volumes by provider



Figure 5: Sample Report Showing Travel Expense Analysis

INTEGRATION EXTENDS SYSTEM BENEFITS

SAP Travel Management integrates with many other mySAP ERP applications to provide automatic ease of use and behind-the-scenes support in the following areas.

Financial Accounting (mySAP ERP Financials)

The results determined in travel expense accounting are posted in corporate accounting and are included in the cost accounting processes of corporate controlling. The software summarizes settled trips in posting runs that check the information and create trip-transfer documents. The software then assigns an internal key to these documents, which is later copied into the corresponding posting of documents in corporate accounting. You can then transfer the information to accounting following any of several logical sequences. From an accounting point of view, you can fully trace any financial documents related to travel for audit purposes.

Human Capital Management (mySAP ERP HCM)

Regardless of the payment method you use to reimburse travel expenses, if additional amounts need to be taxed, you must transfer the accounting results to mySAP ERP HCM. The software directly transfers the data via integration with the country-specific payroll processes in mySAP ERP HCM.

SAP NetWeaver Business Intelligence

As a component of the SAP NetWeaver platform, SAP NetWeaver BI provides travel planning information (synchronized with the GDS) and travel expense information so you can perform a detailed analysis and evaluation. SAP NetWeaver unifies technology components into a single platform, providing the best way to integrate all systems running SAP or non-SAP software. SAP NetWeaver also helps organizations align IT with their business processes. As the foundation for enterprise services architecture, SAP NetWeaver allows organizations to compose and enhance business solutions rapidly to drive business change.

A SYSTEM LANDSCAPE CUSTOMIZED FOR CONVENIENCE

You can define the environment for implementing SAP Travel Management to meet your specific requirements. For example, you can run the application in the following ways:

- The same system as mySAP ERP HCM and mySAP ERP Financials
- The same system as mySAP ERP HCM but a different system from mySAP ERP Financials
- The same system as mySAP ERP Financials but a different system from mySAP ERP HCM
- Its own system

DRIVING THE EVOLUTION OF TRAVEL MANAGEMENT

With its proven travel management solution in mySAP ERP, SAP has evolved its vision from automating end-to-end processes **within** an organization and extending processes **beyond** the enterprise to suppliers and payment partners who form part of the business travel ecosystem.

SAP Travel Management in mySAP ERP is powered by the SAP NetWeaver platform as the foundation of many innovative enhancements. SAP NetWeaver helps customers increase the ability to reach out to users with unparalleled configuration options for user interfaces. Additionally, SAP NetWeaver enables numerous content enhancements that concentrate on the following aspects:

Transparency and Productivity

SAP Travel Management offers an excellent array of analytical applications for the strategic travel manager as well as line managers. But why have users look for information on a case-by-case basis? SAP's new concepts for better decision making push critical information to users at the time they need it. Tailored portal work centers and easy-to-use dashboards guarantee that users get a concise summary of the information that matters to them the most, with drilldown options for more detailed information.

Integration with the Microsoft Outlook suite allows users to combine their meeting and schedule planning with direct access to relevant travel management services in the SAP back-end software, thus making users even more productive in their daily travel arrangements.

Openness and Flexibility

As the foundation for enterprise services architecture, SAP NetWeaver offers a wealth of new connectivity options to external content providers such as travel suppliers and content aggregators. Interfaces are built based on an open platform, giving customers the options to “configure and run” external content, instead of “develop and maintain” custom solutions.

SAP is forming new partnerships that will extend the application's scope. Specialized travel-related options, such as meeting and event management, and further direct-supplier connections will be available based on enterprise services architecture interfaces that allow you to model your business processes with SAP and other software according to your own needs.

To find out how SAP Travel Management can help streamline your company's travel management processes and cut travel costs, please view the SAP Travel Management information at www.sap.com/tm or call +49 1805 34-34-24 in Europe or +1 888-727-4540 in the United States and Canada.

www.sap.com/contactsap