

Tap into valuable data with **Concur Expense** reporting

Your business is sitting on an ocean of financial data. By leveraging our reporting tools, you can track and control employee spending even better.

THE BEST RUN



It's your data. Take advantage of it.

You know how easy Concur Expense can make expense reporting. To extend its value, we offer detailed reports that allow administrators of Concur Expense to capture valuable data and better manage **accounting, administration, credit card programs,** and **fraud prevention.**

By capturing and analyzing this data, your business can:

- Reduce overspending on trips
- Understand liabilities
- Negotiate better vendor rates
- Perform internal audits
- Ensure employee policy compliance
- Protect against fraud



We have the right reports for you

Not every piece of financial data is useful to every business. To make sure you get exactly what you need, we'll work with you to determine which reporting package is right for your business.



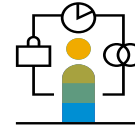
Analysis

This is our standard reporting option and comes free with Concur Expense. As a Concur Expense administrator, you can access and take advantage of 100 prebuilt reports. If you have other needs, Analysis allows you to create custom reports.



Intelligence

This paid service comes with 180 prebuilt reports to give your business an even more robust picture of spending. With Intelligence, you can monitor trends, create custom reports, identify top spenders, enforce policies, and get insights that will help you make better business decisions.



Consultative Intelligence

This top-of-the-line reporting service was created to provide our customers with the expertise and consultation they need to analyze spend data thoroughly, create custom reports, and put financial data to work for you.

A woman with dark hair pulled back, wearing a light blue button-down shirt, is seated at a desk in a modern office. She is looking towards a large computer monitor on the right side of the frame. The office has glass walls and a warm, ambient light. A decorative spherical light fixture is visible in the background.

Accounting

Ensure you have necessary expense types, review outstanding credit card transactions and cash liabilities, and stay ahead of common expenses to catch policy violations.

Expense Entry Analysis

Executive Briefing Summary

Expense Accrual by Date Range

Airfare Booked But Not Yet Expensed

Expense Entry Analysis



Analysis

What this report offers

A deep-dive look at expense report details based on employee or expense type.

What you can do with it

By knowing where and when money is spent, you can identify which employees or expense types have unusually high spend.

EXPENSE ENTRY ANALYSIS						
Sort by Payment Date Between Jul 1, 2019 and Jul 31, 2019						
Reporting Currency: USD						
Expense Type	Report Name	Transaction Date	Payment Type	Vendor	City/Location	Approved Amount (ppt)
Airfare	IACCI Conference	May 10, 2016	American Express Corporate Card (BCP)	AIR CANADA	New York	464.40
	IACCI Conference	May 10, 2016	American Express Corporate Card (BCP)	United Airlines	Arlington Heights	9,267.60
	IACCI Conference	May 30, 2016	American Express Corporate Card (BCP)	United Airlines	Arlington Heights	917.60
					Total for Airfare	10,349.60
Business Meals (Attendees)	SB - May 2016	May 20, 2016	American Express Corporate Card (BCP)	ANDRE;BOUDIN BAKRIES, INC.	Illinoise	69.07
	June Expenses (06/01/2016)	Jun 1, 2016	American Express Corporate Card (BCP)	INTERCONTINENTAL LIS LISBON		94.55
	July Expenses (07/01/2016)	Jul 20, 2016	American Express Corporate Card (BCP)	THE NATIONAL	New York	96.99
	July Expenses (07/01/2016)	Jul 8, 2016	American Express Corporate Card (BCP)	IBRAHIM DABABNEH	San Bruno	43.38
	July Expenses (07/01/2016)	Jul 8, 2016	American Express Corporate Card (BCP)	LAD BISTRO CATERING INC.	Illinoise	2,367.49
					Total for Business Meals (Attendees)	2,661.47
Hotel	July Expenses (07/01/2016)	May 31, 2016	American Express Corporate Card (BCP)	HOTE/S SHERATON DE PORTUGAL SA	Lisbon	0.00
	July Expenses (07/01/2016)	Jun 1, 2016	American Express Corporate Card (BCP)	HOTE/S SHERATON DE PORTUGAL SA	Lisbon	0.00
	July Expenses (07/01/2016)	Jun 2, 2016	American Express Corporate Card (BCP)	HOTE/S SHERATON DE PORTUGAL SA	Lisbon	0.00
	July Expenses (07/01/2016)	Jun 3, 2016	American Express Corporate Card (BCP)	HOTE/S SHERATON DE PORTUGAL SA	Lisbon	0.00
	July Expenses (07/01/2016)	Jun 4, 2016	American Express Corporate Card (BCP)	Hilton Hotels	London	0.00
	June Expenses (06/01/2016)	Jun 15, 2016	American Express Corporate Card (BCP)	ST. REGIS NEW YORK	New York	455.00
	June Expenses (06/01/2016)	Jun 19, 2016	American Express Corporate Card (BCP)	ST. REGIS NEW YORK	New York	455.00
					Total for Hotel	960.00
					Total for	14,061.07
Business Meals (Attendees)	JB July	Jul 8, 2016	WFO Corp MC	PURE		178.63
	JB (workshop Lunch)	Jul 11, 2016	WFO Corp MC	ITSL/036/PADDINGTON		66.28



Where to find it

Folder: Expense Processing

Executive Briefing Summary



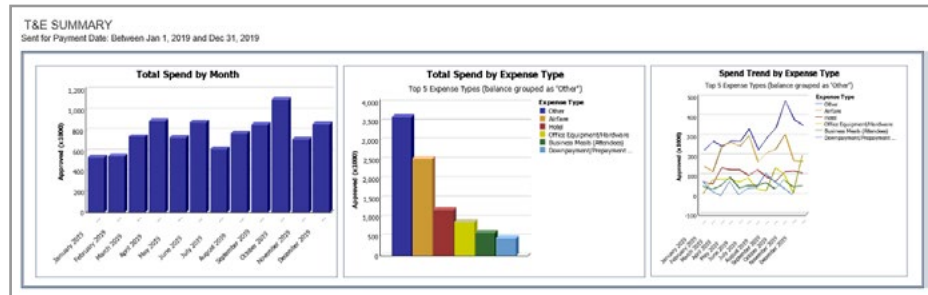
Intelligence

What this report offers

The ability to track key metrics like year-over-year spending, top spend categories, and top vendors.

What you can do with it

When executives have accurate, timely spend data regularly delivered to their inboxes, they can better predict cash flow, negotiate vendor rates, and make important business decisions.



Where to find it
Folder: Spending



Consultative
Intelligence

Why choose Consultative Intelligence?

Capturing financial data is a great start to running a better business. But few organizations have staff who can sort through, analyze, and make the most of this information.

Adding Consultative Intelligence assigns a designated expert who will work with you on your unique reporting needs.

Expense Accrual by Date Range



Analysis

What this report offers

Visibility into transactions not yet assigned to an expense report, as well as those that have been approved, but not yet paid.

What you can do with it

By identifying outstanding liabilities and setting up e-mail reminders, you'll have better visibility into employees spending and whether managers are approving in a timely manner.

Expense Accrual by Date Range									
Transaction Date: Between Sep 1, 2020 and Oct 31, 2020									
Payment Type	Approval Status	Report Name	Date First Submitted	Vendor	Posted Date	Transaction Date	Country/Region	Reimbursement Currency	Posted Amount
Out-of-pocket	Approved	October 2020 Expense	Nov 11, 2020	ESPASSRU		Oct 28, 2020	UNITED STATES	USD	3.88
									82.25
Out-of-pocket	Not Submitted	N Ball via 193126		Unity-States		Oct 7, 2020	UNITED STATES	USD	11.60
Out-of-pocket	Not Submitted	N Ball via 193126		Comcast		Oct 16, 2020	UNITED STATES	USD	89.00
									91.60
Out-of-pocket	Not Submitted	October Expenses (91162826)				Oct 2, 2020	UNITED STATES	EUR	34.71
Out-of-pocket	Not Submitted	October Expenses (91162826)				Oct 2, 2020	UNITED STATES	USD	22.60
Out-of-pocket	Not Submitted	October Expenses (91162826)		EY - A Heps (MFW anasac)		Oct 14, 2020	TURKEY	USD	25.36
									82.67
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 1, 2020	UNITED STATES	USD	9.20
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 2, 2020	UNITED STATES	USD	35.00
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 6, 2020	UNITED STATES	USD	17.20
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 5, 2020	UNITED STATES	USD	45.60
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 13, 2020	UNITED STATES	USD	42.60
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 16, 2020	UNITED STATES	USD	25.20
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 15, 2020	UNITED STATES	USD	49.00
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020	Hempco Intl		Oct 16, 2020	UNITED STATES	USD	111.38
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 20, 2020	UNITED STATES	USD	49.00
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 22, 2020	UNITED STATES	USD	7.20
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 27, 2020	UNITED STATES	USD	62.80
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020			Oct 30, 2020	UNITED STATES	USD	13.60
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020	Sam's R.		Oct 30, 2020	UNITED STATES	USD	17.75
Out-of-pocket	Approved	Oct Expenses 10/09/20-10/31/20	Nov 2, 2020	LA2 parking		Oct 30, 2020	UNITED STATES	USD	14.60
									467.73



Where to find it
Folder: Accruals

Airfare Booked But Not Yet Expensed



Intelligence

What this report offers

A view into airfare that was booked using a corporate card and has yet to be expensed.

What you can do with it

Using this data you can avoid uncaptured expenses and enforce compliance when employees book air travel that is outside of your company's spend policy.

Employee	Purchased Date	Departure Date	Airline	Ticket Status	Record Locator	Ticket Number	Amount
	Jan 24, 2020	Jan 29, 2020	American Airlines	Active			525.75
	Feb 5, 2020	Feb 26, 2020	American Airlines	Active			405.40
	May 20, 2020	Jun 8, 2020	American Airlines	Active			414.07
	Jun 10, 2020	Jun 12, 2020	American Airlines	Active			191.34
	Oct 21, 2020	Oct 21, 2020	American Airlines	Active			530.03
	Jan 13, 2020	Jan 20, 2020	United	Active			236.63
	Jan 31, 2020	Feb 7, 2020	United	Active			235.57
	Feb 25, 2020	Mar 3, 2020	Delta	Active			121.40
	Sep 1, 2020	Sep 8, 2020	Delta	Active			160.04
	Feb 28, 2020	Mar 9, 2020	Delta	Active			1,154.60
	Mar 3, 2020	Mar 24, 2020	Delta	Active			283.80
	Mar 3, 2020	Mar 30, 2020	Delta	Active			689.65
	Mar 3, 2020	Apr 21, 2020	Delta	Active			593.98
	Oct 22, 2020	Dec 3, 2020	American Airlines	Active			384.70
	Jan 17, 2020	Feb 3, 2020	American Airlines	Active			574.17



Where to find it

Folder: Expense Processing



Administration

Get valuable employee details to help guide your expense and invoice processes, monitor expense report approvers, and more.

Employee Details

Financial Summary

Billed Transaction Reconciliation

Approver Statistics

Employee Details



Analysis

What this report offers

Up-to-date information about employees (e.g. approver, department) and additional visibility into custom fields and account codes.

What you can do with it

Route expense reports to the correct managers for approval and allow financial data to flow more easily into your ERP.

EMPLOYEE DETAILS																	
Employees																	
Include inactive employees: Yes																	
Employee Name	Logon ID	Employee ID	Email Address	Country/Region	Default Expense Report Approver	Default Expense Report Approver ID	Default Cash Advance Approver	Default Cash Advance Approver ID	Default Authorization Request Approver	Default Authorization Request Approver ID	Default Travel Request Approver	Default Travel Request Approver ID	BI Manager ID	BI Manager	Travel Employee Manager	Travel Employee Manager ID	Travel Rule Class
Liz, Bree	bree.liz@anybizent.com	05152019	bree.liz@anybizent.com	UNITED STATES											Liz, Bree	05152019	Request International
Villar, Claudia	claudiav@anybizent.com	09817234	ficlan8@icloud.com	UNITED STATES	Approver, Jeffrey	PRF000004					Approver2, Jeff	PRF000003			Approver, Jeffrey	PRF000004	Professional Services
Jeffrey, Brianna	Brianna.J@anybizent.com	098172341	ficlan8@att.net	UNITED STATES							Fix, Jeffrey Daniel	PRF000001					Request International
Jean, Jennifer		0981723421		UNITED STATES											Fix, Jeffrey Daniel	PRF000010	Professional Services
Norway, Natasha	norwayuser@anybizent.com	09872143	ficlan8@icloud.com	NORWAY							Approver, Jeffrey	PRF000004			Fix, Jeffrey Daniel	PRF000001	UK Default
Cramden, Ralph	mlauthapprover2@anybizent.com	09879877		UNITED STATES													Default
McCloud, Tyberius Jay	mtauthapprover1@anybizent.com	09879879		UNITED STATES													Default
Admin-ENT, Global Traveller	globaladmin@anybizent.com	1000	globaladmin@anybizent.com	GERMANY													Germany



Where to find it

Folder: Administration

Financial Summary



Intelligence

What this report offers

Access to expense totals for all custom fields, total spend by category, and summary data.

What you can do with it

This information can help you reconcile totals in your ERP system, identify custom fields, review overall budget, and update reports.

FINANCIAL SUMMARY																									
Total for Payment Date: Selected Jan 1, 2019 and Dec 31, 2019																									
Reporting Currency: USD																									
Division	Division Code	Department	Department Code	Business Unit	Business Unit Code	Cost Center	Cost Center Code	Project	Project Code	Custom 1 Name	Custom 1 Code	Custom 2 Name	Custom 2 Code	Custom 3 Name	Custom 3 Code	Custom 4 Name	Custom 4 Code	Custom 5 Name	Custom 5 Code	Custom 6 Name	Custom 6 Code	Expense Type	Account Code	Approved Amount FY0	
										Anytic	10	United States	110	Human Resources	1251								Subsidiary Meal (offshore)	5000	13.60
										Anytic	10	United States	110	Human Resources	1251	Recruiting	2185						Subsidiary Meal (offshore)	5000	40.48
										Anytic	10	United States	110	IT	1256	Development	2172						Subsidiary Meal (offshore)	5000	45.76
										Anytic	10	United States	110	Research and Development	1254	Programming	2168						Subsidiary Meal (offshore)	5000	45.76
										Anytic	10	United States	110	Sales	1255	Prospecting	2169						Subsidiary Meal (offshore)	5000	140.30
										JK Company		Cost Center	CC	Marketing	1889,8743								Subsidiary Meal (offshore)	5000	2,637.37
												United States	110	Professional Services	1253				10				Car Rental	810000	789.92
																						Car Rental	810000	8,921.61	



Where to find it
Folder: Finance



Consultative
Intelligence

How does Consultative Intelligence work?

Your consultant will first take time to learn about your specific goals, challenges, and business needs.

Once a reporting strategy is established for you, we'll develop custom reports and dashboards, automatically run and distribute reports on your behalf, and fine-tune existing reports to make them even more effective.

Billed Transaction Reconciliation



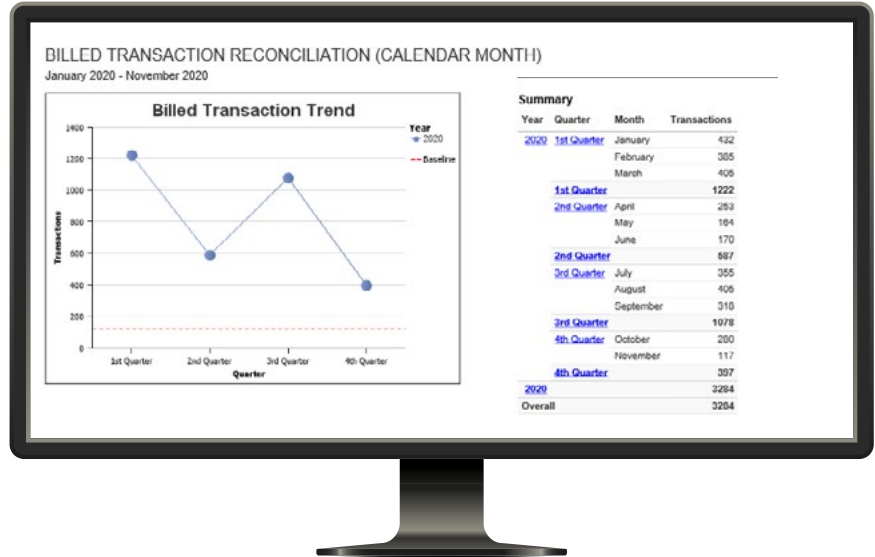
Analysis

What this report offers

The total number of expense reports submitted and information on which employee submitted each.

What you can do with it

Align usage to your contracted number of expense reports, spot trends in expense report submissions, and ensure employees comply with submission policies.



Where to find it

Folder: Administration

Approver Statistics



Intelligence

What this report offers

Key metrics related to who is approving expense reports within an organization.

What you can do with it

Evaluate the number of expense reports each approver has and know when it's time to add staff to help with excessive workloads.

APPROVER STATISTICS				
Approval Date Between Between Jan 1, 2020 and Mar 31, 2020				
USD				
Report Count	Total Due Credit Cards	Total Due Employee	Total Personal Amount	Total Report Amount
11	7,880.43	1,307.22	318.51	11,178.58
8	0.00	7,719.92	0.00	7,719.92
5	440.88	0,594.50	0.00	9,043.10
3	800.83	51.78	0.00	852.61
5	2,008.07	158.00	83.03	2,910.70
37	23,734.21	135.00	348.79	24,218.00
23	81,380.75	9,013.40	0.00	70,394.15
8	0.00	2,841.61	0.00	2,841.61
1	0.00	24.00	0.00	24.00
17	7,884.85	379.71	10.15	0,003.83
43	29,049.31	4,087.69	88.24	33,434.53
23	49,157.00	5,015.70	0.00	54,172.70
26	33,533.42	1,048.38	0.00	35,505.80
7	0.00	2,090.01	0.00	2,090.01
31	10,572.12	1,624.88	0.00	21,008.80



Where to find it

Folder: Expense Processing



Credit Card Programs

Get near real-time visibility into credit card transactions, information into outstanding transactions, and details into payment methods that employees use.

Credit Card Transaction

Unassigned Credit Card Transactions

Payment Type Analysis

Credit Card Transaction



Analysis

What this report offers

Visibility into credit card transactions
(provided you have a credit card feed).

What you can do with it

When you have a credit card feed, this report helps you catch reporting errors and account for every expense.

Payment Type	Credit Card Currency	Employee	Transaction Status	Value	Merchant	Transaction Date	Posted Date	Posted Amount (credit card currency)
-	BSCP	USD						
Assigned to Report					THE FINANCIAL TIMES LIMITED	Aug 31, 2020	Sep 2, 2020	494.00
Assigned to Report					DOW JONES & CO INC	Sep 4, 2020	Sep 8, 2020	42.21
Assigned to Report					USER TECHNOLOGIES INC	Sep 16, 2020	Sep 17, 2020	192.28
Assigned to Report					USER TECHNOLOGIES INC	Sep 22, 2020	Sep 23, 2020	39.70
Assigned to Report					USER TECHNOLOGIES INC	Sep 23, 2020	Sep 24, 2020	52.09
Assigned to Report					EUROMARKET DESIGN INC	Sep 23, 2020	Sep 25, 2020	308.41
								1,306.88
Assigned to Report					WAWA 277	Aug 27, 2020	Aug 29, 2020	48.07
Configuration Hidden					American Express Initiated Activity	Sep 6, 2020	Sep 10, 2020	-48.07
								0.00
Configuration Hidden					American Express Initiated Activity	Jul 16, 2020	Jul 17, 2020	-372.88
Assigned to Report					BUSINESS ENTITY DATA BV	Sep 9, 2020	Sep 11, 2020	192.00
Assigned to Report					BUSINESS ENTITY DATA BV	Sep 10, 2020	Sep 12, 2020	7.80
Unassigned to Report					ARICELL LLC	Sep 25, 2020	Sep 26, 2020	6.00
								-372.88
Configuration Hidden					American Express Initiated Activity	Jul 16, 2020	Jul 17, 2020	-54.11
Assigned to Report					OFFICE DEPOT 2875	Aug 13, 2020	Aug 15, 2020	218.53
Assigned to Report					OFFICE DEPOT 2875	Aug 13, 2020	Aug 16, 2020	569.95
Assigned to Report					OFFICE DEPOT 2967	Aug 17, 2020	Aug 18, 2020	132.89
Assigned to Report					OFFICE DEPOT 2963	Aug 21, 2020	Aug 23, 2020	155.51
Assigned to Report					OLLIES BARGAIN OUTLET, IN	Aug 24, 2020	Aug 26, 2020	95.09
Assigned to Report					WALMART SUPER CENTER 5220	Aug 28, 2020	Aug 29, 2020	95.45
Assigned to Report					HOLIDAY CVS, L.L.C.	Sep 2, 2020	Sep 4, 2020	20.80



Where to find it
Folder: Accrual

Payment Type Analysis



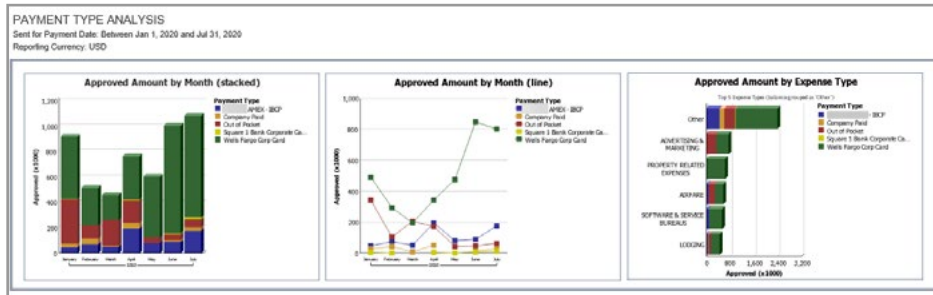
Intelligence

What this report offers

Visibility into payment methods that employees use to pay for expensed items.

What you can do with it

Determine when an employee is using their corporate credit card for “nonpreferred” payment types.



Where to find it

Folder: Expense Processing



Consultative
Intelligence

Is Consultative Intelligence more than creating reports?

In addition to creating custom reports, your consultant will also help you interpret report results, as well as suggest other ways that data can be leveraged across your organization.

With this comprehensive view and understanding of your business, you'll be better equipped to make more informed decisions, simplify spend management, and set your business up for success.

Fraud Prevention

Stop fraud in its tracks and separate discrepancies from honest mistakes with these valuable reports.

Report Entry Exceptions

Duplicate Company Meals; Duplicate Expense Items; Duplicate Meal Attendees

Excessive Personal Car Mileage

Expenses Near Receipt Limit



Report Entry Exceptions*



Analysis

What this report offers

A detailed list of all Report Entry exceptions for either groups of employees or one employee over a user-defined timeframe.

What you can do with it

Identify employees who break audit rules and have multiple exceptions, ensure your rules are meaningful, and prevent fraud.

REPORT ENTRY EXCEPTIONS		
Year: 2019		
# Exceptions	2015	Summary
	0	0
1 The transaction date is older than your company allows. Please provide an explanation for why you are now entering this expense.	18,118	18,118
This expense entry may be a duplicate of the following expense: 'Mines%	5,145	5,145
This expense is above the reasonable amount set by your company. You may want to provide a comment to your manager with more information about this expense.	673	673
Warning: You have checked the 'Personal Expense' box. You will not get reimbursed for this claim.	140	140
Your company does not allow personal use of a company credit card. Please provide an explanation for your approver detailing why you used the company card for a personal expense.	123	123
1	24,208	24,208
51 A corporate card credit transaction (negative amount) has been marked as a personal expense. This is an unusual situation. Please explain the circumstances in detail.	403	403
51	403	403
Summary	24,611	24,611



Where to find it

Folder: Audit Rules

*Audit Rules must be enabled to access this report



Consultative Intelligence

What has Consultative Intelligence helped businesses do?

- Increase corporate card rebates
- Eliminate delinquent credit card payments and late fees
- Detect unused discounts, unnecessary spend, and potential fraud
- Monitor vendor spend and identify opportunities for negotiation
- Increase policy compliance

Duplicate Company Meals; Duplicate Expense Items; Duplicate Meal Attendees



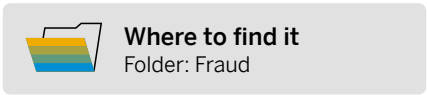
What this report offers

Visibility across multiple reports to identify expenses that may have been submitted more than once for the same employee.

What you can do with it

Make a distinction between honest mistakes and potential cases of fraud, as well as reimburse employees accurately.

DUPLICATE COMPANY MEALS																						
Transaction Date: Between Jan 1, 2020 and Jul 31, 2020																						
Attendee Expense Type: Business Meals (Attendees), Business Meals (Attendees) - Community Outreach, Business Meals (Attendees) Tradeshow, Entertainment -- Attendees (Client / Employee)																						
Employee Expense Types: Business Meals (Attendees), Business Meals (Attendees) - Community Outreach, Business Meals (Attendees) Tradeshow, Entertainment -- Attendees (Client / Employee)																						
Match Tolerance: Calculated Last & First Initial																						
Transaction Date	Employee	Employee ID	Report ID	Report Name	Expense Type	Purpose	Vendor	City/Location	Expense Amount	Attendee Name	Title	Company	Attendee Amount	Employee	Employee ID	Report ID	Report Name	Expense Type	Purpose	Vendor	City/Location	Expense Amount
Jan 2, 2020				January 2020 expenses	Business Meals (Attendees)	Dinner	Big Rock	Troy	426.16 USD				70.86 USD				January Expenses (01/01/2020)	Business Meals (Attendees)	Business planning	Big Rock Chop house	Birmingham	426.16 USD
Jan 2, 2020				Amex Expenses 12/20-1/19	Business Meals (Attendees)	Working Lunch ACP Prep	DOORDASH.COM	San Francisco	59.43 USD				14.66 USD				Dinner for Finance	Business Meals (Attendees)	Q3 Closed and ACP Preparation	Jersey Mike	Altos Vajro	106.75 USD
Jan 2, 2020				January Expenses (01/01/2020)	Business Meals (Attendees)	Business planning	Big Rock Chop house	Birmingham	426.16 USD				83.14 USD				January 2020 expenses	Business Meals (Attendees)	Dinner	Big Rock	Troy	426.16 USD
Jan 6, 2020				January Expenses (01/01/2020)	Business Meals (Attendees)	Lunch	Famous Dumping House	San Jose	64.90 USD				32.45 USD				December 2019 Exp Report	Business Meals (Attendees)	Review of HATTR and recommendations	Ark Mediterranean Grill	Fresno	723.36 USD
Jan 6, 2020				Amex Expenses 12/20-1/19	Business Meals (Attendees)	Working Lunch mtg	FOODA	Chicago	30.34 USD				10.12 USD				Dinner for Finance Team	Business Meals (Attendees)	Dinner for working on Q3 close and FY20 ACP	Mandarin King	Altos Vajro	240.13 USD
Jan 7, 2020				01.07.2020	Business Meals (Attendees)	Working Lunch	Door Dash	Altos Vajro	69.98 USD				13.79 USD				01.13.2020	Business Meals (Attendees)	Business Dinner	Urban Plates	Altos Vajro	76.83 USD
Jan 8, 2020				1.14.20	Entertainment - Attendees (Client / Employee)	Business Review	The Local Cup	Mechanicville	11.53 USD				5.76 USD					Business Meals (Attendees)	lunch	bakers crust	Richmond	535.67 USD
Jan 8, 2020				1.7.20 Report	Business Meals (Attendees)	Meeting	Salata	Bedford	33.56 USD				16.79 USD				December Report	Business Meals (Attendees)	RNA	ezCater	Dallas	302.65 USD
Jan 8, 2020				1.7.20 Report	Business Meals (Attendees)	Meeting	Starbucks	Bedford	31.69 USD				10.55 USD				January 2020	Business Meals (Attendees)	In service	Caterliquid	Syracuse	368.10 USD



Excessive Personal Car Mileage



Analysis

What this report offers

Visibility into how much is being spent on car mileage.

What you can do with it

Analyze data and create policies to help determine whether it's more cost effective for employees to use their personal vehicles or rent a car for business.

EXCESSIVE PERSONAL CAR MILEAGE
Transaction Date Between Jan 1, 2020 and Jul 31, 2020
Distance Units: Miles
Break Even Distance: 100

Employee	Report ID	Expense Type	Transaction Date	Business Distance	Reimbursement Currency	Approved Amount
		Personal Car Mileage	Jan 13, 2020	136	USD	80.04
		Personal Car Mileage	Jan 18, 2020	154	USD	77.72
		Personal Car Mileage	Feb 10, 2020	121	USD	70.18
		Personal Car Mileage	Mar 10, 2020	108	USD	62.04
		Personal Car Mileage	Jan 16, 2020	101	USD	58.58
		Personal Car Mileage	Feb 11, 2020	111	USD	64.38
		Personal Car Mileage	Feb 18, 2020	153	USD	88.74
		Personal Car Mileage	Jul 14, 2020	170	USD	98.90
		Personal Car Mileage	Jul 15, 2020	183	USD	94.94
		Personal Car Mileage	Jul 22, 2020	187	USD	98.98
		Personal Car Mileage	Jul 23, 2020	180	USD	92.00
		Personal Car Mileage	Jan 17, 2020	600	USD	348.00
		Personal Car Mileage	Jan 9, 2020	457	USD	265.06
		Personal Car Mileage	Feb 10, 2020	423	USD	248.34
		Personal Car Mileage	Mar 9, 2020	102	USD	60.16
		Personal Car Mileage	Mar 12, 2020	219	USD	127.02
		Personal Car Mileage	May 31, 2020	475	USD	274.34
		Personal Car Mileage	Jun 11, 2020	472	USD	273.76
		Personal Car Mileage	Jun 10, 2020	587	USD	340.46



Where to find it
Folder: Spending

Expenses Near Receipt Limit



Intelligence

What this report offers

A deeper look at employees who submit expense items that are just under receipt limits.

What you can do with it

Audit expense reports submitted by employees who are frequently close to receipt limits and put a stop to cases of fraudulent spending.

Employee	Employee ID	Report ID	Report Name	Transaction Date	Expense Type	Payment Type	Vendor	Expense Amount
		11/12/19 Report		Nov 23, 2019	Lunch - Tradeshow	Cash/Out of Pocket	Gabys	24.53
		11/12/19 Report		Dec 9, 2019	Taxi	Cash/Out of Pocket	Lyft	24.00
		11/23/19 to 1/11/20		Dec 3, 2019	Lunch	Cash/Out of Pocket	Lunch	23.80
		11/23/19 to 1/11/20		Dec 16, 2019	Lunch	Cash/Out of Pocket	Lunch	24.60
		11/23/19 to 1/11/20		Jan 9, 2020	Lunch	Cash/Out of Pocket	lunch	24.31
		12/1/19 Report		Dec 10, 2019	Hotel Tax	Cash/Out of Pocket	Sharonston	23.70
		December Expenses (12/31/2019)		Dec 10, 2019	Personal Car Mileage	Cash/Out of Pocket		24.94
		December Expenses (12/31/2019)		Dec 7, 2019	Personal Car Mileage-Tradeshow	Cash/Out of Pocket		24.91
		December Expenses (12/31/2019)		Dec 11, 2019	Personal Car Mileage	Cash/Out of Pocket		24.94
		December Expenses (12/31/2019)		Dec 5, 2019	Personal Car Mileage-Tradeshow	Cash/Out of Pocket		24.94
		December Expenses (12/31/2019)		Dec 6, 2019	Dinner - Tradeshow	Cash/Out of Pocket	Herb N Chicken	24.14
		December Expenses (12/31/2019)		Dec 13, 2019	Personal Car Mileage	Cash/Out of Pocket		24.94
		December Expenses (12/31/2019)		Dec 13, 2019	Personal Car Mileage	Cash/Out of Pocket		24.91
		December Expenses (12/31/2019)		Dec 3, 2019	Personal Car Mileage	Cash/Out of Pocket		24.94
		December Expenses (12/31/2019)		Dec 3, 2019	Personal Car Mileage	Cash/Out of Pocket		24.94
		December		Dec 13, 2019	Tolls/Road Charges	Cash/Out of Pocket	PA, MARYLAND, VIRGINIA, TURKOTW	24.80
		December Expenses (12/01/2019)		Dec 18, 2019	Business Meals (Attendees)	Cash/Out of Pocket	Costco Wholesale	24.95
		December Expenses (12/01/2019)		Dec 9, 2019	Dinner	Cash/Out of Pocket	Starbuck	24.29
		December 2019 Expense Report		Dec 4, 2019	Lunch	Cash/Out of Pocket	Hyatt	23.87
		December 2019		Dec 11, 2019	Office Expense	Cash/Out of Pocket	SHINDOLA - E COMM	24.85



Where to find it
Folder: Fraud

Learn More

For more information on Concur Expense reporting, please contact your Client Success Manager or Client Sales Executive.

Additional training materials can be found at www.concurtraining.com.



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