



Travel Planning and Pre-Trip Approval

SAP Travel Management enables business travelers to book flights, hotels, rental cars, and country-specific rail options. Due to the integration of Travel Planning with Travel Expense Management, the system automatically transfers specific data from the travel plan - e.g. general trip data and booked travel services - to the travel expense accounting system.

SAP Business Workflow supports the approval process and automatically notifies a manager when approvals or out-of-policy authorizations are required.

TRAVEL REQUEST - PRE-TRIP APPROVAL

The pre-trip approval function enables employees to enter basic data, such as dates, times, trip destinations, reason for the trip, and any requests for advances, in a travel request. It also provides the following features:

- Automatic approval (e.g. via the SAP Business Workflow)
- 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

SAP Travel Management automates the booking process. The software guides users through the application and identifies the closest hotels and airports ensuring that travelers book trips according to corporate travel policy and at the lowest available rates.

Key Capabilities

Connection to Multiple Reservation Systems

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) that establish the link between your travelers and travel agencies. SAP Travel Management also provides an integrated bidirectional interface to the corporate portals of local rail providers e. g. Deutsche Bahn Corporate Portal.

Preferred Suppliers and Negotiated Rates

SAP Travel Management prompts travelers to make travel arrangements based on company-specific rates and discounts. For example, when an employee books a flight, the software generates a best-price option based on the traveler's desired flight itinerary and presents the lowest fares available, highlighting and prioritizing preferred vendors.

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.

Travel Policy Enforcement

SAP Travel Management enables you to control travel planning according to corporate travel policies. You can establish one but also multiple travel policies configured to your specific requirements and business processes allowing 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.