SAP Travel Expense Management

Accurate taxation, reimbursement amounts, national requirements, cost assignment - with SAP Travel Expense Management, you can handle travel expenses all over the world.

KEY CAPABILITIES

- Integration to travel planning
- Allocation of many country versions
- Multi-currency compliance
- International fiscal and tax compliance
- Calculation of reimbursements based on receipts, per diems, mileage, advances, deductions
- Detailed cost assignment
- Credit card clearing
- PDF based travel expense forms
- Decentralized entry of trip data by travelers themselves using Employee Self Services
- Approval of travel expenses via SAP Business Workflow
- Integration with SAP Financials, SAP ERP HCM, Funds Management
- Reports and analytics

TRAVEL EXPENSE MANAGEMENT IN DETAIL – DATA ENTRY, SETTLEMENT AND REIMBURSEMENT

Record Travel Expenses
SAP Travel Management doesn't fail you when you return from your trip. All data from pre-trip organization is still there and simply needs to be completed with the necessary receipt and per-diem information. Based on the data recorded and the reimbursement rates stored in customizing, the system determines the total costs of the trip considering the following parameters:
- Respective legal requirements
- Enterprise-specific reimbursement policy
- Employee-related travel provisions

For a wide range of countries, SAP offers ready-to-run country versions that fulfill the special statutory regulations as for example per-diem rates for accommodations, meals and traveling expenses as well as maximum rates for receipts. All country versions can be utilized simultaneously in an SAP system which ensure international legal compliance with localized expense management versions and different languages.

Credit Card Clearing
Credit card clearing enables the import of an employee's credit card receipts into travel expense reports.

Integration with SAP ERP Financials and SAP ERP HCM
Based on the accounted reimbursement amounts you can then:
- Use this data to post travel expenses to SAP ERP Financials and to clear them in controlling according to the allocation-by-cause principle
- Profit from this data in payroll accounting when calculating the taxes on travel expenses via the integration with SAP ERP HCM

Reimbursement
Payment of travel expenses can take place in three different ways: through Payroll (SAP ERP HCM), Financial Accounting (SAP Financials) or DME (Data Medium Exchange) with credit institutions.