SAP Concur

Welcome Pack I EXTERNAL

Drive: Let's Get You Started

When employees self-report mileage, it can lead to errors, fraud, and unnecessary costs.

Drive captures mileage automatically to help your organisation track and document distances with ease.

Service | Custom

You're in Safe Hands with SAP Concur Solutions

Mileage is one of the top ten largest employee spend categories, yet companies still rely on employee estimates for reimbursement. When you take control of mileage with Drive you enhance:

Cost savings

See potential savings of 20-30% for mileage reimbursement with more accurate mileage information.

Visibility

Get more comprehensive data faster so you can avoid surprises and minimise complex accruals.

Compliance

Reduce fraud and reporting errors, have HMRC-compliant documentation and be ready for audits.

You'll Get Dedicated Personal Help, Every Step of the Way

Comprehensive admin resources

The Drive Adoption Strategy Guide has guidance, templates, and more to help you promote adoption of Drive in your organisation so you can improve your insight into mileage.

User-friendly employee training

The Drive End-User Toolkit gives your users the knowledge and skills required to capture business mileage with Drive using iPhone and Android phones and tablets.

Did you know? We also have easy to follow video clips – like this one to help steer users in the right direction and bolster the adoption of Drive in your organisation.

How Drive Works, at a Glance

Download the SAP Concur app

Drive is an SAP Concur app feature that enables users' mobiles to capture mileage for them. Users can download the app from the App Store or Google Play.

Set detection preferences

Users can choose to record mileage automatically on selected days and times. Alternatively, they can choose 'User-Initiated' to start and stop detection manually.

Set expensing preferences

Users can choose to automatically upload completed trips to Concur Expense ready to create their expense reports. Alternatively, they can choose to send trips manually.

Improve accuracy

To improve accuracy, users can connect Drive to their car's Bluetooth. This helps to prevent mileage capturing while using transportation other than their own.

How We Help to Protect Your Privacy

Visibility in Concur Expense

Your organisation only has access to captured routes that users have officially submitted and uploaded to Concur Expense. Data that isn't part of a captured route isn't stored.

Correct your captured routes

Users can delete any captured routes up until the point they decide to submit them for reimbursement. Once routes are submitted, they become visible to approvers and auditors.

Thank You

With Drive we hope you can improve your employee experience, free up resources for more value-added activities, reduce fraud and reporting errors, improve compliance, and get visibility into a previously self-reported expense category.

Essential Contacts if You Need Us

Ongoing support

Got a question or need advice? Just ask your SAP Concur Client Engagement Executive.

Systems issues

Check out the support tab to raise a case and/or ask your Service Coordinator.

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Customising Drive and Maximising Its Functionality

Using Drive across the globe

Drive supports 12 languages and measures distances in miles and kilometres, so you can use it around the world.

Separating business and personal travel

Users can mark a drive as either business or personal and easily remove personal trips from expense reports.

Uploading mileage to Concur Expense

Users can choose to automatically upload trips to Concur Expense or get a reminder when a trip ends.

Capture mileage automatically

Open the SAP Concur app and select **Mileage > Settings > Scheduled**. Configure working hours by toggling days on and off. Use the sliding scale to adjust start and stop times. Smart sensors automatically begin and end distance capturing whenever the vehicle starts and stops during selected times.

User-initiated settings

Capture mileage manually

To start and stop Drive manually, open the SAP Concur mobile app and select **Mileage > Settings > User Initiated.** To begin capturing select **Mileage > Start and to end a trip select Mileage > Stop.**

Find in Improve Accuracy in Drive settings

Enable Bluetooth

Users can connect Drive to their car's Bluetooth, so mileage is only captured when they're in their vehicle. This helps avoid mistaken mileage capture while on the train or sharing a car with a co-worker.

Enable Motion

IOS users can turn on Motion. This stops Drive capturing movement under **8 mph (12 kph).** This helps filter out activities such as walking or running and improves accuracy of capture.

Delete trips

To delete personal trips, go to the queue, slide the line item to the right and select Delete. Useful when users run a personal errand at lunchtime or simply have a day off.

Creating expense reports

Users can choose to have a trip automatically uploaded to Concur Expense as soon as its complete, ready to create their expense report. If they prefer, they can manually upload trips when they choose.

Manage in Settings in Drive

Resources to Enhance User Adoption

Here are some handy resources you can send to your users to show them the power of Drive:

1. Help them understand the value of automated mileage capture and download this digital signage

2. It's so easy to get set up, all they need to do is check out this set up guide

3. Get up to speed and learn about Concur Drive with this handy course

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