

Easy 4-Step Process

1. Book travel

- ✓ Book from a broad range of vendors consistent with travel policy options
- ✓ Credit card charges are captured automatically

2. Submit Expense Report

- ✓ Credit card charges, itinerary information and e-receipts automatically combine to create automated expense report
- ✓ Expense reports submitted online or from mobile device
- ✓ Integrates with TeamWorks Financials

3. Get Reimbursed

- ✓ Workflow allows managers to quickly approve submissions with automated approval process
- ✓ Audit rules reduce the need to audit travel reports manually
- ✓ Reduces processing time by Accounts Payable personnel

4. Analyze Results

- ✓ Provides the State better travel spend management tools
- ✓ Strengthens compliance with State policies & procedures
- ✓ Helps identify potential fraud
- ✓ Provides increased reporting to identify missed savings opportunities

TeamWorks Travel & Expense:

- Lowers travel and policy compliance costs
- Increases efficiency and transparency
- Provides quicker reimbursement to employees



State Accounting Office
of Georgia



Concur™



State Travel Initiative

TeamWorks Travel & Expense

Travel just got better....



Traditional Challenges

- ❖ Paper-based, manual processes
 - Manual routing and approvals
 - Paper receipts
- ❖ Limited ability to track travel spend
- ❖ Manual enforcement of travel policy
- ❖ Minimal reporting capability
- ❖ Longer time for reimbursement

Emerging Trends

Rather than using a paper-based approach where travel booking and expense reporting are two distinct processes, the emerging trend is to utilize a single, integrated software-based business process

- ❖ Automated booking and expense reporting
- ❖ Integration of expense report preparation, submission, and auditing
- ❖ Web-based solution
- ❖ Automated approval workflows
- ❖ One travel agency utilized company-wide with self-service technology
- ❖ Improved vendor pricing negotiations

Team Works Travel & Expense eliminates traditional challenges and takes advantage of emerging trends!

The Georgia Solution

SAO has partnered with **Travel Inc.** and **Concur Solutions** to provide a web-based, fully automated, paperless travel solution which is integrated within TeamWorks. This solution strengthens enforcement of travel policies, provides better information to agency management, and results in quicker expense reimbursement to employees.

Great Benefits

Negotiated Discounts = Cost Savings Opportunities

- ❖ **Save up to 90%** on traditional travel agent fees
- ❖ **Save 10%** on Southwest flights from Atlanta
- ❖ **Save 2-12%** on Delta **domestic flights**
- ❖ **Save 5-30% on Delta international flights**
- ❖ **Save 10%** at LaQuinta Inns & Suites – *more hotel discounts coming soon!*
- ❖ **Save 25%** off daily rates at Parking Spot in Atlanta

Paperless Process

- ❖ Electronic receipts
- ❖ Single data entry by traveler
- ❖ Automated approval process
- ❖ Automated compliance auditing

Faster Employee Reimbursement



Can you answer these?

- How much is your average cost for rental cars, hotels, or airfare?
- Did any traveler choose a flight other than the lowest available fare?
- Did any traveler choose a rental car other than the recommended size?
- Do you know when your traveler calls a travel agent rather than using less costly on-line booking tools?
- Do you invest significant time and resources auditing travel reports?

*Agencies using
Team Works Travel &
Expense will know
these answers!*

*Don't wait!
Schedule YOUR Team Works Travel &
Expense Implementation today!*

For more information please contact SAO:

Phone: 404-657-3956

E-mail: sao_travel@sao.ga.gov