

American Express and Concur BTA and Expense Integration

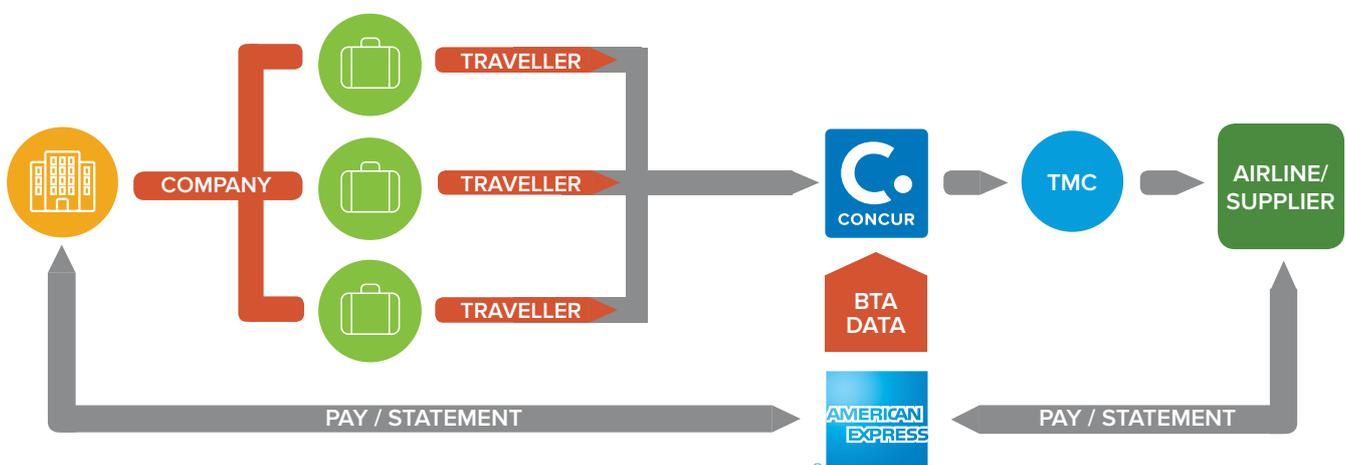
The Business Travel Account (BTA) system is a cardless, centrally billed payment solution for funding air travel expenses and associated costs. BTA data can be imported into Concur via the Central Reconciliation tool and distributed in a number of different ways.

How does the AMEX BTA work?

The BTA streamlines reconciliation and payment of business travel expenditure by consolidating all transactions into one simple, clear statement. American Express will issue a BTA number to the nominated Travel Management Company (TMC). The process from the initial booking to the reconciling is as simple as follows:

1. Authorised person books the ticket through their nominated TMC
2. BTA account number is advised as the form of payment
3. Ticket billed to the BTA by the TMC
4. American Express consolidates and sorts all transactions in a comprehensive monthly billing statement and sends it to the client
5. The client reconciles the charges being paid in Concur Expense
6. The client forwards payment to American Express by cheque or EFT
7. The completed Reconciliation Advice is faxed or emailed to American Express BTA Operations

How BTA Concur Integration Works



Identify Process and Administrative Savings:

- **Improved Cash Flow:** Billed monthly, the BTA gives your company extended cash flow (versus invoices) between transaction date and payment date. Your Company remits one monthly payment for all air transactions.
- **Accounts Payable Efficiencies:** Effectively outsourcing the administration of an accounts payable system with the potential to improve your internal processes and productivity.
 - **Account Service:** A dedicated team of BTA analysts are available to support your Program Administrators with their Account reconciliation and payment
 - **ATO Compliant:** The monthly statement accepted by the ATO as supporting documentation for claiming Tax Credit Inputs
 - **eData electronic file feeds:** Provides enriched line item information monthly via Secure Transfer, directly in to Concur for expense reconciliation.

Benefits of the American Express BTA Integration with Concur Expense:

- Simplified BTA transaction reconciliation by automatically assigning transactions to employees for expense report preparation and allocation to appropriate expense codes through Concur Expense.
- Employee review of travel transactions helps to identify billing errors and prevent payment for trips not taken.
- Alternative reconciliation to travel arrangers for faster allocation of group or contractor travel
- Concur's reporting and analytics tools will include all expenses paid for with the BTA, providing your company with more consolidated data on employee spending.

Eligibility Criteria & Fit:

- On or migrating to the Concur Travel & Expense platform of Concur's solution
- Travel Agent is able and willing to append Employee ID to each travel transaction
- Wish to decentralise reconciliation of BTA transactions and have all T&E expenses reviewed/ approved
- Travel Agency is BTA enabled and is able to capture the Employee ID at time of booking (offline) or via an OBT (online).

BOTH is better.

Contact us by emailing auamex@concur.com

About Concur

Concur, a part of SAP, is the leading provider of spend management solutions and services in the world, helping companies of all sizes transform the way they manage spend so they can focus on what matters most. Through Concur's open platform, the entire travel and expense ecosystem of customers, suppliers, and developers can access and extend Concur's T&E cloud. Concur's systems adapt to individual employee preferences and scale to meet the needs of companies from small to large.

[Learn more at concur.com.au](http://concur.com.au)