

# TMC INTEGRATION WITH SAP CONCUR



TMC delivers local market compliance and control along with significant cost savings across your fleet by consolidating, analysing and auditing your business mileage and fuel card data.

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Our award-winning services also reduce internal administration and support your employees.

Employees simply log their business mileage claims via our easy to use app.

We check each and every trip, ensuring compliance with every local markets' taxation requirements and your own global polices. We can also speak to the employee directly if anything looks strange. Or if you prefer, we can report on potentially non-compliant transactions for internal follow up.

Once checked and agreed, we send an expense file automatically into SAP Concur, straight into the employees' claim file for Line Manager approval.

With our reporting suite, you receive actionable business intelligence, audited mileage and seamless integration with SAP Concur.

## HOW YOU BENEFIT

**REDUCED COSTS** - we save our clients an average of 15.4% off their fuel expense bills by ensuring that only audited business mileage is reimbursed and fuel cards are managed and controlled properly. This includes deductions for private journeys paid for using a company fuel card.

**INCREASED VISIBILITY** - our reporting tools provide robust information to help you optimise your global fleet strategy.

**LESS ADMINISTRATION** - employees can log their journeys automatically whilst on the move through our easy to use mobile app.

**TAX COMPLIANCE** - our systems are designed to comply with all local market tax legislations, minimizing the impact of local market tax inspections and unexpected tax liabilities.

**ALL EMPLOYEES, ONE SOLUTION** - our products can cover every employee travelling on a business trip in any vehicle. Whether employees have a company fuel card or not, are company car drivers, cash allowance takers, occasional business drivers, commercial vehicle drivers or even electric vehicle drivers, the TMC systems are designed for all. TMC provide one solution for your entire employee base across all your global markets.

## HOW IT WORKS

1. We take a feed of all your employees with all their eligibility criteria straight from Concur.
2. Employees then confirm the details and add any additional details, i.e. exact details of the vehicle they are driving.
3. Employees capture their trips automatically on our innovative TMC Journey Tracking App or enter their business journeys on Concur. The App starts tracking each trip when the driver's mobile phone is paired to the car's Bluetooth. Drivers only need to indicate which trips are business related; TMC immediately erase all details of any personal trips.
4. At the end of each month, employees submit their monthly business trips via the TMC App or Concur, along with their closing odometer reading.
5. TMC audit each trip, checking each and every expense entry, reducing your administration time, while you benefit from accurate claims that are in line with your policies and local market legislation. Depending on the market, we can also speak to the employee if anything looks out of place.
6. Leveraging API integration with SAP Concur, TMC automatically submits an expense report for approval in SAP Concur on the employee's behalf.
7. For clients with email notifications set in SAP Concur, managers will be automatically notified that reports have been submitted and are ready for approval.

## ACTIONABLE MANAGEMENT INFORMATION

In addition to seamless SAP Concur integration, you will receive access to our online dashboard that provides actionable management information across your entire employee base. The dashboard enables you to see both the high-level picture as well as how your fleet is performing at a market/regional/departmental/individual level.

We also offer a number of unique services to Concur clients;

## **FUEL+, OUR GLOBAL FUEL CARD PROGRAMME**

Fuel+ from TMC is a unique fuel management service.

We work with a number of fuel card and travel & expense card partners and help you select the card programme that best suits your objectives.

We can help you with global, regional or national fuel card strategies.

### **HOW IT WORKS**

1. We help you select the card/portfolio of cards that best suits your needs – whether that be coverage, discounted fuel, maximizing rebates or a blended solution based on geography or employee grade.
2. You can even stay with your existing fuel partner, if you wish!
3. TMC manages the card issue and control and assumes all administrative and supply chain responsibilities.
4. All fuel purchases are reviewed and audited to ensure there is no fraud and that they are in line with policy.
5. Market dependent, we can also contact employees directly when fuel card usage looks out of line with policy and reinforce the purchase of fuel from lower cost filling stations.
6. We check that fees and discounts on purchases are correctly applied and fully compliant with policy and market legislation.
7. Where available, we will also overlay trip data from telematics or claim data to ensure the right checks and balances are in place to control your fuel card spend.

TMC manage the whole market, regional or global programme, while you benefit from actionable business intelligence, audited mileage and seamless integration with SAP Concur.

We offer powerful reporting suites, showcasing all fuel data, across all regions. Available at a press of a button.

This programme offers fantastic savings on fuel costs - we maximise rebates, minimise employee travelling time to fills, while offering a fully managed and transparent global solution.

**Use FUEL+ today**

# COMPLIANCE+ OUR OCCUPATIONAL ROAD RISK PROGRAMME FOR ALL EMPLOYEES

TMC offers a full suite of services to improve your employees' safety and to reduce their road risk whilst driving on business, or even when personally using company vehicles.

Driving on business is typically one of the most dangerous activities your staff undertake and these risks, across all markets, need to be mitigated – this can be done by deploying our comprehensive programme.

TMC's proactive service is all about improving the safety of your employees whilst driving on business. We ensure any employee travelling in a vehicle is compliant with each market's legal duty of care requirements. This encompasses drivers who use a company-provided vehicle, pool or rental vehicle, or their own personal vehicle.

We can guide your organization to ensure your fleet is managed with minimum risk and maximum cost efficiency.

Although legislation varies around the globe, with our international best practice standard you can be assured that your driver management policies and systems are effective and sustainable, wherever you operate.

We have designed Compliance+ to be completely flexible so you can choose the elements of the service you need and is available as an employee tool via our easy to use App or our desktop version.

## The services include:

- Documentation of employee Corporate Fleet Policy acceptance and approval.
- Employee vehicle safety inspection – employees confirming the date and time of the last vehicle service, tyre check and fluid check. Vehicle images can also be taken and stored online.
- Adoption of vehicle safety check legislation across the globe.
- Driving licence checks – ensuring each employee has the right to drive and is not banned.
- Personal vehicle insurance policy checks to ensure employees have the correct cover.
- Risk assessments – reviewing employees' attitudes to road risk.
- Online and physical driver training – providing training to employees that are deemed to need this based on the risk assessment outputs.
- Market & Vehicle Familiarisation Courses for Drivers.

## POWERFUL REPORTING SUITE

Our Compliance+ reporting suite gives every division, every market, every region the full in-depth analysis of their overall occupational road risk status. Our simple “red, amber, green system” clearly highlights the areas of excellence and also the areas of concern. We provide recommendations that are actionable to gradually move the employee base to an improved level of risk.

We can also gamify our reporting suites to provide some competition between employees to encourage safer driving.

You will see reduced incident rates, reduced vehicle down-time (lower operational costs), reduced insurance premiums and reduced injury compensation claims coupled with lower employee absenteeism.

Happier and safer employees, reduced risk and the certainty that you are complying with your road risk compliance duties across the globe. A great business case!

### Use Compliance+ today

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For more information on how TMC can help you, please don't hesitate to get in touch. You can reach us on:

**01270 525 218** or at **[reply@tmc.co.uk](mailto:reply@tmc.co.uk)**

**[www.tmc.com](http://www.tmc.com)**