



# A new level for your Travel & Expense management



**Lufthansa**

# More efficient travel management – from booking to invoicing

Are you still managing your travel costs manually? Or do your employees still have to collect their travel receipts? With the Travel & Expense interface with SAP Concur, Lufthansa Group airlines can now offer your company a chance to simplify the processes associated with your travel management. Every time you book directly with lufthansa.com all the travel details and expenses are captured automatically, saving you valuable time and ensuring that you always keep on top of things. It's a big plus for you and all your employees.

## What does 'Lufthansa Travel & Expense interface with SAP Concur' mean?

The Lufthansa Travel & Expense interface with SAP Concur is a so-called self booking mechanism between lufthansa.com and Concur's portal for capturing travel expenses. This enables all those travelling on business for your company to capture their travel expenses outside the company's workflow as well, and send them to the Concur Travel & Expense cloud. You can see and process the data immediately in real time – according to your individual needs. The result is increased efficiency in your travel management.

## Is your company already a Concur customer and does it allow direct bookings?

If so, simply link your travelling employees' Concur profiles with their Miles & More profiles and you will be able to benefit immediately from optimised travel booking according to your individual company conditions.

### Learn more:

You can find all the details and links relating to the new Lufthansa Travel & Expense interface with SAP Concur here: <https://www.lufthansa.com/us/en/travel-expense-management>



# **Benefits galore –** for your company and your team

Thanks to the Lufthansa Travel & Expense interface with SAP Concur you can optimise your travel expenses management automatically – it's easy when you book all your business trips and extra services at lufthansa.com. Simply set up a link – just once – between the traveller's Concur and Miles & More profiles, and you will be able to benefit immediately from all the advantages:

## **1. Immediate transparency**

Gain an overview of all your employees' travel data and expenses – in real time.

## **2. Intuitive operation**

Save valuable time you used to spend on manual capture. Now all the travel and expense data is transferred automatically from Lufthansa to Concur.

## **3. Automatic access**

Benefit from your company's individually agreed conditions – every time you make a Lufthansa Group airline booking at lufthansa.com.

## **4. Attractive services**

All Lufthansa Group airlines' complete range of services is available to you. For example, you have access to all flight connections and services as well as the NDC Smart Offer.

## **5. No DCC**

Save on charges: every product you book at lufthansa.com is available without Distribution Cost Charge (DCC).

## 6. In accordance with travel guidelines

You are automatically in compliance with the duty of care. Even if your employees have booked their trip themselves, you can see at any time where they are – this can contribute to their safety while they are travelling.

## 7. Strong support

We are there for you – in the case of rebookings, refunds or technical questions the Lufthansa Service Center is happy to help.

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