

# TRAVEL & EXPENSE REPORT

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Q1 2023



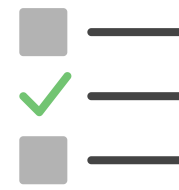
## 1 SPEND

High level spend overview,  
hotel, air, number of travelers



## 2 TRAVEL DETAIL

Maps of travel locations with  
key routes, cities & vendors



## 3 COMPLIANCE

Key indicators, top 5 and  
bottom 5 travelers  
contributing to total



## 4 SUSTAINABILITY

Overall CO<sub>2</sub> air travel  
emissions, carbon  
equivalency

1 APRIL 2023

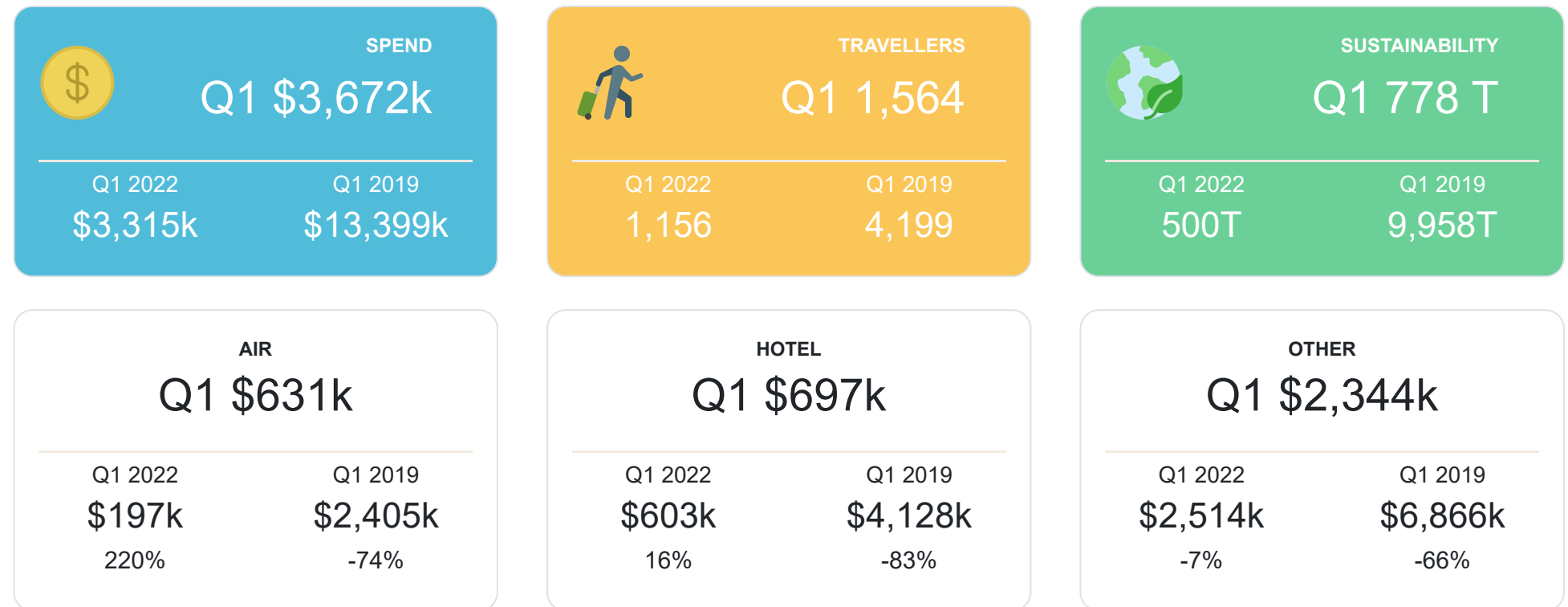
Data: Concur Expense (fully processed claims)

Unlocked Data © 2023

GENERIC  
COMPANY LOGO

# TRAVEL & EXPENSE OVERVIEW

Total number of travelers, spend & CO<sub>2</sub> production this quarter on last quarter



# SPEND ANALYSIS

Highlights total spend broken down across different categories

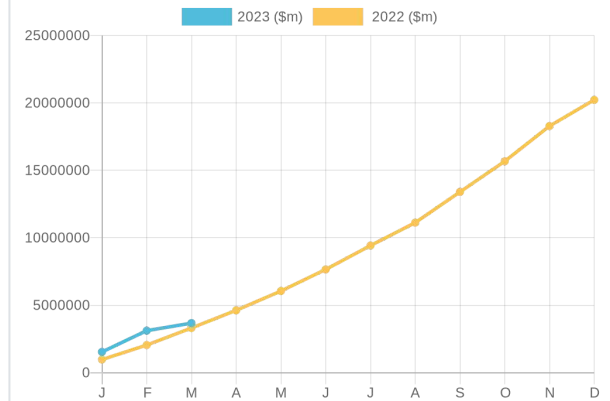
## TRAVELER \$

STEVE ZITO (US)	37,146
ROBERT BRUCE (CH)	34,084
CARL SCOTNEY (CH)	28,937
JOHN DOE (US)	22,242
LYNNETTE SMITH (PH)	22,047

## VENDOR \$

SWISSAIR	100,277
LUFTHANSA	82,055
3MUNDI (TMC)	46,951
BRITISH AIRWAYS	44,604
TURKISH AIRLINE	25,748

## YEAR TO DATE SPEND



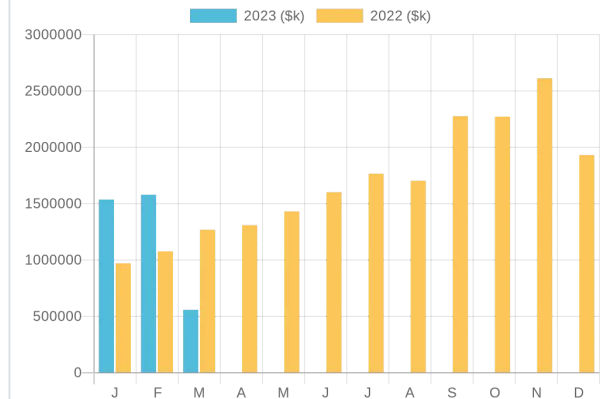
## CATEGORIES \$

HOTEL	697,242
AIRFARE	630,953
ALLOWANCES	534,870
RESTAURANT	349,730
MEALS & BEVERAG	295,025

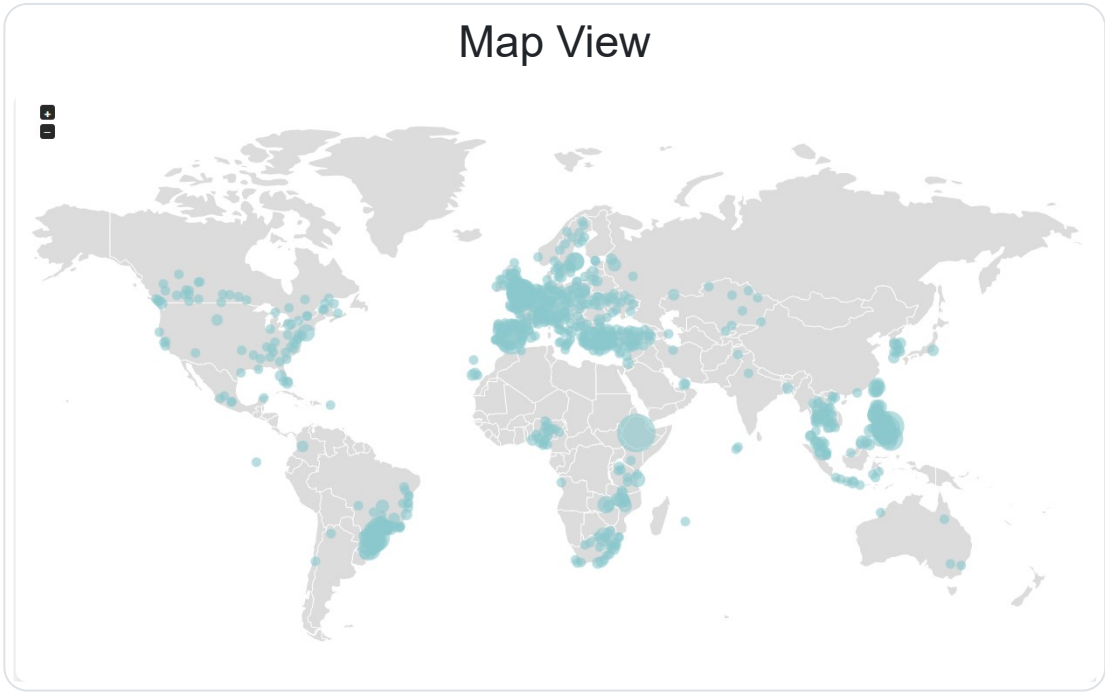
## COST CENTER \$

M013_AMERICASMKTNG_1	55,000
F005_GVA AGRONOMY_17	54,000
F002_TRIER AGRO /SRA	38,000
PEOPLE & CULTURE_HR_	24,000
F005_TURKEY TLM TECH	24,000

## MONTHLY SPEND



# TRAVEL DESTINATIONS



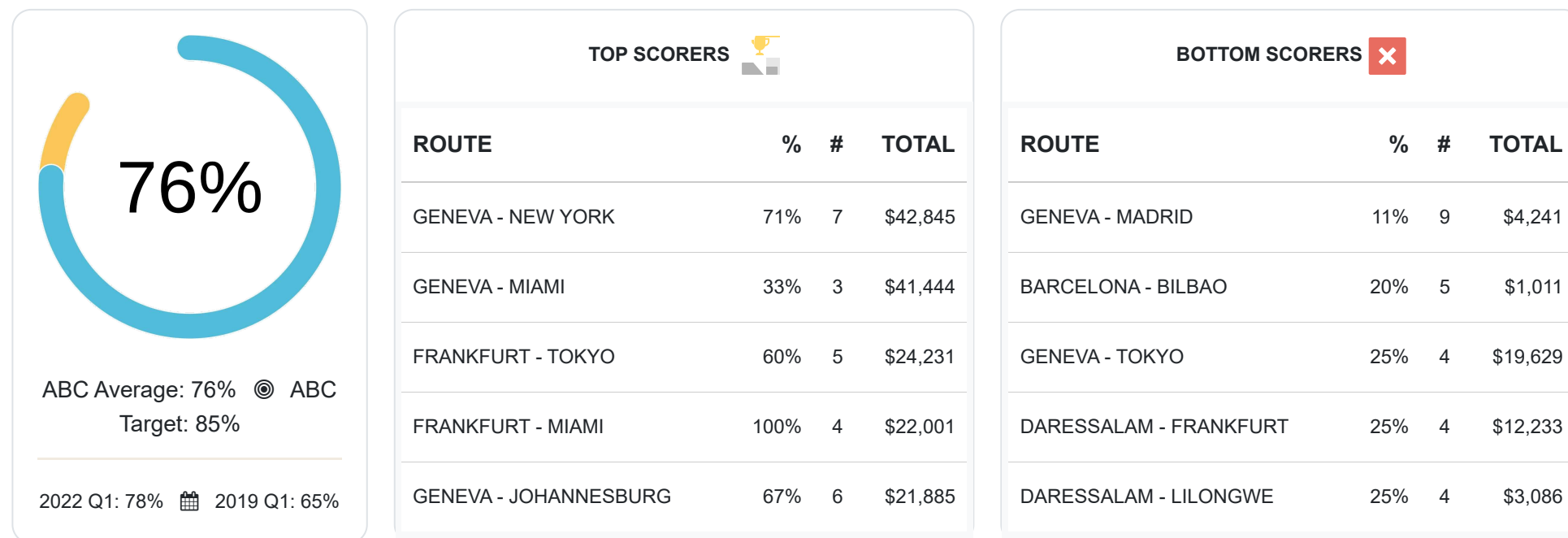
AIR CITY PAIR		
ROUTE	AV PRICE \$	SPEND \$
GENEVA - NEW YORK	6,200	43,000
GENEVA - MIAMI	14,000	42,000
FRANKFURT - TOKYO	4,900	25,000
FRANKFURT - MIAMI	5,600	23,000
GENEVA - JOHANNESBURG	3,700	22,000

HOTEL CITY		
CITY	NIGHTS	SPEND \$
ROSEWOOD LONDON (LONDON)	29	20,104
TRAVELODGE AYLESBURY (NAK	457	12,379
THE WESTIN DHAKA (DHAKA)	65	7,939
FOUR SEASONS HOTEL SEOUL	80	7,698
BROOKLANDS HOTEL (WEYBRID	30	6,955

# COMPLIANCE KPI 1/3

## ON-TARGET FARES

Percentage of compliance spend for KPIs for your division, with top 5 and bottom 5 route compliance sorted by percentage and spend



### DESCRIPTION:

- Compares average ticket price paid on a route-by-route basis vs ABC Total
- Where price is within an upper threshold of 10% this is considered "on-target"

<sup>1</sup> Top 5 and Bottom 5 identified by percentage then sorted by spend to highlight high volume routes

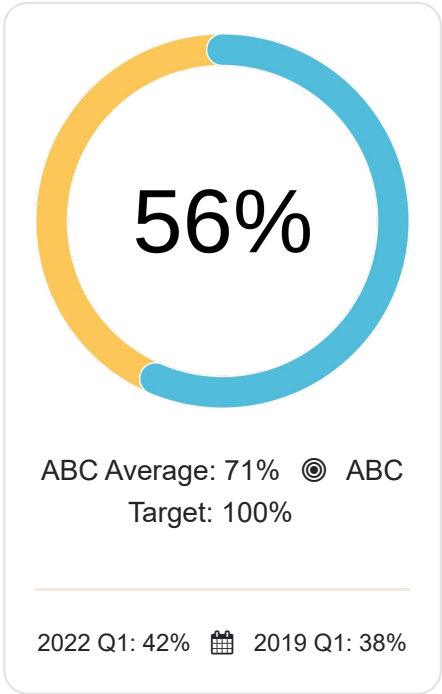
### CALL TO ACTION:

- Make all travel reservations via FCM or Online Booking Tool
- Use managed programs (where ABC fares, rates & discounts available)
- Book at least 14 days in advance as per OneTravel Policy

# COMPLIANCE KPIS 2/3

## ON TIME EXPENSES

Percentage of compliance spend for KPIs for your division, with top 5 and bottom 5 colleague compliance scores



TOP SCORERS 🏆		
TRAVELER	%	TOTAL
STEVE ZITO (US)	100%	\$37,146
CARL SCOTNEY (CH)	100%	\$28,937
JOHN DOE (US)	100%	\$22,242
LYNNETTE SMITH (PH)	100%	\$22,047
JANLEON LAURA (GB)	100%	\$14,439

BOTTOM SCORERS ❌		
TRAVELER	%	TOTAL
CHRISTOPHER ISAAC (US)	35%	\$4,329
IVANOV YELTZIN (RU)	33%	\$1,405
MINHAJ WILLIAM (US)	27%	\$1,617
LEA RAINE (FR)	23%	\$1,079
MAURO GRACE (CH)	7%	\$4,914

### DESCRIPTION:

- On-time expenses are those submitted within 25 days
- 100% for an individual shows that all expenses were submitted on-time
- Travelers more than \$1,000 spend

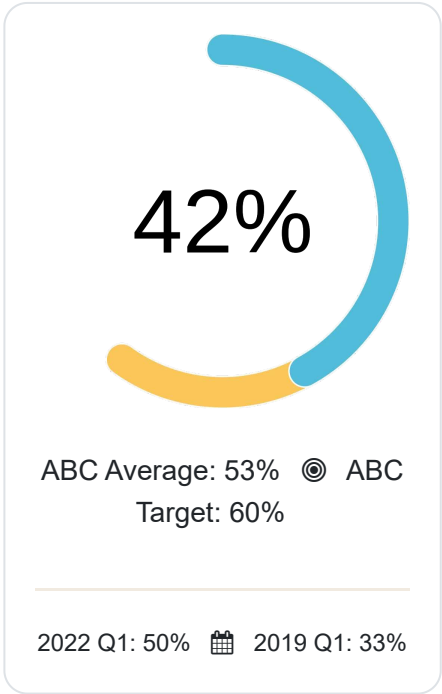
### CALL TO ACTION:

- Encourage employees to submit expenses on-time as per travel policy
- This also reduces any potential financial risk and administration costs

# COMPLIANCE KPI 3/3

## CARD ADOPTION

Percentage of spend on corporate credit cards as a percentage of total spend for your division, with top 5 and bottom 5 colleague compliance scores



TOP SCORERS 🏆		
TRAVELER	%	TOTAL
STEVE ZITO (US)	100%	\$37,146
CARL SCOTNEY (CH)	100%	\$28,937
JOHN DOE (US)	100%	\$22,242
SAMJENS HARBO (CH)	100%	\$15,539
JANLEON LOUW (GB)	100%	\$14,439

BOTTOM SCORERS ❌		
TRAVELER	%	TOTAL
MASAYUKI XI (CH)	0%	\$17,391
VYACHESLAVIGOREVICH PUTIN (RU)	0%	\$12,906
FREDRICK WALLACE (TZ)	0%	\$11,488
NORMAN CONQUEST (CA)	0%	\$10,492
ANTONIO DIMENT (CA)	0%	\$8,666

### DESCRIPTION:

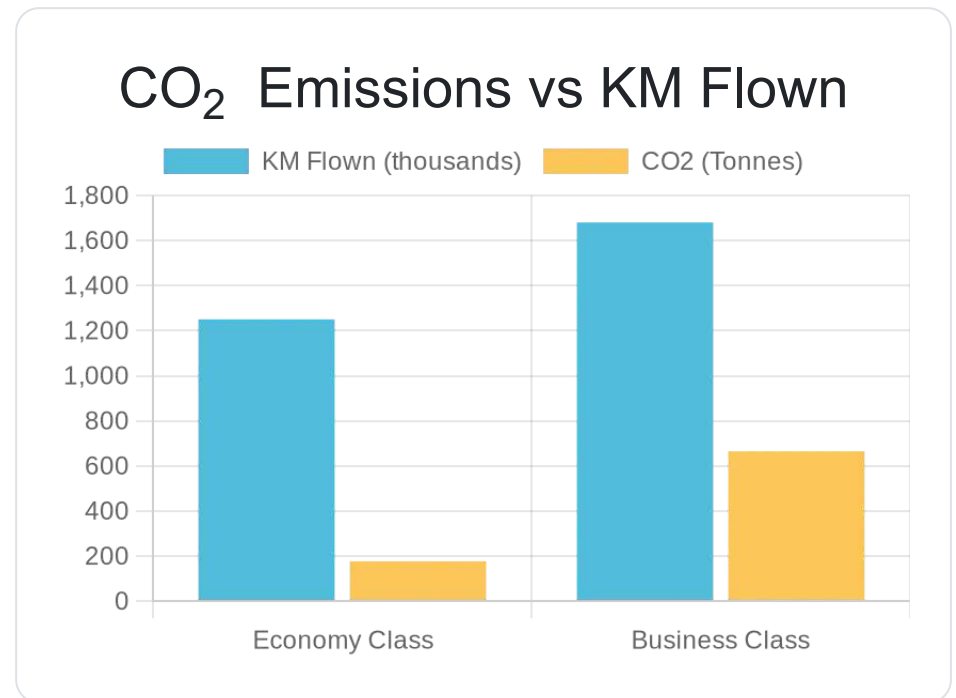
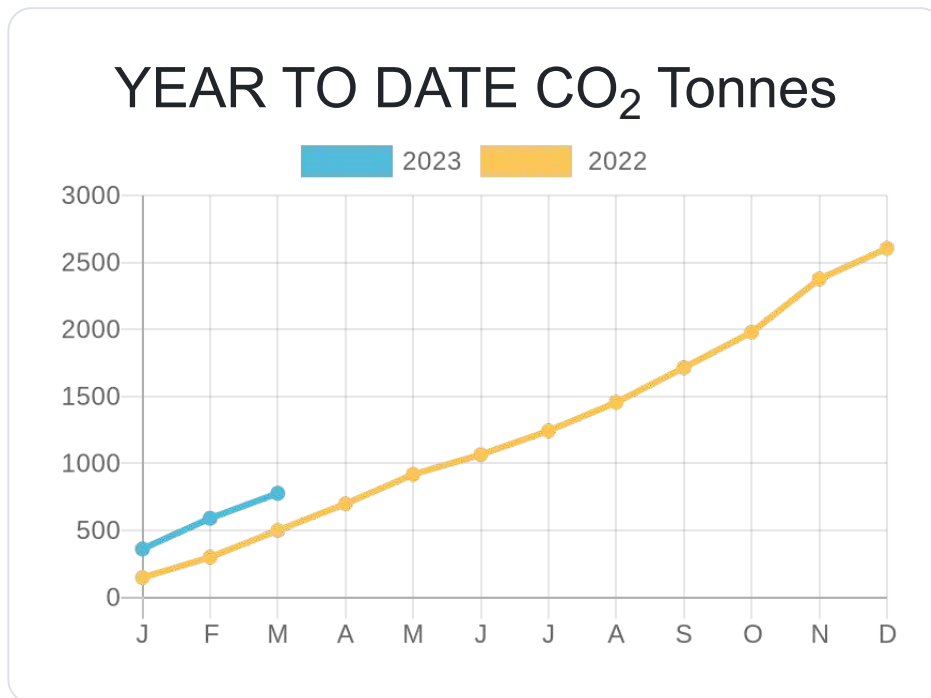
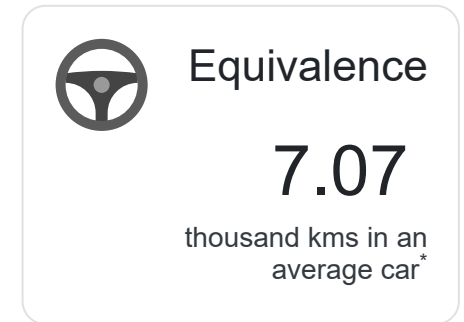
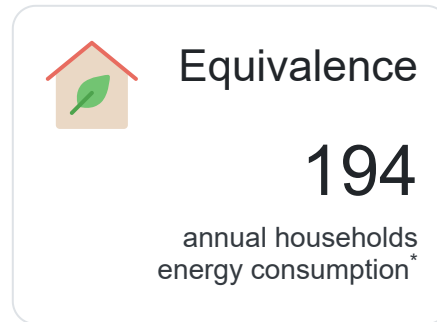
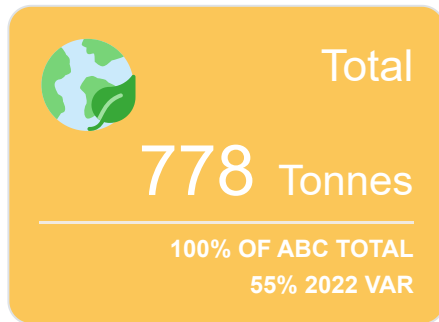
- Shows the proportion of expenses paid on corporate card vs all expenses
- Higher card usage increases Citibank rebates paid back to ABC
- Travelers more than \$1,000 spend

### CALL TO ACTION:

- Please issue corporate cards to eligible employees
- Encourage corporate cards usage for all business expenses

# CO<sub>2</sub> TRAVEL AIR EMISSIONS

Scope 3 emissions



\*Based on UK gov Department for Business, Energy & Industrial Strategy conversion factors 2020, "medium petrol car" & household emissions of 15,000KWH/year



# TOTAL T&E ACTUALS vs PLAN

As per data from SAP & TM1

## YEAR TO DATE \$M

ACTUAL<sup>1</sup>

89

PLAN<sup>2</sup>

63

TOTAL T&E Q1

89

FULL YEAR PLAN<sup>2</sup>

1,034

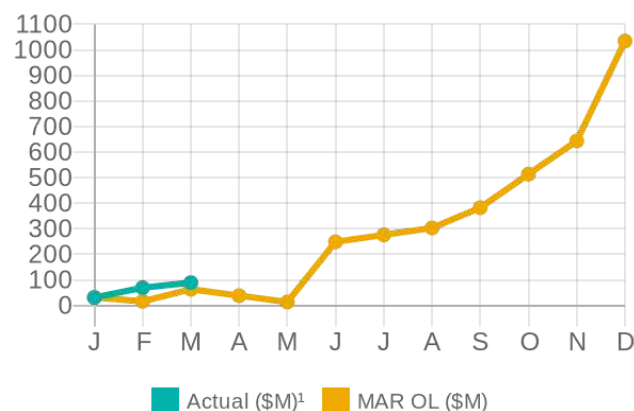
Concur Spend Q1<sup>3</sup>

83

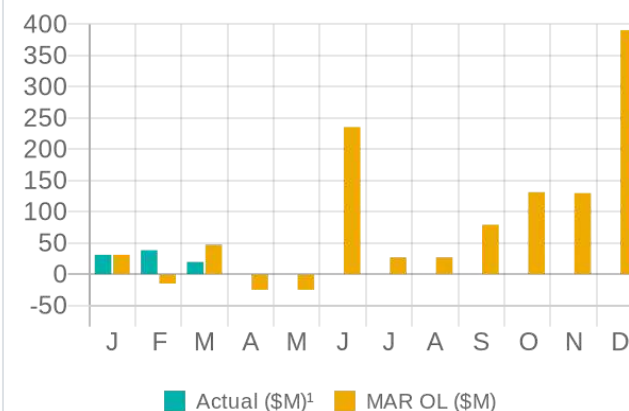
Variance<sup>4</sup>

945

## YEAR TO DATE SPEND



## MONTHLY SPEND



Actual spend is significantly above the plan



Please apply careful monitoring of T&E in 2023

## TOP MARKETS \$M

	ACTUAL	% TOTAL T&E
UK	9	10
IRAN, ISLAMIC REPUBLIC OF	8	9
RUSSIA	8	9
SWITZERLAND	7	8
MALAYSIA	6	6

## ACCOUNTS / TYPES \$M

	ACTUAL	% TOTAL T&E
TRANSPORTATION	33	36
ENTERTAINMENT COSTS	18	20
T&E-ACCOM/FACILITIES	17	19
TRAVEL & ENTERTAINMENT -	12	14
T&E - OTHER	4	4

## NOTES

1. Data source: TM1 (Global functions only), hierarchy provided by functional contacts. FX rate AP22
2. MAR OL Plan
3. On average Concur Expense (fully processed claims) covers 60-70% of total T&E
4. Red light means expenditure is more than 10% above plan, orange light means expenditure is between 0% and 10% above plan, green light means expenditure under plan