Mining new savings

Visible spend
Fully managed

- "Traditional" spend: Air, Hotel, Car, Rail
- Advance purchases sometimes preapproved
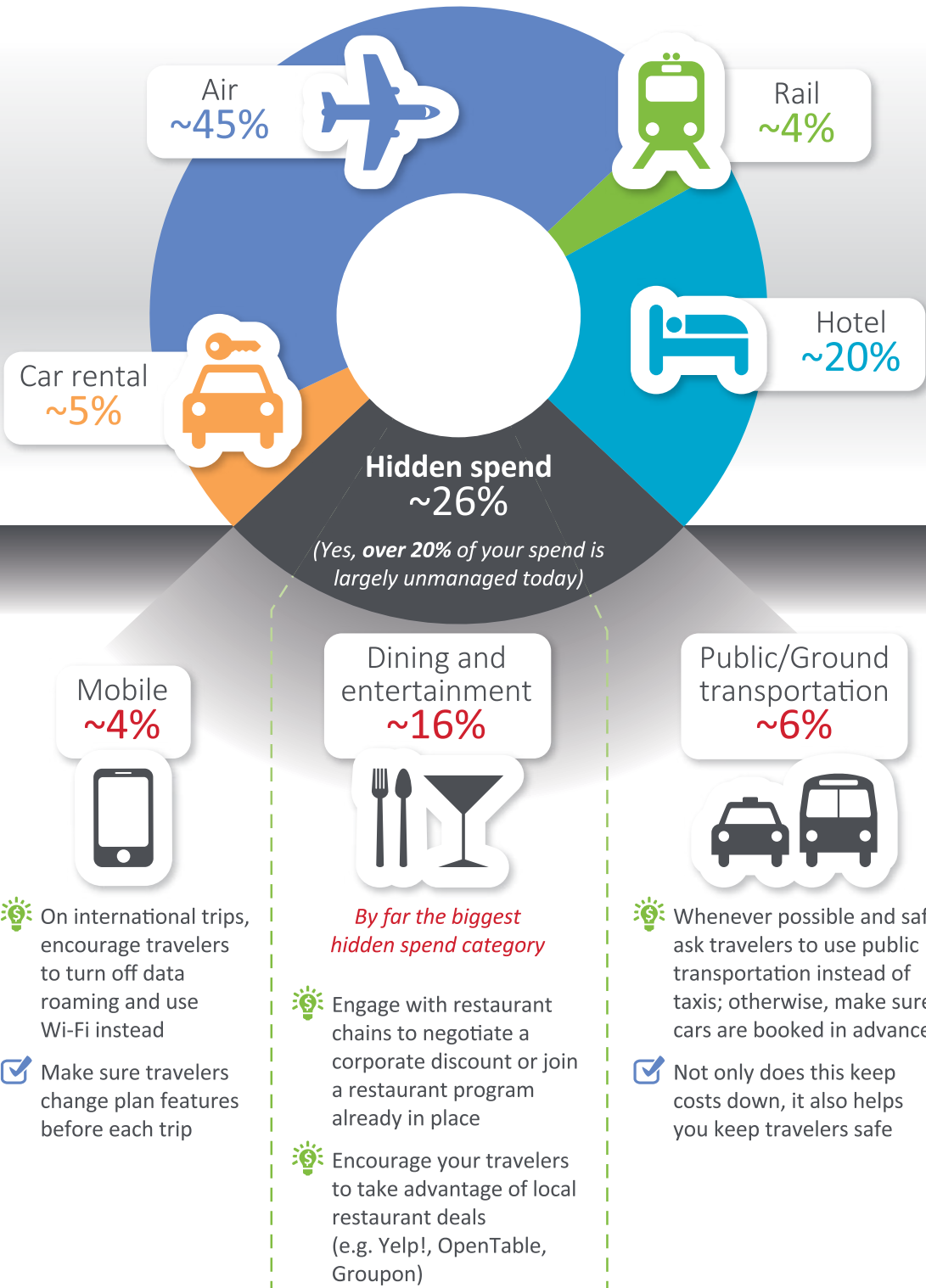- Most savings already realized

Let's shed
some light...

Hidden spend
Lightly or unmanaged

- "Impulse" spend: Food and beverages, Entertainment, Taxis
- Usually purchased on the go
- New capabilities make it possible to manage
- New savings opportunities available

Air ~45%
Rail ~4%
Hotel ~20%
Car rental ~5%

Hidden spend ~26%
(Yes, over 20% of your spend is largely unmanaged today)

Mobile ~4%

- On international trips, encourage travelers to turn off data roaming and use Wi-Fi instead
- ☑ Make sure travelers change plan features before each trip

Dining and entertainment ~16%

By far the biggest hidden spend category

- Engage with restaurant chains to negotiate a corporate discount or join a restaurant program already in place
- Encourage your travelers to take advantage of local restaurant deals (e.g. Yelp!, OpenTable, Groupon)

Public/Ground transportation ~6%

- Whenever possible and safe, ask travelers to use public transportation instead of taxis; otherwise, make sure cars are booked in advance
- ☑ Not only does this keep costs down, it also helps you keep travelers safe

It's time
to take a look!

The issues
A thing of the past?

- Unguided, ad hoc decisions
- Little data and accessibility

New technology
Make it visible

- Influence travelers at point of decision
- Give best choices and get travel data
- Leverage mobile apps

Outcome
Manage hidden spend

Sources: *Concur, Advito Research, AT Kearney*

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