



The Expense Management Tool

When Travel AcXess Voyage is fully implemented, employees will benefit from an automated and integrated travel experience – from start to finish. Travel authorizations and expense management, processing and reporting will be automated through a new expense management tool that is targeted for launch in the first half of 2005.

Once launched, the expense management tool will be offered as part of the Travel AcXess Voyage suite of services. Under the Shared Travel Services Initiative (STSI), the contract for the delivery of government travel services has been awarded to a new supplier, Accenture, and its team of subcontractors, American Express, Concur Technologies and Bell Canada.

Concur Technologies, a world leader in automated expense management solutions, is working with the Accenture team to tailor the service so it will meet the needs of employees travelling on behalf of the Government of Canada. This solution will automate and simplify tasks that would otherwise consume valuable time, money and energy.

User Details

Once launched, travellers will be able to access the expense management tool from the Travel AcXess Voyage portal. Prior to being able to access Concur, users will need to be set up in Concur by their administrator.

Once the expense management tool is launched, easy navigation through the Concur Central page will allow employees quick, secure access to all of the solution. Employees will be able to create and submit expense reports, and view current status of submitted reports, thereby reducing time, increasing employee productivity and enhancing business process efficiencies. In addition, users can access the tool through a single, secure login, which reduces redundant administrative work and the trouble of remembering multiple passwords.

Employee Benefits

Once fully launched, the new expense management tool will provide numerous benefits to travellers, including:

- Bilingual, user-friendly, Web-enabled on-line expense reporting
- Faster settlement of expense reports



- Pre-populated expense reports with information from the American Express travel card and the users portal profile
- Assistance with travel policy compliance

Employees will have access to a training program that will support the introduction of the new expense management tool.

Government of Canada Benefits

The new expense management tool will provide several key benefits to federal government organizations, including:

- Automated links with departmental and agency financial systems
- On-line approvals
- Improved and more accurate reporting
- Integrated travel expense management processes that will result in significant cost savings over time

Rollout

The expense management tool will be piloted before it is implemented widely throughout government. The pilot phase will help the STSI to validate the solution and ensure it meets the business needs of the Government of Canada.