Concur Small Business Edition

Have you heard? Spreadsheets are passé.

Bid farewell to the tedium of data entry and dealing with paper receipts and itineraries. Concur® Small Business Edition is an online and mobile travel and expense solution that automates and streamlines the expense-reporting process. We save time and simplify reporting for small businesses, no matter what their needs—whether it's managing travel or tracking overhead expenses. Small business owners now have the same tools for travel and expense management that the bigger corporations use.

We saw the need, we talked to you and we created it. This is the first truly integrated travel and expense management solution designed for small businesses. Together with TripIt® Pro, the solution automatically feeds travel data into an expense report. In addition, TripIt Pro consolidates various reservations from travel vendors into a single organized itinerary—business travel has never been so easy and convenient! Whether you're on the road or at your desk, you'll easily manage travel and expenses from one integrated solution.

Easy expense reporting

- Credit-card transactions and travel data from TripIt Pro prepopulate expense reports.
- Automatically import travel and expense data into your accounting system.
- Scan, email or capture receipt images with your mobile device and quickly assign them to line-item expenses.

Increase visibility into employee spend

- Robust online-reporting tools allow easy analysis of travel and expense data.
- Predefined audit rules minimize mistakes and reduce opportunities for fraudulent spending.
- Optimize your corporate-card program for cash flow management—easily track and account for both travel and nontravel spend.

Stay productive and informed on the road

- Manage expenses, photograph receipts, and submit and approve expense reports from your mobile device.
- Receive instant alerts (on your smartphone or tablet computer) about flight status, cancellations, alternative flight options, open seats and gate changes.
- Automatically track flights to see if you're eligible for a refund.

The combination of Concur and TripIt gives you a multitude of benefits. Best of all, you can be up and running in fewer than thirty days! A set-up wizard—with predefined defaults for items such as expense types, approval flows, and cost tracking—makes it easy to get started. Concur Small Business Edition is available as a free 30-day trial. For details, visit: www.concur.com.

At the end of the trial, small businesses can continue their Concur Small Business Edition subscription for just $8 per user/month. This affordable solution is also available to Google Apps users through the Google Apps Marketplace at: google.com/appsmarketplace.

Credit Card	**Cash**	**Receipts**	**Approval**	**Reporting**	**Integration**
Start with new credit card charges	Add any cash expenses	Upload receipts	Approve expense reports	Create reports with real-time data	Download information into QuickBooks and spreadsheets

Follow us on Twitter at: twitter.com/concursmallbiz and on Facebook at: facebook.com/concursmallbiz.