



# GetThere and SAP



## Overview

*GetThere* and SAP provide the world's leading integrated travel procurement and enterprise resource planning (ERP) solution. Going beyond end-to-end expense management, *GetThere* taps into a full array of enterprise-wide process applications including Business Workflow, Human Capital Management (HCM) and Financial Accounting and Analytics. As a result, *GetThere* customers can leverage their existing ERP investment to reduce indirect costs and improve efficiencies related to travel procurement.

## How It Works

*GetThere* and SAP support the employee in all approval, booking, accounting and payment processes related to business travel. Now via an online travel request, employees submit a trip reason and cost details to management for approval. An automatic approval, facilitated by Business Workflow, fully utilizes the Finance and HCM integration to route the request to respective superiors based on organizational hierarchies and automatically assigns cost estimates to accounting elements.

## Streamlined Travel Booking and Expense Reporting

Our travel procurement solution allows employees to make online reservations for flights, hotels, rental cars and local train services. With *GetThere*, the world's leading travel procurement solution, travelers experience unmatched convenience in planning and booking while corporations leverage travel program policy control and cost-savings.

Expense reporting and approval are easy-to-use applications that speed up the processing of travel expense statements and streamline the accounting and settlement processes. The tool's functionality includes automatic facilitation of advances, receipts, per diems, mileage, credit card clearing, payment and more.

The SAP travel management application integrates with HCM systems to leverage employee profile information, organizational hierarchies for approval processes and payroll to facilitate reimbursement synchronization. Additionally, integration with financial systems produces powerful accounting capabilities including automated funds management and appropriation, as well as analytics including planning, budgeting and forecasting capabilities.



## At a Glance: GetThere and SAP Interoperable Solution

- > Full integration with SAP ERP applications like HCM and Finance
- > Built-in policy enforcement
- > Robust data analysis and reporting
- > Traveler empowerment/self service
- > Supplier management
- > International standards
- > Control travel costs and budgets
- > Manage, analyze and report on all operational aspects of business travel
- > Facilitate improved travel policy compliance
- > Improve cash flow through more efficient accounting and up-to-date cost information
- > Global solution with in country/localized versions

## A New Approach to End-to-End Expense Management

The integration between *GetThere* and SAP ERP goes beyond “end-to-end” travel and expense management. The partnership leverages the complete ERP process to maximize the management of travel, an organization’s second largest controllable expense. Because the relationship between *GetThere* and SAP ERP is a fully interoperable solution, no additional or developmental interfaces are required.

Both *GetThere* and SAP possess reputations for helping corporations reduce costs and recognize more value from their travel budgets. In an economic period where companies are increasingly aware of travel expenditures, *GetThere* and SAP offer proven solutions with an unparalleled service infrastructure in place to serve mid-size and large companies. Together, *GetThere* and SAP bring new levels of efficiency and seamless integration to corporations.

## ERP Solutions

*GetThere* as a part of SAP Travel Management integrates four key ERP solutions that help differentiate the offering from traditional “end-to-end” expense management.

- > **Business Workflow** automatically expedites all required manager approvals during the pre-trip and post-trip approval process
- > **Human Capital Management (HCM)** software enables integration with the organizational structure to easily define and manage travel privileges based on employee roles, department or management level
- > **SAP ERP Financials** combine sophisticated accounting capabilities integrated with travel management including Sarbanes Oxley Compliance, Funds Management and Reimbursement
- > **SAP Financial Analytics** enables powerful financial analysis to help analyze your business, develop business plans and budgets and track performance during execution



**No Boundaries.  
Just GetThere.**

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## Experience Even More from GetThere

The *GetThere* and SAP partnership is just one innovative feature comprising the complete *GetThere* corporate online booking system. A majority of the FORTUNE 200 and the BTN Corporate Travel 100 rely on *GetThere* to streamline the processes, improve supplier and contract management, and achieve ongoing and sustainable savings in corporate travel spend.

Contact your *GetThere* representative by calling 1-800-GetThere or visiting [www.GetThere.com](http://www.GetThere.com) to learn more.