

T&E Dashboard

Process Owner

Macro-Package Owner

Macro-Package Procurement Partner



Travel & Expenses

T&E Expert

Claire Boursier - Frederico Henriques - Sophie Dubien

D&PS Expert

Marie-Line Ardito

Target Users

- ExCom
- Heads of GBU/Functions
- GBU/Functions Financial Directors
- GBU/Functions global Controllers
- Purchasing Function & Demand Management team

Authorization & Rights

All the accesses must be validated by [the Macro-Package Team](#)

Click here for the [Access form](#) to get access to the T&E Dashboard

Current authorizations are available on request.

General Description

The objective of this dashboard is to allow GBUs and Functions monitoring their spend evolution, as well as their travelers behaviors over time. The T&E Dashboard is the result of a Demand Management initiative and therefore has been built to increase transparency on T&E Spend, Expenses reports and travelers behaviors.

Executive Summary	Financial Overview	Expenses Overview	Bookings Overview	Travelers Behaviors	Benchmarks (Internal)	My Report

This dashboard is providing different angles of analysis :

1. [Executive summary & group benchmark](#)
2. [Financial overview - spend evolution \(controlling data\)](#)
3. [Expenses overview \(Concur data\)](#)
4. [Bookings behaviors \(AmexGBT/travel agency data \)](#)
5. [Bookings overview \(AmexGBT/travel agency data \)](#)
6. [My reports](#)

[A Quick Start Guide is available here](#)

What is online & offline, ATP or O&D? Click [here](#) to see the glossary and fully understand the acronyms of T&E.

Data Sources				
Sources				
	Tool	Scope	Reference date	Usage & Adjustments
1	 FINANCE (based on fixed costs) Cognos (based on fixed costs)	SAP VP1 & PF1 SAP PE1 & BAAN	posting date	This data is the reference for spend evolution & P&L calculation N-1 Spend is RSB based on exchange rate at Dec N-1 If Spend is RSB based on M-1 exchange rate
2	 EXPENSES	Concur Solvay Concur Cytec	SAP VP1 & PF1 on implemented countries** SAP PE1 & BAAN	send for payment date This data is used to get spend per travellers and per expense type*
3	 BOOKING	Insight - AmexGBT (travel agency)	Online (Concur) & Office (agency) booking	booking date This data is used to analyse travellers booking behaviors: trip duration & purpose, cost per ticket** and supplier (invoiced), cost per hotel nights or car rental daily rate (booked)

Period of Analysis
• Current Year • Y-1 • By Month, By Quarter

Dimensions

Dimension Description	Finance - Controlling (BW)	Expenses (Concur)	Booking (AmexGBT)	Comments
GBU / Function	X	X	X	
Sub GBU/Function	X	X		
Company (name - code)	X	X		
Region	X	X	X	Origin region of expense
Country (country of employee)	X (Company Country)	X (Country of Employee)	X (Country Point of Sale)	
Hotel/Car rental Country			X	
Hotel/Car rental City			X	
Cost Center	X	X		No cost center for Cytec Concur
Year	X	X	X	
Quarter	X	X	X	
Month	X	X	X	
Reference date	Posting Date	Send for Payment date	Booking date	
Vendor Name	X		X	Airline or Railway company
Expense Type (Cluster)		X		

Trip Purpose			X	
Trip Duration			X	
Employee Name		X	X (Traveler Name)	
Booking Channel (Online /Offline)			X	Online or Offline
Compliance on advance purchase (Yes/No)			X	
Lowest Logical Fare Adoption (Yes/No)			X	
Primary Product Code			X	Air- Rail - Car - Hotel
Domestic or Regional /International			X	
Class of Service			X	Booking class (Explain FIRST vs FIRST US & others) for Air/Rail Car type for Rental
Frequent traveler			X	travelers with an average of more than 2 bookings per month (air and/or rail)
SLT		X	X	travelers part of Solvay Leadership Team (to Do)
O&D Net Amount			X	allow to filter above certain ticket amount