

Expenses: Concur Data

Objective

Concur is a tool including:

- employees expenses claimed for reimbursement (all payments means and all booking channels included)
- lodged card expenses (air, rail and travel agency fees)

which allow user to get details at employee level, with some information on the expense type.

Currency - RSB - FX effect

data are extracted in local currency (available in "MyReport" but not as such in the dashboard) and in EUR based on:

- if it is a card transaction then the exchange rate is provided by the bank at the day the transaction
- If it is an out of pocket transaction, then the exchange rates in Concur reflect the OANDA exchange rates of the transaction date

Source & Scope

Data are extracting from Concur using Cognos in a format agreed with controlling and created by Purchasing Service Line.

Data are **excluding all PCard expenses**, send on a monthly basis to controller for their scope of activity.

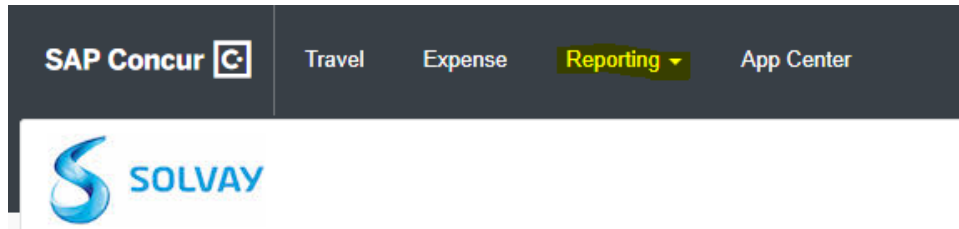
Geographical scope is not fully deployed yet and will follow Concur implementation planning.

Countries where Concur is not implemented are out of scope (no data available in this report).

Additional Information

Concur details reports are received each month by controllers,, see [list of reports and receivers](#).

Each manager can also get details on its team using the reporting section of the tool:



A part of the Cytec legacy is still using a different Concur system that should be replaced by the Solvay Concur system by end of 2020.

- scope of expenses done in Cytec Concur

NAM: US (CM +1 company code of TS)

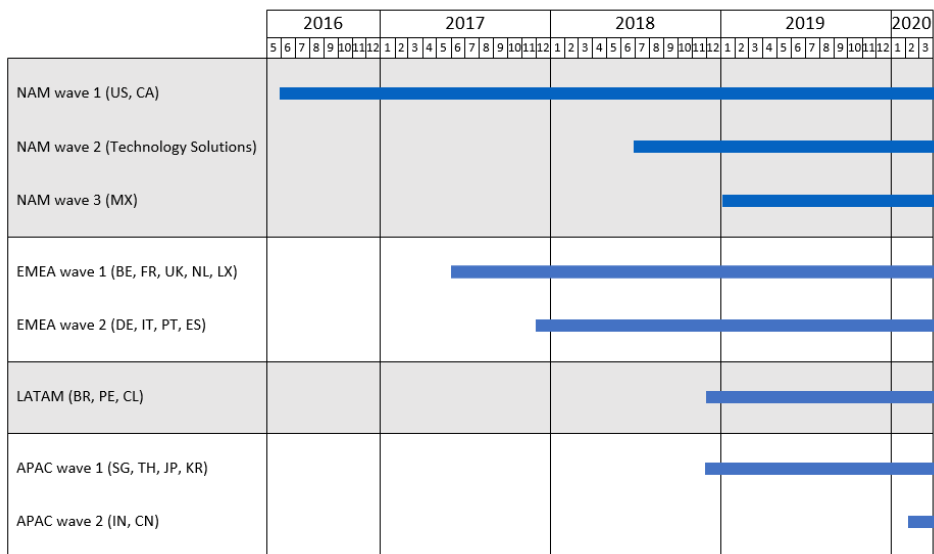
APAC: AU (TS), CN (TS CM)

EMEA: NL (TS), UK (CM), IT FR DE (CM), LV (SBS), CG (TS)

NB. quite many remote locations (employees located in Ukraine, Mongolia, DAR, Kazakhstan) are using the NL Concur for expenses

This information is collected using a different report (provided by Purchasing Service Line T&E - LV).

- **deployment planning**



Planning is subject to changes.