

T&E Dashboard

Process Owner

Macro-Package Owner

Macro-Package Procurement Partner



Travel & Expenses

T&E Expert

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Target Users

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

Authorization & Rights

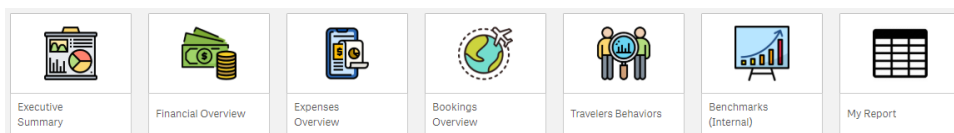
All the accesses must be validated by [the Macro-Package Team](#)

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.



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 	BW (based on fixed costs) Cognos (based on fixed costs)	SAP VP1 & PF1 SAP PE1 & BA01	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 N Spend is RSB based on M-1 exchange rate
2 	Concur Solvay Concur Cytec	SAP VP1 & PF1 on implemented countries SAP PE1 & BA01	send for payment date	This data is used to get spend per travelers and per expense type*
3 	Insight - AmexGBT (travel agency)	Online (Concur & Online agency) booking	booking date	This data is used to analyse travelers booking behaviors, trip duration & purpose, cost per ticket** and supplier (invoices), cost per hotel nights or car rental daily rate (booked)

3 different data sources, coming from different tools, using different scope and reference dates.

It is recommended to use Expenses and Booking information as additional information to Finance /Controlling data from BW, but not to try to match figures of the 3 sources.

**check details in "Information on data sources" Concur*

***check details in "Information on data sources" Amex GBT*

Additional information:

- You will find N-1 data, as well as current year YTD M-1 data, all figures are in **EUR**.
- Data of M-1 is available on the 15th day of M.**
- By default, data selection is always YTD of current year.
- There are some accesses restrictions to employee level information in accordance to **GDPR** regulations.

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