



SAP SYSTEMS TRAINING

SAP Concur: Travel and Expense Management

3 day course

Classroom, online or in-house

Course overview

Expense processes consume a surprising amount of management time for the money involved, largely because policy is enforced by people reading receipts rather than by the system refusing what policy does not allow. This course moves the enforcement. Delegates work through translating a written expense policy into configured rules, including the limits, categories and exceptions that must survive the translation. Expense types, receipt requirements and audit rules follow. Approval workflow is covered, including delegation, escalation and the chain that stalls when an approver is travelling. Travel request and booking integration are addressed, along with pre trip approval and the control it provides. Corporate card feeds, personal expenses and reconciliation follow. Value added tax recovery on expenses is covered where applicable. Posting to the accounting system and reimbursement through payroll or payments are addressed. The course closes on reporting, on spot audit and on detecting patterns that indicate abuse.

What you will learn

- Translate a written expense policy into configured rules
- Define expense types, receipt requirements and audit rules
- Configure approval workflow with delegation and escalation
- Integrate travel request, booking and pre trip approval
- Reconcile corporate card feeds and personal expenses
- Recover value added tax on expenses where applicable
- Post to accounting, reimburse, and detect patterns indicating abuse

Who should attend

- Finance staff administering travel and expense claims
- Travel managers and administrators
- Accounts payable teams
- Internal auditors reviewing expense controls
- System administrators configuring expense management

Course outline

- 01 Policy enforced by people reading receipts
- 02 Translating policy into rules
- 03 Expense types and receipt requirements
- 04 Audit rules and exceptions
- 05 Approval workflow, delegation and escalation
- 06 Travel request, booking and pre trip approval
- 07 Corporate cards and reconciliation
- 08 Tax recovery, posting, reimbursement and abuse detection

Upcoming dates

Dates	Venue	Format	Fee per delegate
25 to 27 November 2026	Cape Town, South Africa	Classroom	R14,950
16 to 18 December 2026	Durban, South Africa	Classroom	R14,950
3 to 5 March 2027	Online	Online	R6,500



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

AfriScience Group | +27 61 536 6531 | info@afriscience.co.za | Pretoria, Gauteng, South Africa