

SAP TRAVEL MANAGEMENT (TM) COURSE CONTENT

❖ OVERVIEW OF TRAVEL MANAGEMENT:

- Integration
- Human Resources
- Finance
- Overview of the Travel Management Process
- Integration with Third Party Ware

❖ INTRODUCTION TO TRAVEL MANAGEMENT MASTER DATA:

- Vendors
- Providers
- Human Resources
- Pricing
- Agreements

❖ PROCESSES IN TRAVEL:

- Planning
- Booking
- Realization

❖ PROCESSES IN TRAVEL FOR FINANCE:

- Posting
- Reimbursement
- Settlement

❖ INTRODUCTION TO TRAVEL MANAGEMENT MASTER DATA:

- Travel Planning:
- Overview of Travel Expenses
- Trip Entry and Approving
- Online/Offline Processing
- Overview of Settlement, Posting, and Reimbursement
- Overview of Reporting for Travel Management
- Options for Configuration and Interfaces (Optional)

❖ TRAVEL MANAGEMENT IN FINANCE ADVANCED:

- Overview of Travel Management
- Integration
- Human Resources
- Finance
- Overview of the Travel Management Process
- Integration with Third Party Ware

❖ TRAVEL MANAGEMENT MASTER DATA (CONFIGURATION):

- Vendors
- HR Mini-Master
- Travel Services
- Geographical Situation
- Contact Person

❖ **TRAVEL POLICY (CONFIGURATION):**

- Policy
- Rules
- Types
- Profiles

❖ **AGREEMENTS (CONFIGURATION):**

- Agreements
- Pricing
- Payment

❖ **TRAVEL PLANNING (CONFIGURATION):**

- Company-Specific Requirements
- Trip Booking
- Requests/Planning

❖ **TRIP REALIZATION:**

- Booking
- Approving/Workflow
- Itinerary

❖ **PROCESSING (CONFIGURATION):**

- Travel Manager
- Workflow
- Third Party
- Credit Card

❖ **FINANCE (CONFIGURATION):**

- Settlement
- Posting
- Reimbursement
- Banking/Credit Card

❖ **REPORTS AND BW/BI AND ADDITIONAL CONFIGURATION:**

- Goals
- Understand HR master data required for travel management
- Explain the trip request procedure
- Create and approve trip request
- Describe the Travel Manager
- Explain Travel Planning
- Create trip data
- Explain assignment of cost for a trip
- Generate weekly and by period travel planning and expense reports