General overview

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All employees around the globe might have gotten used to virtual interactions and realized that some face-to-face meetings are not always necessary. The approach for business travels changed and will be definitely different. The "After-Covid" normal will bring a new view on business travel. The future will bring a more mindful thought-out way of traveling. Nevertheless, business travel will always be an important aspect supporting organizational growth.

Business travel supports customer network development, supplier relationships and maintains a Corporate presence on the global stage.

The Travel & Expense process integrates with the following functions in the organization :

Human Resources (Employee Master Data)Purchasing (Credit Card, Travel Management Company, Online Booking Engine)Finance (Accounts Payable)Compliance (HCP/HCO Reporting)Global Business Services (Master Data Maintenance, Audit process)

Fresenius Kabi employees are obliged to ensure their behavior, as well as the expenses incurred during the business trips, are compliant with the Corporate policies and local/legal requirements. Corporate rules like Global Travel Policy define the governance for Travel & Expense process and provide a guideline for business travel to ensure a proper level of transparency and compliance including the interaction of our employees with HCP/HCOs.

There are two main software solutions within Fresenius Kabi, which support the T&E; process:

Concur - cloud-based solution - available in respective legal entities in ELAMA, NAM, TCT, and LAM Regions/Divisions.Expense Management (EM) - available in respective legal entities in APAC Region.

The standard Travel & Expense End to End process covers business trip planning, booking, auditing, reimbursement and accounting including the respective approval workflows. The process is divided into two parts :

Manage Travel & Expense Master Data (employee and system)Manage Travel & Expense Process (request, claim, payment)

Template Process Overview