

T&E Expense Payments per Employee

Benchmarks, Definition & Measurement Details

**SAMPLE
CONTENT & DATA**



T&E Expense Payments per Employee

Definition & Measurement Details



What is T&E Expense Payments per Employee?

The number of travel and entertainment (T&E) report payments (i.e., expense reimbursements) processed over a given time period divided by the average number of employees processing T&E reimbursements within the company's expense management function (or similar department) over the same period of time.

Why should this KPI be measured?

Travel & Entertainment (T&E) Expense Payments per Employee measures the overall productivity and efficiency of the company's internal expense management function. While there are many techniques that will

How is this KPI calculated?

Two numbers are used to calculate this KPI: (1) the total number of travel and entertainment (T&E) reimbursement payments completed, and (2) the number of employees responsible for reporting and processing T&E

ABRIDGED CONTENT
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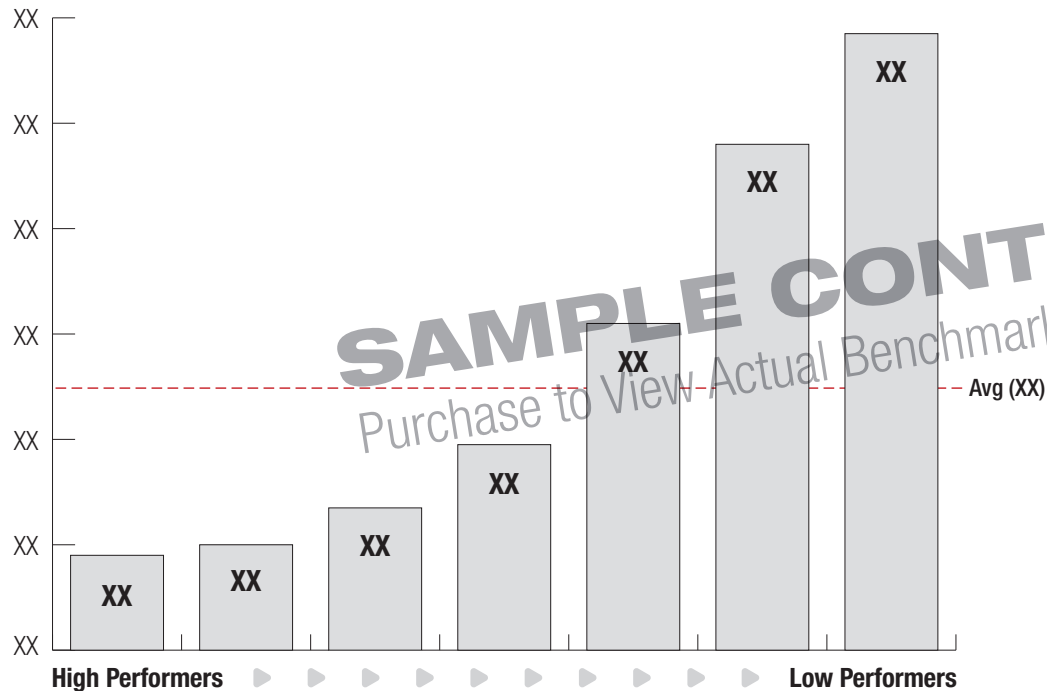
T&E Expense Payments per Employee

Benchmarks & Characteristics of High Performers



T&E Expense Payments per Employee

Number of T&E Expense Payments Processed / Number of T&E Expense Processing Employees



Characteristics of High Performers

- KPIs are well-defined, tracked and tied to performance reviews
- Robust self-service options for customer

Sample Size: XX

KPI Type: XX

Unit: XX

Is High or Low Best?: XX

How to read this chart: This chart summarizes the performance gaps between high (Top 5%), mid (Median) and low (Bottom 5%) performers for this Key Performance Indicator (KPI). For example, the column labeled "Top 5%" represents a company that outperformed 95% of the peer group observed for this metric.

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