

# 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

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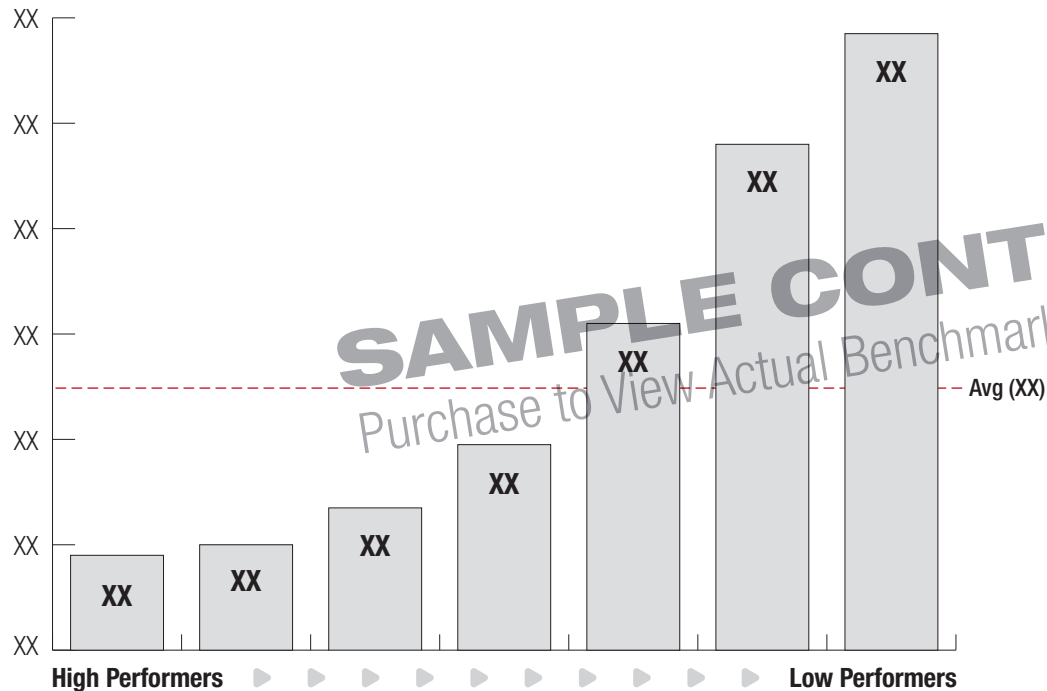
# T&E Expense Payments per Employee

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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