

# Cost per T&E Report Processed

*Benchmarks, Definition & Measurement Details*

**SAMPLE  
CONTENT & DATA**



# Cost per T&E Report Processed

Definition & Measurement Details



## What is Cost per T&E Report Processed?

The total cost (labor, technology, processing fees, etc.) related to processing and paying out travel and entertainment (T&E) expense reports from company employees over a certain period of time divided by the total number of T&E reports processed over the same period of time.

## Why should this KPI be measured?

Cost per Travel & Entertainment (T&E) Report Processed measures the average cost to handle and pay out a single employee T&E report over a certain time period (i.e. unit cost). While there are many technologies

## How is this KPI calculated?

Two values are used to calculate this KPI: (1) the cost of processing travel and entertainment (T&E) expense reports, and (2) the total number of T&E reports processed over a certain period of time. Total

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# Cost per T&E Report Processed

Benchmarks & Characteristics of High Performers



## Cost per T&E Report Processed

Total T&E Report Processing Expense / Total Number of T&E Reports Processed



### 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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