Table of Contents

Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
July 17, 2021	Added "SAP" before some references to "Concur" for accurate branding.
February 20, 2021	Updated the copyright year; no other changes
September 19, 2020	Updated the **Prompts** page and/or report images for the following reports: • Concur Travel Hotel Bookings • Non-Concur Travel Hotel Bookings • Past Hotel Reservations with Rates in Excess of Negotiated Rate • Upcoming Hotel Reservations with Rates in Excess of Negotiated Rate The **Country** and **Hotel Country** labels were renamed to **Country/Region** and **Hotel Country/Region**.
February 14, 2020	Added the new Travel Adoption report and removed the Adoption (Air, Car, Hotel) and Air Adoption By Month reports. With the February 2020 release, the Adoption (Air, Car, Hotel) and Air Adoption By Month reports in the Compliance folder were combined into one report, the new Travel Adoption report.
January 8, 2020	Changed copyright; no other content changes
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
November 17, 2018	Updated the images of the Travel Policy Exceptions report and updated the prompt descriptions.
September 17, 2018	The September release has moved to September 22, 2018.
September 15, 2018	Updated the description of the **Number of Exceptions** field for the Top Exception Violators report
May 17, 2018	Added additional information about report prompts and reports to the reports in the Compliance folder
April 23, 2018	Added additional information about report prompts and reports to the reports in the Compliance folder
January 13 2018	Changed copyright; no other content changes
July 29 2017	Added "Report" to the Report Entry Exceptions Details Report name
July 8 2017	Corrected "Available to" information for the Health Care Attendee Spending report
December 15 2016	Changed copyright; no other content changes
October 10 2016	Updated Prompts images for copied reports
March 23 2016	Changed the text under the heading from **Travel Data** to **Travel / TripLink Data**; no other content changes
February 22 2016	Updated the Travel Policy Exceptions report
August 14 2015	Moved from single book to individual "chapters" – no content changes

Last Revised: September 19, 2020

Chapter 7: Folder – Compliance

Report: Air Analysis: Concur Travel vs. Agency Summary

Available to: ☑ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report provides information about lost savings due to trips **not** booked online. The prompts allow the administrator to filter the results on selected organizational units and to show trips for selected travel configurations and rule classes.

It shows the number of trips booked in Travel that had air segments (not including voided tickets), the total spend, plus cost per ticket. It also shows the number of trips booked via an agent, the total spend, cost per agent ticket, and the difference between Travel and agent ticket prices.

The Lost Savings is the average savings per ticket difference times the total number of agent-booked tickets.

The final column is the percentage of total tickets containing air that were booked in Travel. Note again that voids are excluded from this report and do not show up in the ticket count or the averages.

Report Prompts

Date Range Prompt

- **Purchased Date:** Used to filter the report by the date range of the trip purchase date (Month Day, Year format)

Options Prompts

- **Travel Config:** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip

- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip

- **Department:** Used to filter the report by specific department(s) within the organization

Standard Reports by Folder

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Purchased Date	ParamDisplayValue('purchasedDateParam')	Displays the date range entered in the **Purchased Date** prompt on the **Prompts** page
Reporting Currency	[Travel].[Reservations and Tickets].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Trip Type	<Trip Type>	CASE WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'en' THEN 'International' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'zh-cn' THEN '国际' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'zh-tw' THEN '國際' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'en-gb' THEN 'International' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'fr' THEN 'International' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'de' THEN 'International' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'ja' THEN '国外' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'it' THEN 'Internazionale' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'ko' THEN '국제' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'sv' THEN 'Internationell' WHEN [Travel].[Trips].[Is International Trip] ='Y' and # sq($runLocale)# = 'nl' THEN 'Internationaal' WHEN [Travel].[Trips].[Is International Trip] ='N' and #	Indicates if the trip was International, Domestic, or Unspecified

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		sq($runLocale)# = 'en' THEN 'Domestic'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'zh-cn' THEN '国内'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'zh-tw' THEN '國內'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'en-gb' THEN 'Domestic'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'fr' THEN 'National'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'de' THEN 'Im Inland'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'ja' THEN '国内'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'it' THEN 'Nazionale'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'ko' THEN '국내'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'sv' THEN 'Inrikes'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# = 'nl' THEN 'Binnenlands'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# ='cs' then 'Mezinárodní'	
		WHEN [Travel].[Trips].[Is International Trip] ='N' and #sq($runLocale)# ='pt-BR' then 'Internacional'	

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
		WHEN [Travel].[Trips].[Is International Trip] ='N' and # sq($runLocale)# ='es' then 'Internacional' ELSE (case WHEN # sq($runLocale)# = 'en' THEN 'Unspecified' WHEN # sq($runLocale)# = 'zh-cn' THEN '未指定' WHEN # sq($runLocale)# = 'zh-tw' THEN '未指定' WHEN # sq($runLocale)# = 'en-gb' THEN 'Unspecified' WHEN # sq($runLocale)# = 'fr' THEN 'Non spécifié' WHEN # sq($runLocale)# = 'de' THEN 'Nicht angegeben' WHEN # sq($runLocale)# = 'ja' THEN '指定なし' WHEN # sq($runLocale)# = 'it' THEN 'Non specificato' WHEN # sq($runLocale)# = 'ko' THEN '지정되지 않음' WHEN # sq($runLocale)# = 'sv' THEN 'Ospecificerat' WHEN # sq($runLocale)# = 'nl' THEN 'Ongespecificeerd' WHEN # sq($runLocale)# ='cs' then 'Nespecifikováno' WHEN # sq($runLocale)# ='pt-BR' then 'Não especificado' WHEN # sq($runLocale)# ='es' then 'No se especifica' end) END	
Concur Travel Trips with Air	<Concur Travel Trips with Air>	COUNT (DISTINCT CASE WHEN [Travel].[Trips].[Is Cliqbook Booked Trip] = 'Y' AND [Travel].[Reservations and Tickets].[Expense Type Legacy Key] = 'AIR' THEN [Travel].[Trips].[Trip Key] ELSE NULL END for [Trip Type])	Count of trips with air booked using Concur Travel

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Num. Concur Travel Air Tickets	<Num. Concur Travel Air Tickets>	COUNT(DISTINCT CASE WHEN [Travel].[Trips].[Is Cliqbook Booked Trip] = 'Y' AND [Travel].[Reservations and Tickets].[Expense Type Legacy Key] = 'AIR' THEN [Travel].[Reservations and Tickets].[Trip Booking Key] ELSE NULL END for [Trip Type])	Count of air tickets booked using Concur Travel
Total Concur Travel Fares Amount	<Total Concur Travel Fares Amount>	total(CASE WHEN [Travel].[Trips].[Is Cliqbook Booked Trip] = 'Y' THEN [Travel].[Reservations and Tickets].[Booking Total (reporting currency)] ELSE 0 END for [Trip Type])	Sum of the booking amount and tax for trips booked in Concur Travel, in the reporting currency
Avg. Concur Travel Ticket	<Avg. Concur Travel Ticket>	[Total Concur Travel Fares Amount]/[Num. Concur Travel Air Tickets]	Average cost of air tickets booked using Concur Travel
Agent Booked Trips with Air	<Agent Booked Trips with Air>	COUNT (DISTINCT CASE WHEN [Travel].[Trips].[Is Cliqbook Booked Trip] = 'N' AND [Travel].[Reservations and Tickets].[Expense Type Legacy Key] = 'AIR' THEN [Travel].[Trips].[Trip Key] ELSE NULL END for [Trip Type])	Count of trips with air booked not using Concur Travel
Num. Agent Air Tickets	<Num. Agent Air Tickets>	COUNT(DISTINCT CASE WHEN [Travel].[Trips].[Is Cliqbook Booked Trip] = 'N' AND [Travel].[Reservations and Tickets].[Expense Type Legacy Key] = 'AIR' THEN [Travel].[Reservations and Tickets].[Trip Booking Key] ELSE NULL END for [Trip Type])	Count of air tickets booked not using Concur Travel
Total Agent Fares Amount	<Total Agent Fares Amount>	total(CASE WHEN [Travel].[Trips].[Is Cliqbook Booked Trip] = 'N' THEN [Travel].[Reservations and Tickets].[Booking Total (reporting currency)] ELSE 0 END for [Trip Type])	Sum of the booking amount and tax for trips not booked in Concur Travel, in the reporting currency
Avg. Agent Ticket	<Avg. Agent Ticket>	[Total Agent Fares Amount]/[Num. Agent Air Tickets]	Average cost of air tickets booked not using Concur Travel

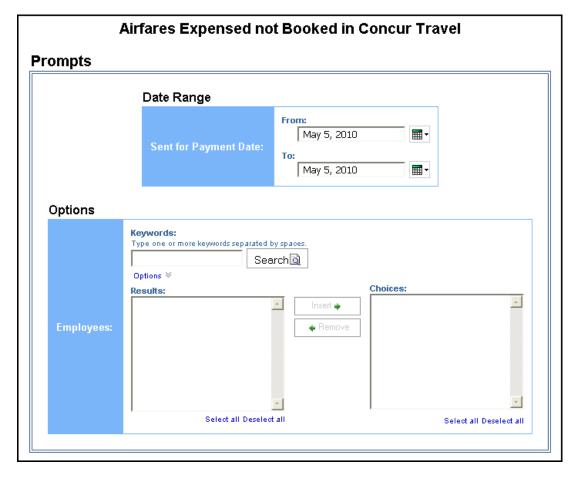| Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Concur Travel Adoption	<Concur Travel Adoption>	[Concur Travel Trips with Air]/([Concur Travel Trips with Air] + [Agent Booked Trips with Air])	Percentage of trips booked using Concur Travel
Summary	Total(Concur Travel Trips with Air)	[Concur Travel Trips with Air]	Total sum of **Concur Travel Trips with Air** column
Summary	Total(Num. Concur Travel Air Tickets)	[Num. Concur Travel Air Tickets]	Total sum of **Num. Concur Travel Air Tickets** column
Summary	Total(Total Concur Travel Fares Amount)	[Total Concur Travel Fares Amount]	Total sum of **Total Concur Travel Fares Amount** column
Summary	Overall Average Concur Travel Ticket	total([Total Concur Travel Fares Amount] for report)/total([Num. Concur Travel Air Tickets] for report)	Overall average cost of air tickets booked using Concur Travel
Summary	Total(Agent Booked Trips with Air)	[Agent Booked Trips with Air]	Total sum of **Agent Booked Trips with Air** column
Summary	Total(Num. Agent Air Tickets)	[Num. Agent Air Tickets]	Total sum of **Num. Agent Air Tickets** column
Summary	Total(Total Agent Fares Amount)	[Total Agent Fares Amount]	Total sum of **Total Agent Fares Amount** column
Summary	Overall Average Agent Ticket	total([Total Agent Fares Amount] for report)/total([Num. Agent Air Tickets] for report)	Overall average cost of air tickets booked not using Concur Travel
Summary	Overall Adoption	total([Concur Travel Trips with Air] for report)/(total([Concur Travel Trips with Air] for report) + total([Agent Booked Trips with Air] for report))	Overall percentage of trips booked using Concur Travel

Report: Airfares Expensed Not Booked in Concur Travel

Available to:　□ Analysis　　　☑ Intelligence
　　Uses:　☑ Expense Data　☑ Travel / TripLink Data

This report displays airfare expenses that have been expensed through Concur Expense but were not booked in Travel.

Report Prompts

Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

Options Prompt

- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Airfares Expensed Not Booked in Concur Travel
Sent for Payment Date: Between Feb 2, 2010 and Feb 6, 2017
Reporting Currency: USD

Employee	Report Name	Report ID	Transaction Date	Airline	Payment Type	Approved Amount
Cognata, Debbie	Omaha Travel	7E2C483BCE0A437581E1	Oct 1, 2015	Alaska Airlines	Corporate Card IBCP (Offsets)	361.47
Employee ID: ADV000003						**361.47**
Gerleman, Sarah	Fort Lauderdale, FL, June 2015	FB2B7764984347ED817D	Jun 2, 2015	Southwest Airlines	Cash	503.99
Employee ID: MAN000101						**503.99**
German, Jens	per diems	3C1E0D57C31545AC9DF9	Apr 30, 2012		Cash	0.00
	Expenses for May	B3F6CC584E374A61B14B	May 23, 2014		Cash	0.00
Employee ID: GER000001						**0.00**
Helfeld, AmyH	per diems	556DEF48E72049189FBE	Sep 29, 2015		Cash	300.00
Employee ID: OUT000001						**300.00**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('Date Sent for Payment')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page
Reporting Currency	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	\<Employee\>	[Expense].[Report Header Information].[Employee Last Name] + ', ' + [Expense].[Report Header Information].[Employee First Name]	Employee last name and first name (for example, Smith, John)
Report Name	\<Report Name\>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date the transaction was incurred
Airline	<Vendor>	[Expense].[Entry Information].[Vendor]	Airline vendor associated with the expense
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Approved Amount	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
N/A	<Total(Approved Amount (rpt))>	[Approved Amount (rpt)]	Total amount of expenses approved for reimbursement by employee

Report: Attendee Analysis

Available to: ☐ Analysis   ☑ Intelligence
Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report provides a summary of all expense types with attendees, grouped by the employee who submitted the expense report.

Report Prompts

Year Prompts

- **From:** Used to filter the report using a defined begin date that expenses were reimbursed to the employee(s)

- **To:** Used to filter the report using a defined end date that expenses were reimbursed to the employee(s)

- **Earliest Date:** Used to filter the report using the earliest date that expenses were reimbursed to the employee(s)

- **Latest Date:** Used to filter the report using the latest date that expenses were reimbursed to the employee(s)

Report Output

Attendee Analysis

Sent for Payment Date: On or after Feb 17, 2010

Employee	Report Name	Sent for Payment Date	Expense Type	Transaction Date	Vendor	Attendee Type	Attendee Name	Title	Company	Approved Amount (Reporting Currency)
Milne, Scott Stirling	Trip from Newark to Minneapolis/St. Paul	Jun 7, 2012	Business Meal (attendees)	Jul 26, 2012	Cafe Monte	This Employee	Scott Milne			11.44
	Trip from Newark to Paris	Mar 11, 2015	Business Meal (attendees)	Feb 17, 2015		HCP Attendee	VICTOR, J IRADI			15.55
	Trip from Newark to Paris	Mar 11, 2015	Business Meal (attendees)	Feb 17, 2015		This Employee	Scott Milne			15.54
Milne, Scott Stirling										**1,104.72**
O'Neill, Paul Andrew	1.6.16 Report	Jan 7, 2016	Business Meal (attendees)	Feb 10, 2016	Cafe Monte	Employee	Jeff Krillenberger	Sr. Solutions Consultant	Concur	7.63
	1.6.16 Report	Jan 7, 2016	Business Meal (attendees)	Feb 10, 2016	Cafe Monte	Employee	Lorena Suero	Sr. Solutions Consultant	Concur	7.62
	1.6.16 Report	Jan 7, 2016	Business Meal (attendees)	Feb 10, 2016	Cafe Monte	Employee	Marchelle Klippenstein	Sr. Solutions Consultant	Concur	7.63

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	If (ParamDisplayValue("Sent_for_Payment_ Date") is not null) then ParamDisplayValue("Sent_for_Payment_ Date") else " "	Displays the date range entered in the **Year** prompts on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Sent for Payment Date	<Sent for Payment Date>	[Expense].[Report Dates and Statuses].[Sent for Payment Date]	Date the expense report was extracted from the expense system for payment in another accounting system (such as Accounts Payable or Payroll)
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date the transaction was incurred
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
Attendee Type	<Attendee Type>	[Expense].[Expense Attendees].[Attendee Type]	Type of attendee at the expensed event, such as business guest, employee, or spouse
Attendee Name	<Attendee Name>	[Expense].[Expense Attendees].[Attendee Name]	Last Name, First Name of an attendee associated with the expense
Title	<Title>	[Expense].[Expense Attendees].[Title]	Job title of the attendee
Company	<Company>	[Expense].[Expense Attendees].[Company]	Company employing the attendee
Approved Amount (Reporting Currency)	<Approved Amount (Reporting Currency)>	[Expense].[Expense Attendees].[Approved Amount (Reporting Currency)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Attendee Details

Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report shows the spending by employees and attendee information for expenses that have associated attendees, typically for meal or entertainment expense types. This report can be run to provide the total picture or for a selected set of expense reports that represent money being spent by an employee to cover expenses for fellow employees or non-employee clients or prospective clients.

Report Prompts

There are a number of optional prompts provided in order to narrow the report results. The user can select a date range, a minimum cost, specific parent expense types, specific expense type, selected employees, or selected attendees.

- **Date the Report was Sent for Payment:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

- **Select all Entries where the Cost per Attendee exceeds:** Used to filter the report to include attendees where the cost per attendee is more than a specified minimum threshold (for example, to include employees with more than $1,000 in spend, enter *1,001*)

- **Specify the Parent Expense Type(s) to filter the expense type list (optional):** Used to filter the **Specify the Expense Type(s) to Include** prompt by the expense parent category

- **Specify the Expense Type(s) to include (optional):** Used to choose from a list of expense types to filter the report on

- **Specify the Employees to include (optional):** Used to filter the report by the name of the employee(s)

- **Specify the Attendees(s) to include (optional):** Used to filter the report by the name of the attendee(s)

Report Output

Attendee Details

Sent for Payment Date: Between May 2, 2013 and May 2, 2015
Reporting Currency: USD

James, Jeremy (ADV000005)

Report Name: LVS Meeting *Submit Date:* Feb 12, 2014 *Amount:* 841.11
Entry Date: Dec 20, 2013 *Expense Type:* Business Meal (attendees) *Vendor:* Cafe Monte
Purpose: Dinner *Payment Type:* Corporate Card IBCP (Offsets) *Entry Amount:* 45.76

Attendee	Title	Company	Type	Amount
Jeremy James			This Employee	22.88
Pat Doocy			Business Guest	22.88

Alexander, Xavier Edward (HR0000003)

Report Name: Trip from Chicago to Buffalo *Submit Date:* Apr 11, 2012 *Amount:* 1,302.70
Entry Date: May 22, 2012 *Expense Type:* Business Meal (attendees) *Vendor:* Cafe Monte
Purpose: team meal *Payment Type:* Corporate Card IBCP (Offsets) *Entry Amount:* 45.76

Attendee	Title	Company	Type	Amount
Angela Genin		Teldta	Business Guest	15.26
Dorthy Bobbitt	Assistant	AEP	Business Guest	15.25
Xavier Alexander			This Employee	15.25

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('Sent for Payment Date')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page
Reporting Currency	[Query1].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	Employee + ID	[Employee]+' ('+[Employee ID]+')'	Employee last name, first name, and middle initial, Unique number or code that identifies the employee
Report Name	Report Name	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Submit Date	Last Submitted Date	[Expense].[Report Dates and Statuses].[Last Submitted Date]	Date that the expense report was last submitted by the employee for approval **NOTE:** If the employee submitted the report more than once, for example, because it was returned to the employee for corrections, this date is the date the report was last submitted.
Amount	Total Approved Amount (rpt)	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Total amount approved to be reimbursed

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Entry Date	Transaction Date	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Expense Type	Expense Type	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Vendor	Vendor	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
Purpose	Purpose	[Expense].[Entry Information].[Purpose]	Employee-entered business purpose or description of the expense entry
Payment Type	Payment Type	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Entry Amount	Approved Amount (rpt)	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency
Attendee Name	Attendee Name	[Expense].[Expense Attendees].[Attendee Name]	Last Name, first name of an attendee associated with the expense
Title	Title	[Expense].[Expense Attendees].[Title]	Job title of the attendee
Company	Company	[Expense].[Expense Attendees].[Company]	Company employing the attendee
Type	Attendee Type	[Expense].[Expense Attendees].[Attendee Type]	Type of attendee at the expensed event, such as business guest, employee, or spouse
Amount	Approved Amount (Reporting Currency)	[Expense].[Expense Attendees].[Approved Amount (Reporting Currency)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Attendee Summary

This report provides a summary view of spending on attendees by expense type, reporting group, and currency. It provides one or more years of statistics, enabling long-term trend analysis about expenses involving money spent by an employee to cover expenses for fellow employees or non-employee clients or prospective clients.

Report Prompts

The user is prompted for the transaction year – multiple years or all years can be selected. The user is prompted for the attendee currency – multiple currencies or all currencies can be selected. These are optional prompts – all years and currencies are included if nothing is selected.

Date Range Prompt

- **Transaction Date:**

  - **From:** Used to filter the report using a defined begin date that transaction(s) were made

  - **To:** Used to filter the report using a defined end date that transaction(s) were made

  - **Earliest Date:** Used to filter the report using the earliest date that transaction(s) were made

  - **Latest Date:** Used to filter the report using the latest date that transaction(s) were made

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	' '+ParamDisplayValue('Transaction_Date')	Displays the date range entered in the **Transaction Date** prompt on the prompts page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Parent Expense Type>	[Expense].[Entry Information].[Parent Expense Type]	Another expense type under which the entry's expense type has been grouped For example, the expense types Breakfast, Lunch, and Dinner might be grouped under another expense type called Meals.

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
N/A	<Reporting Group>	[Expense].[Report Header Information].[Reporting Group]	Code that indicates the level assigned to the expense type from the reporting hierarchy
N/A	<Expense Type>	aggregate(currentMeasure within detail [Reporting Group])	Summary of the "Expense Type" group
N/A	<Parent Expense Type>	aggregate(currentMeasure within detail [Expense Type])	Summary of the "Parent Expense Type" group
N/A	<Transaction Year>	[Expense].[Entry Information].[Transaction Year]	Year that the expense was incurred
Attendee Instance Count	<Attendee Instance Count>	[Expense].[Expense Attendees].[Attendee Instance Count]	Represents the count field for the attendee record, which exists for every type of attendee but is not commonly editable for attendee types other than No Show
Approved Amount (Reporting Currency)	<Approved Amount (Reporting Currency)>	[Expense].[Expense Attendees].[Approved Amount (Reporting Currency)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency
Approved Amount (Reporting Currency) / Attendee Instance Count	<Approved Amount (Reporting Currency) / Attendee Instance Count>	[Expense].[Expense Attendees].[Approved Amount (Reporting Currency)] / [Expense].[Expense Attendees].[Attendee Instance Count]	Total amount of the expense divided by the attendee count to get the average cost per attendee
Attendee Instance Count	<Attendee Instance Count>	[Expense].[Expense Attendees].[Attendee Instance Count]	Represents the count field for the attendee record, which exists for every type of attendee but is not commonly editable for attendee types other than No Show

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approved Amount (Reporting Currency)	<Approved Amount (Reporting Currency)>	[Expense].[Expense Attendees].[Approved Amount (Reporting Currency)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency
Approved Amount (Reporting Currency) / Attendee Instance Count	<Approved Amount (Reporting Currency) / Attendee Instance Count>	[Expense].[Expense Attendees].[Approved Amount (Reporting Currency)] / [Expense].[Expense Attendees].[Attendee Instance Count]	Total amount of the expense divided by the attendee count to get the average cost per attendee

Report: Car Rentals Expensed Not Booked in Concur Travel

Available to: ☐ Analysis   ☑ Intelligence
      Uses: ☑ Expense Data   ☑ Travel / TripLink Data

This report displays car rental expenses that have been expensed through Concur Expense but were not booked in Travel.

Report Prompts

Date Range Prompt:

- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

Options Prompt:

- **Employee:** Used to filter the report by name of employee(s) who booked trips

Report Output

Car Rentals Expensed Not Booked in Concur Travel
Sent for Payment Date: Between Feb 9, 2010 and Feb 6, 2017
Reporting Currency: USD

Employee	Report Name	Report ID	Transaction Date	Rental Agency	Payment Type	Approved Amount
O'Neill, Paul	Trip from Baltimore to Boston	7D505C45F85A4AC386CD	Oct 7, 2015	Hertz	Corporate Card IBCP (Offsets)	633.04
	Travel to Meeting	747978B95D034F69950D	Oct 28, 2015	Avis	Corporate Card IBCP (Offsets)	177.18
	1.6.16 Report	2E660F862FE74EDAA142	Feb 10, 2016	Hertz	Corporate Card IBCP (Offsets)	367.89
Employee ID: SAL000003						**2,257.34**
Ring, Tim	Trip from New York to San Francisco	70B6638E1B7B49FE8FA3	Nov 30, 2012	Hertz	Corporate Card IBCP (Offsets)	598.29
	Trip from Norfolk to Orlando	2C0974CD1C47416B933C	Jan 23, 2013	Avis	Cash	0.00
	Manhattan Meetings	8654B54AF7CF4A038DB9	Feb 13, 2013	Avis	Corporate Card IBCP (Offsets)	402.84
	Salt Lake City Trip	A175A9BB680047DEAF1A	Mar 5, 2013	Avis	Cash	0.00
	Trip from Chicago to Atlanta	CACC33BD47564D658ACD	Mar 7, 2013	Hertz	Corporate Card IBCP (Offsets)	460.91
	Trip from Chicago to Atlanta	CACC33BD47564D658ACD	Mar 7, 2013	Hertz	Corporate Card IBCP (Offsets)	283.80
	Trip from Washington to Boston	0A8BC5C318BE484CBCCD	Jun 14, 2013	Avis	Corporate Card IBCP (Offsets)	656.09
	Trip from Baltimore to Dallas	1AFE4439BB2E42FD902C	Jun 20, 2013	Avis	Cash	252.01
	Trip from Washington to New York	00AEBDCA043F40D9B8DF	Jun 21, 2013	Hertz	Corporate Card IBCP (Offsets)	611.59
	Trip from Washington to Chicago	8B2D90182AC4431DA4B4	Jun 26, 2013	Enterprise	Corporate Card IBCP (Offsets)	434.59
	Trip from Baltimore to Boston	5F836199D212458ABFFA	Sep 26, 2013	Avis	Corporate Card IBCP (Offsets)	184.77
	Trip from Baltimore to Denver	A5E1269EEE84456CA893	Oct 25, 2013	Hertz	Corporate Card IBCP (Offsets)	341.37
	Atlanta Meetings	C57A80D64ADF444BAD03	Apr 2, 2014	Hertz	Corporate Card IBCP (Offsets)	143.01
Employee ID: RD0000001						**4,369.27**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('Date Sent for Payment')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page
Reporting Currency	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee Last Name] + ', ' + [Expense].[Report Header Information].[Employee First Name]	Last name and first name of the employee (for example, Smith, John)
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Rental Agency	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Approved Amount	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Total amount approved to be reimbursed
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Total(Approved Amount (rpt))	<Total(Approved Amount (rpt))>	[Approved Amount (rpt)]	Total amount of expenses approved for reimbursement by employee

Report: Concur Travel Hotel Bookings

Available to: ☑ Analysis ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report shows information on hotel bookings made in SAP Concur solutions.

Report Prompts

Date Range Prompt

- **Arrival Date:** Used to filter the report by the date range of the hotel check-in date

Report Output

CONCUR TRAVEL HOTEL BOOKINGS Arrival Date: Between Sep 1, 2020 and Sep 9, 2020				
Traveler	Hotel Vendor	Hotel Location	Hotel Country/Region	Arrival Date
	Clarion	Tromso, NO	NORWAY	Sep 2, 2020
	Clarion	Tromso, NO	NORWAY	Sep 7, 2020
		Valladolid, ES	SPAIN	Sep 8, 2020
	Synxis Res Svcs	FEROLETO ANTICO, IT	ITALY	Sep 7, 2020
		(nocity), -1	UNKNOWN	Sep 2, 2020
	AccorHotels	Bordeaux, FR	FRANCE	Sep 1, 2020
	AccorHotels	Brest, FR	FRANCE	Sep 9, 2020
		(nocity), -1	UNKNOWN	Sep 3, 2020
	Mantra Group	Cairns, AU	AUSTRALIA	Sep 6, 2020
	Vantis Hotel GRP	Geneva, CH	SWITZERLAND	Sep 8, 2020
	Design Hotels	Hamburg, DE	GERMANY	Sep 6, 2020
	AccorHotels	Rome, IT	ITALY	Sep 3, 2020
	AccorHotels	Rome, IT	ITALY	Sep 8, 2020
	AccorHotels	Hamilton, NZ	NEW ZEALAND	Sep 8, 2020
	AC Hotels	Milan, IT	ITALY	Sep 7, 2020
	AccorHotels	Libourne, FR	FRANCE	Sep 7, 2020
	TravelCLICK	Townsville, AU	AUSTRALIA	Sep 1, 2020
		Rungis, FR	FRANCE	Sep 2, 2020
		Rungis, FR	FRANCE	Sep 9, 2020
	Tryp by Wyndham	Palma De Mallorca, ES	SPAIN	Sep 2, 2020

Arrival Date	Departure Date	Booking Currency	Booking Rate	Nights	Rooms	Record Locator
Sep 2, 2020	Sep 3, 2020	NOK	1,311.00	1	1	
Sep 7, 2020	Sep 8, 2020	NOK	1,390.00	1	1	
Sep 8, 2020	Sep 9, 2020	EUR	54.00	1	1	
Sep 7, 2020	Sep 8, 2020	EUR	95.00	1	1	
Sep 2, 2020	Sep 3, 2020		0.00	1	1	
Sep 1, 2020	Sep 2, 2020	EUR	116.85	1	1	
Sep 9, 2020	Sep 11, 2020	EUR	169.10	2	1	
Sep 3, 2020	Sep 6, 2020	AUD	219.00	3	1	
Sep 6, 2020	Sep 7, 2020	AUD	185.00	1	1	
Sep 8, 2020	Sep 9, 2020	CHF	216.00	1	1	
Sep 6, 2020	Sep 7, 2020	EUR	135.00	1	1	
Sep 3, 2020	Sep 4, 2020	EUR	95.20	1	1	
Sep 8, 2020	Sep 9, 2020	EUR	104.55	1	1	
Sep 8, 2020	Sep 9, 2020	NZD	177.65	1	1	
Sep 7, 2020	Sep 8, 2020	EUR	135.00	1	1	
Sep 7, 2020	Sep 8, 2020	EUR	112.00	1	1	
Sep 1, 2020	Sep 2, 2020	AUD	166.50	1	1	
Sep 2, 2020	Sep 3, 2020	EUR	121.26	1	1	
Sep 9, 2020	Sep 10, 2020	EUR	111.20	1	1	
Sep 2, 2020	Sep 3, 2020	EUR	149.73	1	1	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Arrival Date	' ' + ParamDisplayValue('startDate')	Displays the date range entered in the **Arrival Date** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Travelers	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Hotel Vendor	<Hotel Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)
Hotel Location	<Hotel Property City/Location>	[Travel].[Reservations and Tickets].[Hotel Property City/Location]	Location (city, state, country) of the hotel property

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Hotel Country/Region	<Hotel Property Country>	[Travel].[Reservations and Tickets].[Hotel Property Country]	Full country/region name where the hotel property is located
Arrival Date	<Start Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
Departure Date	<End Date>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (Month Day, Year format)
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Booking Rate	<Booking Rate>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)
Nights	<Number of Days/Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
Rooms	<Number of Units>	CASE WHEN [Travel].[Reservations and Tickets].[Number of Units] < 1 THEN 1 WHEN [Travel].[Reservations and Tickets].[Number of Units] is missing THEN 1 ELSE [Travel].[Reservations and Tickets].[Number of Units] END	Number of rooms reserved
Record Locator	<Record Locator>	[Travel].[Trips].[Record Locator]	Unique six-digit character that identifies the trip

Report: Employee Exceptions - Details

This report lists all report header exceptions for a given employee. The typical use case will be an Analysis user running the Top Exceptions Violators report. After viewing the results, an employee is identified about whom the administrator requires more information.

A drill through is available from the **Number of Exceptions** and **Employee** column that will open the new Employee Exceptions Details report. As with all of our drill throughs, this report can also be run as a standalone report.

Report Prompts

Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

Options Prompt

- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('sentForPaymentDate Param')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Report Date	<Report Date>	[Expense].[Report Dates and Statuses].[Report Date]	Initial date that the expense report was submitted by the employee for approval
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Name that identifies the expense report to which the cash advance has been applied
Purpose	<Purpose>	[Expense].[Report Header Information].[Purpose]	Employee-entered business purpose or description of the expense report
Exception Event	<Exception Event>	[Expense].[Report Header Exceptions].[Exception Event]	Code that indicates the point in the workflow process when the report was checked for the exception (For example, ENTRY_SAVE = Entry Save, ENTRY_SUBMIT = Entry Submit)
Exception Level	<Exception Level>	[Expense].[Report Header Exceptions].[Exception Level]	Severity level of the report-level exception
Exception Code	<Exception Code>	[Expense].[Report Header Exceptions].[Exception Code]	Code that identifies the report-level exception associated to the audit rule that was triggered
Exception Text	<Exception Text>	[Expense].[Report Header Exceptions].[Exception Text]	Text description of the report-level exception

Report: Expense Exception Analysis

Available to: □ Analysis ☑ Intelligence

Uses: ☑ Expense Data □ Travel / TripLink Data

This report provides a list of exceptions for expenses based on a date range.

Report Prompts

Expense Exception Analysis - Prompts

Sent for Payment Date :

From:

May 5, 2010

To:

May 5, 2010

Select Employee(s) (optional) :

Keywords:
Type one or more keywords separated by spaces.

Search

Options ⌄

Results:

Insert →

← Remove

Choices:

Select all Deselect all

Select all Deselect all

Select the Exceptions to include (optional):

```
:
ACCTAUD : Accounting audit is required
ACT63110 : Dept 8541 must be used for this account.
ACT63140 : Dept 8543 must be used for this account.
ACT67910 : Dept 4100 must be used for this account.
AIR : Airfare > $1500.  Audit is required.
AIRCASH : This airfare entry is a cash payment type, please review for possible duplication.
AIRMGR : Airfare >$1000.  Manager approval is required.
ALLOC : This request is not 100% allocated, please finish allocating.
AMEXAUD : American Express Fees are >$100.  Audit is required.
AMEXMGR : American Express Fees are >$25.  Manager approval is required.
```

Select all Deselect all

- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

- **Selected Employee(s) (optional):** Used to filter the report by the name of employee(s) who booked trips

- **Select the Exceptions to Include (optional):** Used to filter the report by exception type(s)

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Reports Sent for Payment	' ' + ParamDisplayValue('Date')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Employee>	if([Report Exceptions and Comments].[Report Key] is null) then([Report Entry Exceptions and Comments].[Employee]) else ([Report Exceptions and Comments].[Employee])	Employee last name, first name, and middle initial

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Report Name>	if([Report Exceptions and Comments].[Report Key] is null) then([Report Entry Exceptions and Comments].[Report Name]) else ([Report Exceptions and Comments].[Report Name])	Employee-entered name of the expense report
N/A	<Date Last Submitted>	if([Report Exceptions and Comments].[Report Key] is null) then([Report Entry Exceptions and Comments].[Date Last Submitted]) else ([Report Exceptions and Comments].[Date Last Submitted])	Date that the expense report was last submitted by the employee for approval **NOTE:** If the employee submitted the report more than once, for example, because it was returned to the employee for corrections, this date is the date the report was last submitted.
Report Exception Code	<Report Exception Code>	[Report Exceptions and Comments].[Exception Code]	Code that identifies the report-level exception associated to the audit rule that was triggered
Report Exception Text	<Report Exception Text>	[Report Exceptions and Comments].[Exception Text]	Text description of the report-level exception
Report Exception Cleared?	<Report Exception Cleared?>	[Report Exceptions and Comments].[Cleared]	Indicates whether an Expense Processor has cleared the report-level exception
Transaction Date	<Transaction Date>	[Report Entry Exceptions and Comments].[Transaction Date]	Date the transaction was incurred
Expense Type	<Expense Type>	[Report Entry Exceptions and Comments].[Expense Type]	Expense type assigned to the expense
Vendor	<Vendor>	[Report Entry Exceptions and Comments].[Vendor]	Vendor associated with the expense
Amount	<Approved Amount>	([Report Entry Exceptions and Comments].[Approved Amount	Amount of the allocation approved for reimbursement
Entry Exception Code	<Entry Exception Code>	[Report Entry Exceptions and Comments].[Exception Code1]	Code that identifies the entry-level exception associated to the audit rule that was triggered

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Entry Exception Text	<Entry Exception Text>	[Report Entry Exceptions and Comments].[Exception Text1]	Text description of the entry-level exception
Entry Exception Cleared?	<Entry Exception Cleared?>	[Report Entry Exceptions and Comments].[Cleared1]	Indicates whether an Expense Processor has cleared the entry-level exception

Report: Expense Exception Analysis (with Comments)

Available to: ☐ Analysis   ☑ Intelligence
        Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report lists the exceptions for expenses based on a date range with detailed comments.

Report Prompts

Expense Exception Analysis - Prompts

Sent for Payment Date :

From:
May 5, 2010

To:
May 5, 2010

Select Employee(s) (optional) :

Keywords:
Type one or more keywords separated by spaces.

Search

Options ⩔

Results: Insert ➡

                   ⬅ Remove

Choices:

Select all Deselect all   Select all Deselect all

Select the Exceptions to include (optional):

```
  :
ACCTAUD : Accounting audit is required
ACT63110 : Dept 8541 must be used for this account.
ACT63140 : Dept 8543 must be used for this account.
ACT67910 : Dept 4100 must be used for this account.
AIR : Airfare > $1500.  Audit is required.
AIRCASH : This airfare entry is a cash payment type, please review for possible duplication.
AIRMGR : Airfare >$1000.  Manager approval is required.
ALLOC : This request is not 100% allocated, please finish allocating.
AMEXAUD : American Express Fees are >$100.  Audit is required.
AMEXMGR : American Express Fees are >$25.  Manager approval is required.
```

Select all Deselect all

- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

- **Selected Employee(s) (optional):** Used to filter the report by the name of employee(s) who booked trips

- **Select the Exceptions to Include (optional):** Used to filter the report by exception type(s)

Report Output

Expense Exception Analysis
All Reports Sent for Payment Between May 2, 2013 and May 2, 2015

Alexander, Xavier Edward

Trip from Chicago to Buffalo : Apr 11, 2012

Report Exceptions	Entry Exceptions								
	Transaction Date	Expense Type	Vendor	Amount	Entry Exception Code	Entry Exception Text	Entry Exception Cleared?	Comment	Commenter
	Apr 3, 2012	Miscellaneous		7.00	MISC1	All miscellaneous transactions require comments and will be audited. Please consider using another expense type.	N		

Store Remodel in TN : Jul 24, 2012

Report Exceptions	Entry Exceptions								
	Transaction Date	Expense Type	Vendor	Amount	Entry Exception Code	Entry Exception Text	Entry Exception Cleared?	Comment	Commenter
	Jul 19, 2012	Miscellaneous		45.00	MISC1	All miscellaneous transactions require comments and will be audited. Please consider using another expense type.	N		

Factory Visit : Aug 8, 2012

	Transaction Date	Expense Type	Vendor	Amount	Entry Exception Code	Entry Exception Text	Entry Exception Cleared?	Comment	Commenter
	Jul 30, 2012	Miscellaneous		20.00	MISC1	All miscellaneous transactions require comments and will be audited. Please consider using another expense type.	N		

James, Jeremy

LVS Meeting : Feb 12, 2014

Report Exceptions	Entry Exceptions								
	Transaction Date	Expense Type	Vendor	Amount	Entry Exception Code	Entry Exception Text	Entry Exception Cleared?	Comment	Commenter
	Jan 10, 2014	Car Rental	Avis	374.55	FUELCHK	Car Rental includes Fuel Service fee, please review.	N		

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Reports Sent for Payment	' ' + ParamDisplayValue('Date')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Employee>	if([Report Exceptions and Comments].[Report Key] is null) then([Report Entry Exceptions and Comments].[Employee]) else ([Report Exceptions and Comments].[Employee])	Employee last name, first name, and middle initial

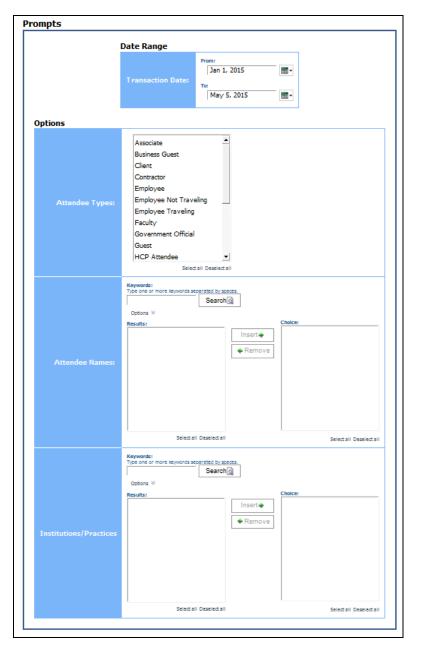| Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Report Name>	if([Report Exceptions and Comments].[Report Key] is null) then([Report Entry Exceptions and Comments].[Report Name]) else ([Report Exceptions and Comments].[Report Name])	Employee-entered name of the expense report
N/A	<Date Last Submitted>	if([Report Exceptions and Comments].[Report Key] is null) then([Report Entry Exceptions and Comments].[Date Last Submitted]) else ([Report Exceptions and Comments].[Date Last Submitted])	Date that the expense report was last submitted by the employee for approval **NOTE:** If the employee submitted the report more than once, for example, because it was returned to the employee for corrections, this date is the date the report was last submitted.
Report Exception Code	<Report Exception Code>	[Report Exceptions and Comments].[Exception Code]	Code that identifies the report-level exception associated to the audit rule that was triggered
Report Exception Text	<Report Exception Text>	[Report Exceptions and Comments].[Exception Text]	Text description of the report-level exception
Report Exception Cleared?	<Report Exception Cleared?>	[Report Exceptions and Comments].[Cleared]	Indicates whether an Expense Processor has cleared the report-level exception
Comment	<Report Comment>	[Report Exceptions and Comments].[Comment]	Text of the report-level comment
Commenter	<Report Commenter's Name>	[Report Exceptions and Comments].[Commenter's Name]	Last name, first name, and middle initial of the employee entering the report-level comment
Transaction Date	<Transaction Date>	[Report Entry Exceptions and Comments].[Transaction Date]	Date the transaction was incurred
Expense Type	<Expense Type>	[Report Entry Exceptions and Comments].[Expense Type]	Expense type assigned to the expense
Vendor	<Vendor>	[Report Entry Exceptions and Comments].[Vendor]	Vendor associated with the expense
Amount	<Approved Amount>	([Report Entry Exceptions and Comments].[Approved Amount]	Amount of the allocation approved for reimbursement

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Entry Exception Code	<Entry Exception Code>	[Report Entry Exceptions and Comments].[Exception Code1]	Code that identifies the entry-level exception associated to the audit rule that was triggered
Entry Exception Text	<Entry Exception Text>	[Report Entry Exceptions and Comments].[Exception Text1]	Text description of the entry-level exception
Entry Exception Cleared?	<Entry Exception Cleared?>	[Report Entry Exceptions and Comments].[Cleared1]	Indicates whether an Expense Processor has cleared the entry-level exception
Comment	<Entry Comment>	[Report Entry Exceptions and Comments].[Comment]	Text of the entry-level comment
Commenter	<Entry Commenter's Name>	[Report Entry Exceptions and Comments].[Commenter's Name]	Last name, first name, and middle initial of the employee entering the entry-level comment

Report: Health Care Attendee Spending

Available to: ☑ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☐ Travel / TripLink Data

This report will display the amount of money spend on a given attendee in the Health Care industry. This report is assuming that the standard healthcare attendee record format is being used. This report will help clients meet the reporting requirements for the Sunshine Act.

Report Prompts

Date Range Prompt

- **Transaction Date:** Used to filter the report by the date range that the transactions were made

Options Prompts

- **Attendee Type:** Used to filter the report by the type of attendee who traveled (for example, Employee, Client, Guest, etc.)

- **Attendee Names:** Used to filter the report by the name of the attendee(s) who traveled

- **Institutions/Practices:** Used to filter the report by the name of the organization that the attendee is affiliated with

Report Output

Attendee Type	Attendee Name	Attendee Title	Primary Address 1	City	State	Zip Code	Type/Professional Designation	NPI Number	Approved Amount	Special
This Employee	Rachel								10.40	
									5.76	
									42.50	
	Rachel								**104.42**	
	Stacy								0.00	
	Stacy								**0.00**	
	Susan								11.44	
									22.88	
									45.76	
									9.15	
									22.88	
									45.76	
									15.25	
									22.88	
									45.76	
									45.76	
									45.76	
									45.76	
	Susan								**379.04**	
	Susie								50.79	
									20.59	
									20.59	
	Susie								**91.97**	
	Tony								22.88	
	Tony								**22.88**	
Overall									**5,066.77**	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('sentForPaymentDate Param')	Displays the date range entered in the **Transaction Date** prompt on the **Prompts** page
Attendee Types	ParamDisplayValue('approvedAmountPara m')	Displays the attendee types entered in the **Attendee Type** prompt on the **Prompts** page
Reporting Currency	[[Expense].[Entry Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Attendee Type	<Attendee Type>	[Expense].[Expense Attendees].[Attendee Type]	Type of attendee at the expensed event, such as business guest, employee, or spouse
Attendee Name	<Attendee Name>	[Expense].[Expense Attendees].[Attendee Name]	Last Name, first name of an attendee associated with the expense
Attendee Title	<Title>	[Expense].[Expense Attendees].[Title]	Job title of the attendee
Primary Address 1	<Custom 15 – Name>	[Expense].[Expense Attendees].[Custom 15 - Name]	Street address where the attendee is located
City	<Custom 18 – Name>	[Expense].[Expense Attendees].[Custom 18 - Name]	City where the attendee is located
State	<Custom 19 – Name>	[Expense].[Expense Attendees].[Custom 19 - Name]	State where the attendee is located
Zip Code	<Custom 20 – Name>	[Expense].[Expense Attendees].[Custom 20 - Name]	Zip code where the attendee is located
Type/Professional Designation	<Custom 13 – Name>	[Expense].[Expense Attendees].[Custom 13 - Name]	Professional title or assignment of the attendee
NPI Number	<Custom 14 – Name>	[Expense].[Expense Attendees].[Custom 14 - Name]	National Provider Identifier (NPI) number assigned to the attendee
Approved Amount	<Approved Amount (Reporting Currency>	[Expense].[Expense Attendees].[Approved Amount (Reporting Currency)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency
Specialty/Taxonomy	<Custom 9 – Name>	[Expense].[Expense Attendees].[Custom 9 - Name]	Specialty or classification of the attendee
Institution/Practice	<Company>	[Expense].[Expense Attendees].[Company]	Company employing the attendee
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date the transaction was incurred
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Associated Report Entry Key	<Associated Report Entry Key>	[Expense].[Expense Attendees].[Associated Report Entry Key]	Unique system-assigned key that identifies the expense to which the attendee has been assigned
Associated Report Entry Legacy Key	<Associated Report Entry Legacy Key>	[Expense].[Expense Attendees].[Associated Report Entry Legacy Key]	Allows users to match expense to which the attendee has been assigned in Analysis/Intelligence with the same values in Concur Expense
N/A	<Total (Approved Amount (Reporting Currency))>	[Approved Amount (Reporting Currency)]	Total amount of all expenses in the "Approved Amount" column

Report: Hotel Expense Exceeds Negotiated Rate

Available to: □ Analysis   ☑ Intelligence
         Uses: ☑ Expense Data   ☑ Travel / TripLink Data

This report lists all hotel expenses sent for payment within a selected timeframe, for which the expense amount is greater than a negotiated rate in Travel. With this information, an administrator can alert the company's travelers to be more aware of negotiated rates being honored and contact the properties to ensure future savings and potentially to get credits.

Report Prompts

Hotel Expense Exceeds Negotiated Rate

Prompts

Date Range

Sent for Payment Date:

From:
Jan 1, 2010

To:
May 5, 2010

Options

Average Tax Percentage: 20

Keywords:
Type one or more keywords separated by spaces.

Search

Options ⌄

Results:

Choices:

Insert →

← Remove

Employees:

Select all Deselect all

Select all Deselect all

Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

Options Prompts

- **Average Tax Percentage:** Used to filter the report by a defined average tax rate of the car rental expenses (for example, for expenses with an average tax percentage of 20%, enter *20*)

- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Hotel Expense Exceeds N
Sent for Payment Date: Between Feb
Average Tax Percenta
Reporting Currency

Employee	Report Name	Report ID	Transaction Date	Vendor	City/Location
Baxter, Payden	All Expenses	71BDE398F2A94C44914F	May 21, 2014	Sheraton	Sydney
	All Expenses	71BDE398F2A94C44914F	May 22, 2014	Sheraton	Sydney
	All Expenses	71BDE398F2A94C44914F	Jul 22, 2014	Marriott Hotels	Boston - South Station
	All Expenses	71BDE398F2A94C44914F	Jul 23, 2014	Marriott Hotels	Boston - South Station
	NK Budget Meetings	E02492B34AF24E29B9D9	Oct 28, 2014	Courtyards	Beaverton
	Portland Facility Visit	7148C5267F8749E5A6DC	Nov 5, 2014	Marriott Hotels	Portland
Employee ID: ADV000002					
Klippenstein-Varamini, Marchelle	LA/SEA Travel Feb 2014	81B498B2D8664CFE9F4E	Feb 19, 2014	Sheraton	Los Angeles - Union Station
	All Expenses	07D15138130A4314A62B	Apr 17, 2014	Courtyards	Burbank
Employee ID: ADV000001					
Timpanaro, Mike	Trip to Chicago	101E19A45CD74FDF8097	May 18, 2015	Courtyards	Arlington Heights
	Trip to Chicago	101E19A45CD74FDF8097	May 19, 2015	Courtyards	Arlington Heights
Employee ID: SAL000001					
Summary					

Negotiated Rate
9, 2009 and Feb 6, 2017
ge: 15%
: USD

Expense Type	Payment Type	Amount Difference	Expense Amount	Hotel Negotiated Rate	Reservation Rate
Hotel	Corporate Card IBCP (Offsets)	117.11	335.12	218.01	343.25
Hotel	Corporate Card IBCP (Offsets)	117.11	335.12	218.01	343.25
Hotel	Corporate Card IBCP (Offsets)	140.30	389.30	249.00	399.00
Hotel	Corporate Card IBCP (Offsets)	140.30	389.30	249.00	399.00
Hotel	Corporate Card IBCP (Offsets)	62.70	154.70	92.00	159.00
Hotel	Corporate Card IBCP (Offsets)	130.45	252.45	122.00	259.00
		707.97	**1,855.99**	**1,148.02**	**1,902.50**
Hotel	Corporate Card IBCP (Offsets)	44.45	184.45	140.00	215.00
Hotel	Cash	31.75	165.75	134.00	169.99
		76.20	**350.20**	**274.00**	**384.99**
Hotel	Corporate Card IBCP (Offsets)	41.15	135.15	94.00	139.00
Hotel	Corporate Card IBCP (Offsets)	41.15	135.15	94.00	139.00
		82.30	**270.30**	**188.00**	**278.00**
		866.47	**2,476.49**	**1,610.02**	**2,565.49**

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' ' + ParamDisplayValue('Date Sent for Payment')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page
Average Tax Percentage	' ' + ParamDisplayValue('Tax Rate') + '%'	Displays the tax rate entered in the **Average Tax Percentage** prompt on the **Prompts** page
Reporting Currency	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee Last Name] + ', ' + [Expense].[Report Header Information].[Employee First Name]	Last name and first name of the employee (for example, Smith, John)
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date the transaction was incurred
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City/Location where the expense was incurred
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Amount Difference	<Amount Difference>	[Expense Amount] - [Hotel Negotiated Rate]	Difference between the actual amount of the expense and the total amount of the hotel negotiated rate, converted as needed to the reporting currency
Expense Amount	<Expense Amount>	CASE WHEN [Expense].[Entry Information].[Has Lodging Tax] > 0 AND ?Tax Rate? > 0 THEN [Expense].[Entry Information].[Expense Amount (rpt)]*(1-(?Tax Rate?/100)) ELSE [Expense].[Entry Information].[Expense Amount (rpt)] END	Amount of the expense, converted as needed to the reporting currency
Hotel Negotiated Rate	<Hotel Negotiated Rate>	[Expense].[Entry Information].[Hotel Negotiated Rate]	Negotiated rate between the company employing the employee and the hotel
Reservation Rate	<Reservation Rate>	[Expense].[Entry Information].[Reservation Rate]	Amount of the hotel reservation rate
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee

Report: Hotel Stays Expensed Not Booked in Concur Travel

Available to: ☐ Analysis   ☑ Intelligence
Uses: ☑ Expense Data   ☑ Travel / TripLink Data

This report lists all hotel stays sent for payment within a selected timeframe, which were not booked using Travel or arranged through a travel agency and captured within SAP Concur solutions.

Report Prompts

Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

Options Prompt

- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Hotel Stays Expensed Not Booked in Concur Travel
Sent for Payment Date: Between Feb 8, 2010 and Feb 6, 2017
Reporting Currency: USD

Employee	Report Name	Report ID	Transaction Date	Hotel	Payment Type	Approved Amount
Bell, Simon	Paris Trip	235473C483D54E3EB806	Oct 30, 2012	Le Meridien	Corporate Card IBCP (Offsets)	0.00
	Paris Trip	235473C483D54E3EB806	Oct 31, 2012	Le Meridien	Corporate Card IBCP (Offsets)	0.00
	Paris Trip	235473C483D54E3EB806	Nov 1, 2012	Le Meridien	Corporate Card IBCP (Offsets)	0.00
	Trip from London to Boston	F82D6EF45F654BCB9631	Jan 7, 2015	Hyatt Hotels	Corporate Card IBCP (Offsets)	0.00
	Trip from London to Boston	F82D6EF45F654BCB9631	Jan 8, 2015	Hyatt Hotels	Corporate Card IBCP (Offsets)	0.00
	Expense Entry Clean Up	3E73DDB9D75B42FE9ED4	Jan 14, 2015	Le Meridien	Corporate Card IBCP (Offsets)	0.00
	Expense Entry Clean Up	3E73DDB9D75B42FE9ED4	Jan 15, 2015	Le Meridien	Corporate Card IBCP (Offsets)	0.00
	Leeds Travel	AE977E2A47984F72982A	Sep 24, 2015	Park Plaza Intl	Corporate Card IBCP (Offsets)	0.00
Employee ID: UK000001						**0.00**
Bond, James	Trip from Baltimore to Buffalo	40EFB841B3EC464697FC	May 21, 2013	Courtyards	Corporate Card IBCP (Offsets)	205.00
	Trip from Baltimore to Buffalo	40EFB841B3EC464697FC	May 22, 2013	Courtyards	Corporate Card IBCP (Offsets)	205.00
	Trip from Washington to Boston	9E56DDA744DA4E5AB81D	Jul 23, 2013	Hyatt Hotels	Corporate Card IBCP (Offsets)	286.00
	Trip from Washington to Boston	9E56DDA744DA4E5AB81D	Jul 24, 2013	Hyatt Hotels	Corporate Card IBCP (Offsets)	286.00
	San Francisco Trip	2FC0B1E7D5EC4654A26F	Sep 17, 2013	Hilton Hotels	Corporate Card IBCP (Offsets)	504.00
	San Francisco Trip	2FC0B1E7D5EC4654A26F	Sep 18, 2013	Hilton Hotels	Corporate Card IBCP (Offsets)	504.00
	San Francisco Trip	2FC0B1E7D5EC4654A26F	Sep 19, 2013	Hilton Hotels	Corporate Card IBCP (Offsets)	504.00
	Mexico City Trip	FE06971FA17A47F891FF	Jan 13, 2015	Le Meridien	Corporate Card IBCP (Offsets)	245.00
	Mexico City Trip	FE06971FA17A47F891FF	Jan 14, 2015	Le Meridien	Corporate Card IBCP (Offsets)	245.00
	Mexico City Trip	FE06971FA17A47F891FF	Jan 15, 2015	Le Meridien	Corporate Card IBCP (Offsets)	0.00
Employee ID: MAR000012						**2,984.00**
Cognata, Debbie	Omaha Travel	7E2C483BCE0A437581E1	Oct 19, 2015	Marriott Hotels	Corporate Card IBCP (Offsets)	199.00
Employee ID: ADV000003						**199.00**
Eastman, Dale	Trip from New York to Madrid	A0AADD46DBED4EA9B2EC	Nov 28, 2012	Utell	Corporate Card IBCP (Offsets)	467.58

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' ' + ParamDisplayValue('Date Sent for Payment')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page
Reporting Currency	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee Last Name] + ', ' + [Expense].[Report Header Information].[Employee First Name]	Last name and first name of the employee (for example, Smith, John)
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date the transaction was incurred
Hotel	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Approved Amount	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
N/A	<Total(Approved Amount (rpt))>	[Approved Amount (rpt)]	Total amount of expenses approved for reimbursement by employee

Report: Non-Concur Travel Hotel Bookings

Available to: ☑ Analysis   ☑ Intelligence
Uses: ☐ Expense Data   ☑ Travel / TripLink Data

This report identifies travelers who have overnight stays but do not have hotel reservations in the system that correspond to the trip. It provides several benefits:

- Provides visibility to leakage
- Allow travel managers a way to determine where their travelers are in case of disaster
- Provides metrics to be used in hotel rate negotiations

Report Prompts

Date Range Prompt

- **Arrival Date:** Used to filter the report by the date range of the hotel check-in date

Report Output

NON-CONCUR TRAVEL HOTEL BOOKINGS
Arrival Date: Between Jan 1, 2020 and Sep 9, 2020

Traveler	Hotel Vendor	Hotel Location	Hotel Country/Region	Arrival Date	Departure Date	Booking Currency	Booking Rate	Nights	Rooms	Record Locator
		San Antonio, TEXAS, US	UNITED STATES	Mar 27, 2020	Mar 29, 2020		0.00	2	1	
		San Antonio, TEXAS, US	UNITED STATES	Jun 20, 2020	Jun 20, 2020	USD	99.00	1	1	
		San Antonio, TEXAS, US	UNITED STATES	Jun 20, 2020	Jun 21, 2020	USD	216.02	2	2	
		(nocity), -1	UNKNOWN	Jul 16, 2020	Jul 20, 2020	USD	142.00	4	1	
		Port Aransas, TEXAS, US	UNITED STATES	Mar 20, 2020	Mar 22, 2020		0.00	2	1	
		Port Aransas, TEXAS, US	UNITED STATES	Mar 20, 2020	Mar 22, 2020	USD	250.00	2	1	
		New Orleans, LOUISIANA, US	UNITED STATES	Mar 17, 2020	Mar 19, 2020		0.00	2	1	
		New Orleans, LOUISIANA, US	UNITED STATES	Mar 19, 2020	Mar 19, 2020	USD	0.00	1	1	
		Baton Rouge, LOUISIANA, US	UNITED STATES	Jul 14, 2020	Jul 15, 2020	USD	212.92	1	1	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Arrival Date	' ' + ParamDisplayValue('startDate')	Displays the date range entered in the **Arrival Date** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Traveler	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Hotel Vendor	<Hotel Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)
Hotel Location	<Hotel Property City/Location>	[Travel].[Reservations and Tickets].[Hotel Property City/Location]	Location (city, state, country) of the hotel property
Hotel Country/Region	<Hotel Property Country>	[Travel].[Reservations and Tickets].[Hotel Property Country]	Full country/region name where the hotel property is located
Arrival Date	<Start Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
Departure Date	<End Date>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (Month Day, Year format)
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Booking Rate	<Booking Rate>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)
Nights	<Number of Days/Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
Rooms	<Number of Units>	CASE WHEN [Travel].[Reservations and Tickets].[Number of Units] < 1 THEN 1 WHEN [Travel].[Reservations and Tickets].[Number of Units] is missing THEN 1 ELSE [Travel].[Reservations and Tickets].[Number of Units] END	Number of rooms reserved

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Record Locator	<Record Locator>	[Travel].[Trips].[Record Locator]	Unique six-digit character that identifies the trip

Report: Past Hotel Reservations with Rates in Excess of Negotiated Rates

Available to: ☐ Analysis   ☑ Intelligence
        Uses: ☑ Expense Data   ☑ Travel / TripLink Data

This report shows potential refunds from past hotel stays based on rates charged above your negotiated rate.

Report Prompts

- **Stay Start Date Range:** Used to filter the report by the date range of the hotel check-in date

- **Country/Region (optional):** Used to filter the report by the country(ies) where the hotel property is located

- **Booking Source (optional):** Used to filter the report by the source(s) of the booking (for example, Sabre, Apollo)

- **Travel Configuration (optional):** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip

- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip

- **Rule Class (optional):** Used to filter the report by the rule class(es) used by the employee(s) booking the trip

- **Vendor (optional):** Used to filter the report by the name of the hotel vendor(s)

- **Employee (optional):** Used to filter the report by name of employee(s) who booked trips

Report Output

PAST HOTEL RESERVATIONS WITH RATES IN EXCESS OF NEGOTIATED RATE
All Hotel Stays Between Sep 1, 2020 and Sep 9, 2020

Potential Refunds by Hotel

Booking Currency	Vendor	Estimated Cost	Potential Refund	%
AUD	TravelCLICK	166.50	-16.50	9.9%
AUD		**166.50**	**-16.50**	**9.9%**
Booking Currency	**Vendor**	**Estimated Cost**	**Potential Refund**	**%**
EUR	Hilton Garden Inn	120.20	-25.20	21.0%
EUR		**120.20**	**-25.20**	**21.0%**

Booking Currency	Travel Configuration	Rule Class	Employee	Guest	Vendor	Preferred	City	Country/Region
AUD		AUS Default			TravelCLICK	Y	Townsville, AU	AUSTRALIA
AUD								
Booking Currency	**Travel Configuration**	**Rule Class**	**Employee**	**Guest**	**Vendor**	**Preferred**	**City**	**Country/Region**
EUR		ITA Default			Hilton Garden Inn	Y	Milan, IT	ITALY
EUR								

Country/Region	Arrive	Depart	Rate per Night	Hotel Negotiated Rate	Nights	Rooms	Estimated Cost	Potential Refund	Booking Source	Record Locator
AUSTRALIA	Sep 1, 2020	Sep 2, 2020	166.50	150.00	1	1	166.50	-16.50	Sabre	
							166.50	**-16.50**		
Country/Region	**Arrive**	**Depart**	**Rate per Night**	**Hotel Negotiated Rate**	**Nights**	**Rooms**	**Estimated Cost**	**Potential Refund**	**Booking Source**	**Record Locator**
ITALY	Sep 7, 2020	Sep 8, 2020	115.20	95.00	1	1	120.20	-25.20	Amadeus	
							120.20	**-25.20**		

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Hotel Stays	ParamDisplayValue('Start Date')	Displays the date range entered in the **Stay Start Date Range** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)
Estimated Cost	<Estimated Cost>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
Potential Refund	<Potential Refund>	total([Travel].[Reservations and Tickets].[Hotel Negotiated Rate]*[Travel].[Reservations and Tickets].[Number of Days/Nights]-[Estimated Cost])	Potential refund amount between the hotel negotiated rate and the estimated cost
%	<%>	-[Potential Refund]/[Estimated Cost]	Percentage of the potential refund
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Travel Configuration	<Travel Configuration>	[Travel].[Trips].[Travel Configuration]	Travel configuration used by the employee booking the trip
Rule Class	<Rule Class>	[Travel].[Trips].[Rule Class]	Rule class used by the employee booking the trip
Employee	<Employee>	[Travel].[Trips].[Employee Last Name] + ', ' + [Travel].[Trips].[Employee First Name]	Last name and first name of the employee (for example, Smith, John)
Guest	<Guest>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Preferred	<Preferred>	[Travel].[Reservations and Tickets].[Is Preferred Vendor]	Indicates if the reserved vendor is one of company's preferred vendors
City	<City>	[Travel].[Reservations and Tickets].[Hotel Property City/Location]	Location (city, state, country) of the hotel property
Country/Region	<Country>	[Travel].[Reservations and Tickets].[Hotel Property Country]	Full country/region name where the hotel property is located
Arrive	<Arrive>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (Month Day, Year format)
Depart	<Depart>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (Month Day, Year format)
Rate per Night	<Rate per Night>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)
Hotel Negotiated Rate	<Hotel Negotiated Rate>	[Travel].[Reservations and Tickets].[Hotel Negotiated Rate]	Negotiated rate for a hotel property
Nights	<Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
Rooms	<Rooms>	[Travel].[Reservations and Tickets].[Number of Units]	Number of rooms reserved
Estimated Cost	<Estimated Cost>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
Potential Refund	<Potential Refund>	[Hotel Negotiated Rate]*[Nights]-[Estimated Cost]	Potential refund amount between the hotel negotiated rate and the estimated cost
Booking Source	<Booking Source>	[Travel].[Reservations and Tickets].[Booking Source]	Source of the booking (for example, Sabre, Apollo)
Record Locator	<Record Locator>	[Travel].[Reservations and Tickets].[Record Locator]	Unique six-digit character that identifies the trip
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Estimated Cost	<Estimated Cost>	[Travel].[Reservations and Tickets].[Booking Total]	Total sum of the booking amount and the booking tax by currency

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Potential Refund	<Potential Refund>	[Hotel Negotiated Rate]*[Nights]-[Estimated Cost]	Total potential refund amount between the hotel negotiated rate and the estimated cost by currency

Report: Report Entry Exceptions Details Report

Available to: ☑ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☐ Travel / TripLink Data

This report provides a detailed list of all Report Entry exceptions for employees over a user-defined timeframe. Users also have the option of selecting a single employee when running this report.

Report Prompts

Date Range Prompt

- **Last Submitted Date:**

  ♦ **From:** Used to filter the report using a defined begin date that expense reports were last submitted for approval

  ♦ **To:** Used to filter the report using a defined end date that expense reports were last submitted for approval

  ♦ **Earliest Date:** Used to filter the report using the earliest date that expense reports were last submitted for approval

  ♦ **Latest Date:** Used to filter the report using the latest date that expense reports were last submitted for approval

Exception Level Prompts

- **From:** Used to filter the report using a defined minimum severity level of the report-level exception

- **To:** Used to filter the report using a defined maximum severity level of the report-level exception

- **Lowest value:** Used to filter the report using the lowest severity level available of the report-level exception

- **Highest value:** Used to filter the report using the highest severity level available of the report-level exception

Employee Prompt

- **Employee:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Report Entry Exceptions Details Report

Exception Level: and no missing values AND Employee: AND Last Submitted Date: Between Jan 1, 2010 and Mar 31, 2010

Employee	Employee ID	Report Date	Purpose	Exception Code	Exception Event	Exception Text	Report Name	Expense Type	Expense Amount (rpt)
	0000100	Jan 2, 2010		TAXI	Entry Submit	Taxi Cab/Shuttle/Train/Subway is >$100. Manager approval is required.		Taxi-Shuttle-Train	185.35
	0000100	Jan 2, 2010		TAXI	Entry Submit	Taxi Cab/Shuttle/Train/Subway is >$100. Manager approval is required.		Taxi-Shuttle-Train	185.35
									370.70
	100398	Mar 23, 2010		DINNER	Entry Save	Dinner is >$35, which violates Concur T&E policy. Manager approval is required.		Individual Dinner	35.72
	100398	Mar 24, 2010		LUN	Entry Save	Lunch is >$25, which violates Concur T&E policy. Manager approval is required.		Individual Lunch	42.61
	100398	Mar 23, 2010		AIRCASH	Entry Submit	This airfare entry is a cash payment type, please review for possible duplication.		Airfare	352.40
									430.73

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Last Submitted Date	' '+ParamDisplayValue('Last_Submitted_Date')	Displays the date range entered in the **Last Submitted Date** prompt on the **Prompts** page
Exception Level	' '+ParamDisplayValue('Exception_Level')	Displays the exception level(s) entered in the **Exception Level** prompt on the **Prompts** page
Employee	' '+ParamDisplayValue('Employee')	Displays the employee name(s) selected in the **Employee** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Report Date	<Report Date>	[Expense].[Report Dates and Statuses].[Report Date]	Initial date that the expense report was submitted by the employee for approval
Purpose	<Purpose>	[Expense].[Report Header Information].[Purpose]	Employee-entered business purpose or description of the expense report
Exception Code	<Exception Code>	[Expense].[Report Entry Exceptions].[Exception Code]	Code that identifies the report-level exception associated to the audit rule that was triggered

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Exception Event	<Exception Event>	[Expense].[Report Entry Exceptions].[Exception Event]	Code that indicates the point in the workflow process when the report was checked for the exception (For example, ENTRY_SAVE = Entry Save, ENTRY_SUBMIT = Entry Submit)
Exception Text	<Exception Text>	[Expense].[Report Entry Exceptions].[Exception Text]	Text description of the report-level exception
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Expense Amount (rpt)	<Expense Amount (rpt)>	[Expense].[Entry Information].[Expense Amount (rpt)]	Amount of the expense, converted as needed to the reporting currency

Report: Top Exception Violators

Available to: ☑ Analysis   ☑ Intelligence
         Uses: ☑ Expense Data   ☐ Travel / TripLink Data

This report shows the 10 employees with the highest number of report header exceptions identified by the system on expense reports submitted during a specified timeframe.

Report Prompts

Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

Options Prompts

- **Minimum Total Number of Exceptions:** Used to filter the report by a defined minimum total number of exceptions per employee (for example, to show employees with no less than 200 exceptions, enter *200*)

- **Minimum Total Exception Amount:** Used to filter the report by a defined minimum total amount of exception costs per employee (for example, to show employees with no less than $5,000 in exception costs, enter *5,000*)

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('sentForPaymentDate Param')	Displays the date range entered in the **Sent for Payment Date** prompt on the **Prompts** page
Reporting Currency	[Expense].[Report Header Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rank	<Rank>	rank([Number of Exceptions])	Returns the rank value of the **Number of Exceptions** column
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee

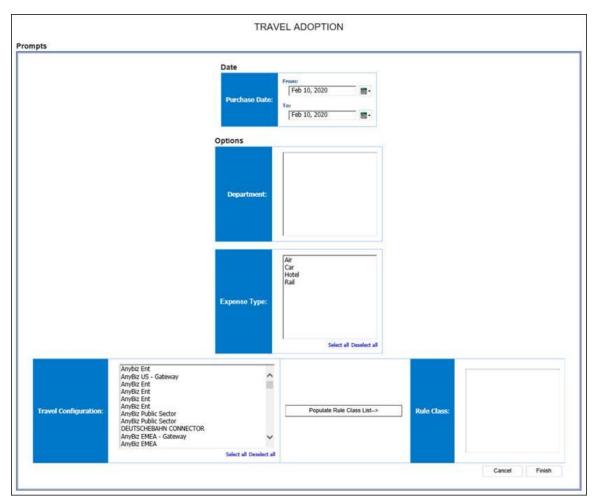| Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Number of Exceptions	<Number of Exceptions>	[Exception Key]	Total number of exceptions generated for the expense report, at the report header level
Total Report Amount	<Total Report Amount (rpt)>	[Expense].[Report Header Information].[Total Report Amount (rpt)]	Total amount of the expenses on the report, converted as needed to the reporting currency

Report: Travel Adoption

Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☐ Expense Data   ☑ Travel / TripLink Data

This report provides visibility into the total travel adoption for your employees. The report includes adoption rate information for air, car, hotel and rail trips.
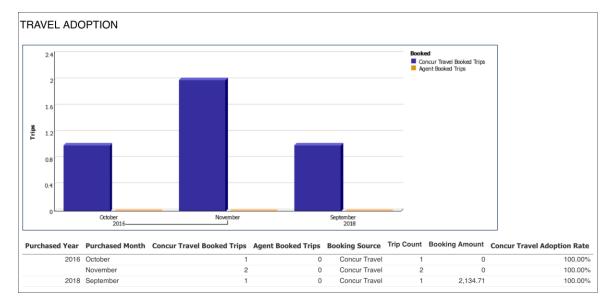
The report's trip count is based on the air, car, hotel, and rail segment reservations. The report indicates the number of trips that are booked using Concur Travel versus the number of agent-booked trips.

Report Prompts

- **Purchase Date:** Used to filter the report by the date range of the trip purchase date (Month Day, Year format)

- **Department (optional):** Used to filter the report by specific department(s) within the organization

- **Expense Type:** Used to filter the report by trip segment type

- **Travel Configuration (optional):** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip

- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip

- **Rule Class (optional):** Used to filter the report by the rule class(es) used by the employee(s) booking the trip

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Purchased Year	<#Purchased Year#>	[Travel].[Reservation and Ticket Dates].[Purchased Year]	Calendar year the trip was purchased (for example, 2010)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Purchased Month	<#Purchased Month#>	<#Purchased Month#>	<#Purchased Month#>
Concur Travel Booked Trips	<Concur Travel Booked Trips>	[Union1].[Concur Travel Booked Trips]	Count of trips booked using Concur Travel
Agent Book Trips	<Agent Booked PH>	[Union1].[Agent Booked PH]	Count of trips booked using a travel agency (for example, CWT, AMEX, WTI)
Booking Source	<Itinerary Source>	[Union1].[Itinerary Source]	Where the trip was booked (for example, Concur Travel)
Trip Count	<Trip Count>	count(distinct [Travel].[Reservations and Tickets].[Trip Key])	Count of the number of trips booked
Booking Amount	<Booking Amount>	**For Concur Travel Trips:** CASE WHEN [Travel].[Trips].[Is Cliqbook Booked Trip]= 'Y' THEN ([Travel].[Reservations and Tickets].[Booking Amount (reporting currency)]) ELSE 0 END **For Agent Booked Trips:** CASE WHEN [Travel].[Trips].[Is Agent Booked Trip] = 'Y' THEN ([Travel].[Reservations and Tickets].[Booking Amount (reporting currency)]) ELSE 0 END **Final Result Expression:** After calculating Concur Travel trips and agent-booked trips, the expressions are joined in a union to determine the total booking amount. [Union1].[Booking Amount (reporting currency)]	Sum of the booking amount and tax for trips booked in Concur Travel and agency-booked trips in the reporting currency

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Concur Travel Adoption Rate	<Adoption Rate>	[Concur Travel Booked Trips]/([Agent Booked PH]+[Concur Travel Booked Trips])	Percentage of trips booked using Concur Travel

Report: Travel Policy Exceptions

Available to: ☑ Analysis   ☑ Intelligence
Uses: ☐ Expense Data ☑ Travel / TripLink Data

This report lists all users who have violated the company travel policy. It is based on the Violation Code and Violation Reason values entered by the user when booking the trip.

Report Prompts

Date Range Prompt

- **First Travel Date:** Used to filter the report by the date range of the trip start date

Options Prompt

- **Violation Reason:** Used to filter the report by the Violation Code and Violation Reason which identifies why the trip was in company policy violation

Report Output

Name	Booked By	Department	Record Locator	Segment Type
Anderson, Cameron	Anderson, Cameron		26LHBN	Air
Baxter, Payden	Baxter, Payden		YPZAVL	Air
Brennen, Jacob	Brennen, Jacob		OLA9HV	Hotel
Fix, Jeffrey	Fix, Jeffrey		NQ24PM	Hotel
Fix, Jeffrey	Fix, Jeffrey		NS6G8P	
Fix, Jeffrey	Fix, Jeffrey		ZDXYOW	Hotel
Gillis, Joe	Gillis, Joe		MJX3B9	Car
Klippensteinvaramini, Marchelle	Klippenstein-Varamini, Marchelle		2IH7AF	Air
Klippensteinvaramini, Marchelle	Klippenstein-Varamini, Marchelle		A4J346	Hotel
Soares, Theresa	Soares, Theresa		3RGDQY	Air
Soares, Theresa	Soares, Theresa		48XSFZ	Hotel

Nov 13, 2018

Travel Policy Exceptions

First Travel Date Between Jan 1, 2016 and Nov 13, 2018

Segment Type	Selected Price	Lowest Offered Price	Lowest Offer Source	Booking Currency	Date Booked	First Travel Date
Air	490.20	189.2	GDS	USD	Sep 24, 2015	Feb 22, 2016
Air	334.20	273.2	GDS	USD	Nov 6, 2015	Jan 5, 2016
Hotel	254.00	126	GDS	USD	Dec 16, 2015	Jan 26, 2016
Hotel	222.95	153	GDS	USD	Dec 1, 2015	Jan 12, 2016
	0.00	0	Both		Dec 2, 2015	Jan 12, 2016
Hotel	178.89	70.65	GDS	USD	Dec 2, 2015	Jan 12, 2016
Car	68.00	37.86	GDS	USD	Nov 6, 2015	Jan 12, 2016
Air	3,850.10	4,002.35	GDS	USD	Nov 5, 2015	Jan 11, 2016
Hotel	104.00	99	GDS	GBP	Dec 15, 2015	Feb 15, 2016
Air	702.20	438	GDS	USD	Dec 1, 2015	May 17, 2016
Hotel	189.00	109.99	GDS	USD	Dec 16, 2015	Jan 21, 2016

1

First Travel Date	Days in Advance	Violation Code	Description
Feb 22, 2016	151	AR	Alternate flights require circuitous routing
Jan 5, 2016	60	YD	Declined lower fare due to airport preference
Jan 26, 2016	41	HS	All per diem rates are sold out in this city
Jan 12, 2016	42	YH	Declined lower hotel rate due to location
Jan 12, 2016	41	NH	I will use Concur Mobile to add a hotel segment prior to the trip date
Jan 12, 2016	41	YS	Declined hotel due to hotel type
Jan 12, 2016	67	CG	Client Demands
Jan 11, 2016	67	CG	Client Demands
Feb 15, 2016	62	YL	Accepted lowest possible fare
May 17, 2016	168	AP	Accepted fare lower than what was offered on a preferred carrier.
Jan 21, 2016	36	HD	The lowest rate at this hotel required full pre-payment or a deposit.

9:55:17 AM

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
First Travel Date	ParamDisplayValue('startDateParam')	Displays the date range entered in the **First Travel Date** prompt on the **Prompts** page

Report Data Items

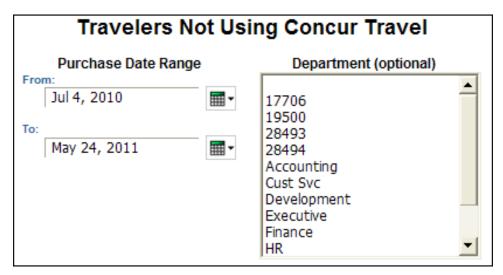| Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Name	<Primary Traveler>	[qTripsBookingDecisions].[Primary Traveler]	Name of the traveler taking the trip
Booked By	<Employee>	[qTripsBookingDecisions].[Employee]	Employee who booked the trip
Department	<Organizational Unit>	[qTripsBookingDecisions].[Organizational Unit]	Organizational unit associated to the employee taking the trip

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Record Locator	<Record Locator>	[qTripsBookingDecisions].[Record Locator]	Unique six-digit character that identifies the trip
Segment Type	<Expense Type>	[qTripsExpenseTypes].[Expense Type]	Type of reservation purchased (for example, air, car, hotel)
Selected Price	<Selected Price>	[qTripsBookingDecisions].[Selected Price]	Price selected by the employee booking the trip
Lowest Offered Price	<Lowest Offered Price>	[qTripsBookingDecisions].[Lowest Offered Price]	Best price available to the employee at the time of booking
Lowest Offered Source	<Lowest Offer Source>	[qTripsBookingDecisions].[Lowest Offer Source]	Indicates the source which offered the best price available (for example, GDS, Internet, or Both)
Booking Currency	<Booking Currency>	[qTripsBookingDecisions].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Date Booked	<Entered Date>	[qTripsBookingDecisions].[Entered Date]	Date the trip was booked (entered the Concur Travel system)
First Travel Date	<Start Date>	[qTripsBookingDecisions].[Start Date]	Date the trip begins (Month Day, Year format)
Days in Advance	<Days in Advance>	[qTripsBookingDecisions].[Days in Advance]	Number of days prior to the trip start date the trip was purchased
Violation Code	<Policy Violation Reason Code>	[qTripsBookingDecisions].[Policy Violation Reason Code]	Administrator-defined policy violation code
Description	<Policy Violation Reason>	[qTripsBookingDecisions].[Policy Violation Reason]	Policy violation descriptive text

Report: Travelers Not Using Concur Travel

This report lists the users who have never used Travel but have purchased one or more agent-booked tickets. The report includes user's names and email addresses. This report allows the report user to focus adoption efforts on targeted employees.

Report Prompts

- **Purchase Date Range:** Used to filter the report by the date range that the trips were purchased

- **Department (optional):** Used to filter the report by specific department(s) within the organization

Report Output

Report Header and Footer

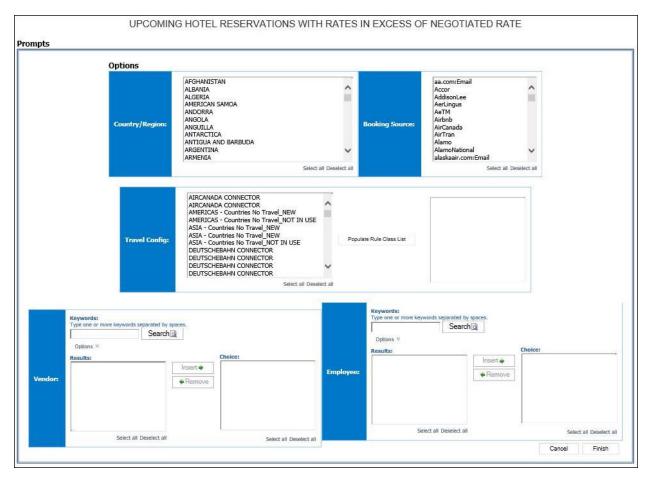| Data Item Label/Name	Data Item Expression	Data Item Description
Purchase Date	ParamDisplayValue('Dates')	Displays the date range entered in the **Purchase Date Range** prompt on the **Prompts** page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Travel].[Trips].[Employee Last Name] + ', ' + [Travel].[Trips].[Employee First Name]	Last name and first name of the employee (for example, Smith, John)
Employee ID	<Employee ID>	[Travel].[Trips].[Employee ID]	Employee ID of the employee who booked the trip
Employee Email Address	<Employee Email Address>	[Travel].[Trips].[Employee Email Address]	Employee email address of the employee who booked the trip
Number of Agent Trips	<Agent Count>	CASE WHEN [Is Cliqbook Booked Trip] = 'N' THEN 1 ELSE 0 END	Count of the number of trips booked not using Concur Travel
Most Recent Purchase	<Purchased Date>	[Travel].[Reservation and Ticket Dates].[Purchased Date]	Date the trip was purchased (Month Day, Year format)

Report: Upcoming Hotel Reservations with Rates in Excess of Negotiated Rate

Available to: ☐ Analysis ☑ Intelligence
Uses: ☑ Expense Data ☑ Travel / TripLink Data

This report shows potential refunds for upcoming hotel stays based on your negotiated rate.

Report Prompts

Options Prompts

- **Country/Region:** Used to filter the report by the country(ies)/region(s) where the hotel property is located

- **Booking Source:** Used to filter the report by the source(s) of the booking (for example, Sabre, Apollo)

- **Travel Config:** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip

- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip

- **Vendor:** Used to filter the report by the name of the hotel vendor(s)

- **Employee:** Used to filter the report by the name of employee(s) who booked trips

Report Output

UPCOMING HOTEL RESERVATIONS WITH RATES IN EXCESS OF NEGOTIATED RATE

Potential Refunds by Hotel

Booking Currency	Vendor	Estimated Cost	Potential Refund	%
AUD	TravelCLICK	684.00	-84.00	12.3%
AUD		**684.00**	**-84.00**	**12.3%**

Booking Currency	Vendor	Estimated Cost	Potential Refund	%
EUR		219.50	-5.50	2.5%
	Crowne Plaza	1,156.70	-106.70	9.2%
	InnLink Res Svc	114.30	-13.10	11.5%
EUR		**1,490.50**	**-125.30**	**8.4%**

Booking Currency	Travel Configuration	Rule Class	Employee	Guest	Vendor	Preferred	City	Country/Region
AUD		AUS Default			TravelCLICK	Y	Townsville, AU	AUSTRALIA
		AUS Default			TravelCLICK	Y	Townsville, AU	AUSTRALIA

Booking Currency	Travel Configuration	Rule Class	Employee	Guest	Vendor	Preferred	City	Country/Region
EUR		ESP Default			InnLink Res Svc	Y	Seville, ES	SPAIN
		DEU Default			Crowne Plaza	Y	Brussels, BE	BELGIUM
		ITA Default				Y	Sesto San Giovanni, IT	ITALY
		ITA Default				Y	Sesto San Giovanni, IT	ITALY

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Estimated Cost	<Estimated Cost>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
Potential Refund	<Potential Refund>	total([Travel].[Reservations and Tickets].[Hotel Negotiated Rate]*[Travel].[Reservations and Tickets].[Number of Days/Nights]-[Estimated Cost])	Potential refund amount between the hotel negotiated rate and the estimated cost
%	<%>	-[Potential Refund]/[Estimated Cost]	Percentage of the potential refund
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Travel Configuration	<Travel Configuration>	[Travel].[Trips].[Travel Configuration]	Travel configuration associated with the policy violation
Rule Class	<Rule Class>	[Travel].[Trips].[Rule Class]	Rule class used by the employee booking the trip
Employee	<Employee>	[Travel].[Trips].[Employee Last Name] + ', ' + [Travel].[Trips].[Employee First Name]	Last name and first name of the employee (for example, Smith, John)
Guest	<Guest>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)
Preferred	<Preferred>	[Travel].[Reservations and Tickets].[Is Preferred Vendor]	Indicates if the reserved vendor is one of company's preferred vendors
City	<City>	[Travel].[Reservations and Tickets].[Hotel Property City/Location]	Location (city, state, country) of the hotel property
Country/Region	<Country>	[Travel].[Reservations and Tickets].[Hotel Property Country]	Full country/region name where the hotel property is located
Arrive	<Arrive>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (Month Day, Year format)
Depart	<Depart>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (Month Day, Year format)
Rate per Night	<Rate per Night>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Hotel Negotiated Rate	<Hotel Negotiated Rate>	[Travel].[Reservations and Tickets].[Hotel Negotiated Rate]	Negotiated rate for a hotel property
Nights	<Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
Rooms	<Rooms>	[Travel].[Reservations and Tickets].[Number of Units]	Number of rooms reserved
Estimated Cost	<Estimated Cost>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
Potential Refund	<Potential Refund>	[Hotel Negotiated Rate]*[Nights]-[Estimated Cost]	Potential refund amount between the hotel negotiated rate and the estimated cost
Booking Source	<Booking Source>	[Travel].[Reservations and Tickets].[Booking Source]	Source of the booking (for example, Sabre, Apollo)
Record Locator	<Record Locator>	[Travel].[Reservations and Tickets].[Record Locator]	Unique six-digit character that identifies the trip