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Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 20, 2021	Updated the copyright year; no other changes
January 18, 2020	Updated images of the Car Receipt Additional Spend Summary report.
January 8, 2020	Changed copyright; no other content changes
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
December 8, 2018	Added additional information about report prompts and reports to the following reports: • Car Receipt Additional Spend Summary • Hotel Receipt Additional Spend Summary
January 13, 2018	Changed copyright; no other content changes
June 3 2017	Updated the image of the E-Receipt Status prompt for the E-Receipt Enabled Employees Report and added additional information about the prompt
December 15 2016	Changed copyright; no other content changes
November 3 2016	Updated report images to match the current application
March 23 2016	Changed the text under the heading from **Travel Data** to **Travel / TripLink Data**; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

Chapter 8: Folder – E-Receipt

Report: Car Receipt Additional Spend Summary

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

Travel Managers will use this report for two distinct purposes.

- First, they can use this to see whether or not their employees are being compliant with company car rental policy. If employees are not supposed to be purchasing GPS units, but there are 1000.00 a month being spent on them, there is a problem.

- This report will also provide Travel Managers with insight on Vendor compliance. If a company has negotiated a discount/waiver for insurance, yet are being consistently charged for it, they can quickly take action.

Report Prompts

Date Range Prompts

- **Date Field:** Used to filter the report by the **Rental Date** or **Return Date**.

- **Range:** Used to filter the report by the date range of the rental date or return date

Options Prompts

- **Car Rental Vendors:** Used to filter the report by the company(ies) providing the car rental

- **Distance Unit:** Used to filter the report by the date range that the transactions were incurred

Report Output

CAR RECEIPT ADDITIONAL SPEND SUMMARY
Rental Date Between Jan 13, 2009 and Jan 13, 2020
Distance Unit: Miles

Car Rental Vendor	Rental Location	Receipt Currency	Fuel Amount	LDW Amount	GPS Amount
Alamo	Car Rental at Chicago	USD	31.19	23.99	10.95
	Car Rental at Miami	USD	31.19	23.99	10.95
Avis	Car Rental at	USD	31.19	23.99	10.95
	Car Rental at Atlanta	USD	827.65	1,247.48	569.40
	Car Rental at Baltimore	USD	237.05	263.89	120.45
	Car Rental at Birmingham	USD	31.19	23.99	10.95
	Car Rental at Boston	USD	2,083.38	2,686.88	1,226.40
	Car Rental at Buffalo	USD	50.44	71.97	32.85
	Car Rental at Charlotte	USD	198.60	191.92	87.60
	Car Rental at Chicago	USD	2,129.36	3,022.74	1,379.70
	Car Rental at Cleveland	USD	31.19	23.99	10.95
	Car Rental at Columbus	USD	18.46	71.97	32.85
	Car Rental at Dallas	USD	901.24	1,535.36	700.80
	Car Rental at Denver	USD	476.11	695.71	317.55
	Car Rental at Detroit	USD	80.59	143.94	65.70
	Car Rental at Dorval	USD	23.40	71.97	32.85
	Car Rental at Fletcher	USD	62.38	47.98	21.90
	Car Rental at Ft Lauderdale	USD	93.89	71.97	32.85
	Car Rental at Grand Rapids	USD	36.39	23.99	10.95
	Car Rental at Hartford	USD	275.72	335.86	153.30

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	ParamDisplayValue('dateFieldParam'), ' ' + ParamDisplayValue('dateRangeParam')	Displays the date field and date range from the **Date Field** and **Range** prompts on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Car Rental Vendor	<Vendor>	[Travel].[Rental Car Receipts].[Vendor]	Company providing the car rental (for example, Hertz) for the associated reservation
Rental Location	<Rental Location Description>	[Travel].[Rental Car Receipts].[Rental Location Description]	Location the rental car was returned to
Receipt Currency	<Receipt Currency>	[Travel].[Rental Car Receipts].[Receipt Currency]	Currency the receipt is displayed in (for example, CAD)
Fuel Amount	<Fuel Amount>	CASE WHEN [Travel].[Rental Car Receipt Details].[Charge Description] like '%FUEL%' THEN [Travel].[Rental Car Receipt Details].[Charge Amount] ELSE 0 END	Amount charged to the employee for fuel (Quantity * Rate)
LDW Amount	<LDW Amount>	CASE WHEN [Travel].[Rental Car Receipt Details].[Charge Description] like '%LDW%' OR [Travel].[Rental Car Receipt Details].[Charge Description] like '%CDW%' THEN [Travel].[Rental Car Receipt Details].[Charge Amount] ELSE 0 END	Amount charged to the employee for LDW (Quantity * Rate)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
GPS Amount	<GPS Amount>	CASE WHEN [Travel].[Rental Car Receipt Details].[Charge Description] LIKE '%GPS%' OR [Travel].[Rental Car Receipt Details].[Charge Description] LIKE '%NEVERLOST%' THEN [Travel].[Rental Car Receipt Details].[Charge Amount] ELSE 0 END	Amount charged to the employee for GPS (Quantity * Rate)

Report: Car Receipt Details

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

This report allows users to quickly view details provided by car rental vendors who provide e-receipts. E-Receipts provide an additional level of detail directly from the vendor and can include information about optional costs incurred from the car rental (upgrades, GPS Units, etc).

Report Prompts

Report Output

Car Receipt Details
Rental Date Between Jan 1, 2009 and Mar 31, 2009
Distance Units: Miles

Car Rental Vendor	Employee ID	Renter Name	Rental Location	Rental Date	Return Date	Average Daily Rate	Total Days	Car Class Reserved	Car Class Rented	Receipt Currency	Estimated Cost	Actual Cost	Total Tax Amount	Distance Driven	Fuel Amount	LDW Amount	GPS Amount	Record Locator
Avis			LOS ANGELES AP, CA	Jan 13, 2009	Jan 15, 2009	59.99	2	I	I	USD	119.98	283.88	31.32	85		47.98		
Avis			LOS ANGELES AP, CA	Feb 1, 2009	Feb 3, 2009	59.99	2	I	I	USD	119.98	283.88	31.32	46		47.98		
Avis			LOS ANGELES AP, CA	Mar 17, 2009	Mar 19, 2009	59.99	2	I	I	USD	119.98	283.88	31.32	85		47.98		
Avis			LOS ANGELES AP, CA	Mar 18, 2009	Mar 20, 2009	59.99	2	I	I	USD	119.98	283.88	31.32	100		47.98		
Avis			SEATTLE APO WA	Feb 11, 2009	Feb 13, 2009	0.00	2		E	USD	0.00	224.31		88				4FQMPA
Avis			SEATTLE APO WA	Feb 11, 2009	Feb 13, 2009	55.00	2		E	USD	110.00	224.31		88				4FQMPA
Avis			LOS ANGELES AP, CA	Feb 27, 2009	Mar 1, 2009	59.99	2	I	I	USD	119.98	283.88	31.32	46		47.98		
Avis			ST LOUIS APO MO	Feb 18, 2009	Feb 19, 2009	180.00	1		X	USD	180.00	220.65		79				L9VVI5
Avis			APO MIN ST.PAUL	Feb 17, 2009	Feb 18, 2009	0.00	1		F	USD	0.00	103.08		32				4PNIB3
Budget			ORLANDO FL APO	Feb 6, 2009	Feb 10, 2009	0.00	4		E	USD	0.00	141.88		177				ODN2LJ

Report: E-Receipt Enabled Employees

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

This report lists employees and whether e-receipts are enabled for each employee.

Report Prompts

Information about the **E-Receipt Status** prompt:

- If *Yes* is selected for the **E-Receipt Status** prompt, when you generate the report, the report will display the employees with e-receipts enabled.

- If *No* is selected, the report will display the employees with e-receipts disabled.

- If *Both* is selected, the report will display the employees with e-receipts enabled and the employees with e-receipts disabled.

- If none of the options (*Yes*, *No*, *Both*) are selected, the report will display the employees that have neither enabled or nor disabled e-receipts, the employees with e-receipts enabled, and the employees with e-receipts disabled.

Report Output

E-Receipt Status	Last Name	First Name	Employee ID	Rule Class	Travel Config	Employee Email	Status Count
E-Receipt Enabled Employees						
E-Receipt Status: Both						
No	Rust	Jacqui	RPT000025	Request International	Anybiz Request - Gateway	jacqui.rust.demo1@youremail.com	1
	Salerno	Michael	2399873	Request International	Anybiz Request - Gateway	mike.timpanaro@concur.com	1
	Sanders	Robert	876434	Request International	Anybiz Request - Gateway	todd.prom@concur.com	1
	Sands	Benjamin	16009	Default	AnyBiz US - Gateway	todd.prom@concur.com	1
	Sassos	Theo	RPT000029	Request International	Anybiz Request - Gateway	theo.sassos.demo1@youremail.com	1
	Schneider	James	89421612	Request International	Anybiz Request - Gateway	todd.prom@concur.com	1
	Schnotala	Lane	FAC000001	Facilities Corporate	AnyBiz US - Gateway	lane.schnotala.demo1@gmail.com	1
	Schnotala	Lane	FAC000002	Facilities Corporate	AnyBiz US - Gateway	lane.schnotala.demo2@gmail.com	1
	Shade	Michelle	4049938818	Default Travel Class	AnyBiz US - Gateway	michelleanybiz@anybizent.com	1
	Shepard	Kerry	VZN760016	R&D	AnyBiz US - Gateway	Concur.Kerry.Shepard@gmail.com	1
	Smietanski	Susie	RPT000023	Request International	Anybiz Request - Gateway	susie.smietanski.demo1@youremail.com	1
	Smith	Donna	VZN760017	R&D	AnyBiz US - Gateway	Concur.Donna.Smith@gmail.com	1
	Snow	Jim	90909	Canada	AnyBiz Canada - Gateway	tom.wolfe.demo1@gmail.com	1
	Spears	Claire	Guest123	Request - IT	Anybiz Request - Gateway	concur.demo.emails@gmail.com	1
	Stauffer	Amber	RPT000026	Request International	Anybiz Request - Gateway	amber.stauffer.demo1@youremail.com	1
	Stein	Ben	ben.stein	Default Travel Class	AnyBiz US - Gateway	ben.stein@anybizent.com	1
	Stein	Bob	FAF000004	Facilities Field	AnyBiz US - Gateway	tom.wolfe.demo4@gmail.com	1
	Stensrude	John	RPT000017	Request International	Anybiz Request - Gateway	john.stensrude.demo1@youremail.com	1
	Stevens	Hugh	235163521	Request International	Anybiz Request - Gateway	todd.prom@concur.com	1
	Stevens	Marie	EE123456	Advertising	AnyBiz US - Gateway	marchellekdemo@gmail.com	1

Report: Hotel Receipt Additional Spend Summary

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

Travel Managers will use this report for three distinct purposes:

- They can use this to see whether or not their employees are being compliant with hotel policy.

- They can monitor Vendor compliance. If a company has negotiated a discount/waiver for parking, yet are being consistently charged for it, they can quickly take action.

- They can look at the information – by city – to see trends on additional fees to assist in negotiation planning.

Report Prompts

Date Range Prompts

- **Date Field:** Used to select if the report should run using the **Check In Date** or **Check Out Date** field

- **Range:** Used to filter the report by the date range of the check in or check out date

Options Prompt

- **Hotel Vendors:** Used to filter the report by the parent companies of the vendors (for example, Hilton Intl)

Report Output

Hotel Receipt Addtional Spend Summary
Check In Date Between Jan 1, 2009 and Feb 23, 2011

Hotel Property	City/Location	Receipt Currency	Parking Amount	Movie Amount	Mini-Bar Amount	Phone Amount	Internet Amount
Dhaka Sheraton Hotel	Dhaka, BD	USD	24.00	0.00	0.00	0.00	0.00
Doubletree Hotel Madison	Madison, WI, US	USD	0.00	16.00	0.00	0.00	0.00
Sheraton Maria Isabel Hotel & Towers	Mexico City, MX	USD	66.00	0.00	0.00	0.00	0.00
Sheraton Universal	Universal City, CA, US	USD	32.00	0.00	0.00	0.00	0.00
The Westin Bayshore Resort & Marina	Vancouver, CA	CAD	93.00	0.00	0.00	0.00	45.00
The Westin Bonaventure Hotel & Suites	Los Angeles, CA, US	USD	75.00	15.00	0.00	0.00	27.00
The Westin Cincinnati	Cincinnati, OH, US	USD	0.00	15.00	0.00	0.00	0.00
The Westin Crown Center	Kansas City, MO, US	USD	0.00	35.00	0.00	0.00	9.00
The Westin Michigan Avenue	Chicago, IL, US	USD	0.00	0.00	0.00	0.00	11.00
The Westin O'Hare	Rosemont, IL, US	USD	42.00	0.00	0.00	0.00	10.00
The Westin Seattle	Seattle, WA, US	USD	30.00	20.00	0.00	0.00	0.00
Westin Peachtree Plaza	Atlanta, GA, US	USD	26.00	0.00	0.00	0.00	19.00
Westin South Coast Plaza	Costa Mesa, CA, US	USD	48.00	0.00	0.00	0.00	48.00

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	ParamDisplayValue('dateFieldParam') + ' ' + ParamDisplayValue('dateRangeParam')	Displays the date field and date range from the **Date Field** and **Range** prompts on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Hotel Property	<Vendor>	[Travel].[Lodging Receipts].[Vendor]	Company providing the lodging (for example, Hilton) for the associated reservation
City/Location	<Vendor City/Location>	[Travel].[Lodging Receipts].[Vendor City/Location]	Location (city, state, country) of the hotel property
Receipt Currency	<Receipt Currency>	[Travel].[Lodging Receipts].[Receipt Currency]	Currency the receipt is displayed in (for example, CAD)
Parking Amount	<Parking Amount>	CASE WHEN [Travel].[Lodging Receipt Line Items].[Line Item Type] = 'PARKING' THEN [Travel].[Lodging Receipt Line Items].[Transaction Amount] ELSE 0 END	Amount the parking transaction cost
Movie Amount	<Movie Amount>	CASE WHEN [Travel].[Lodging Receipt Line Items].[Line Item Type] = 'MOVIE' THEN [Travel].[Lodging Receipt Line Items].[Transaction Amount] ELSE 0 END	Amount the movie transaction cost
Mini-Bar Amount	<Mini-Bar Amount>	CASE WHEN [Travel].[Lodging Receipt Line Items].[Line Item Type] = 'MINIBAR' THEN [Travel].[Lodging Receipt Line Items].[Transaction Amount] ELSE 0 END	Amount the minibar transaction cost

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Phone Amount	<Phone Amount>	CASE WHEN [Travel].[Lodging Receipt Line Items].[Line Item Type] = 'PHONE' THEN [Travel].[Lodging Receipt Line Items].[Transaction Amount] ELSE 0 END	Amount the phone transaction cost
Internet Amount	<Internet Amount>	CASE WHEN [Travel].[Lodging Receipt Line Items].[Line Item Type] = 'INTERNET' THEN [Travel].[Lodging Receipt Line Items].[Transaction Amount] ELSE 0 END	Amount the internet transaction cost

Report: Hotel Receipt Details

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

This report will allow users to quickly view details provided by Hotel vendors who provide e-receipts. E-Receipts provide an additional level of detail directly from the Vendor and can include information about optional costs incurred from the hotel stay (upgrades, mini bar, phone/internet, etc).

Report Prompts

Report Output

Hotel Receipt Details
Check-in Date Between Jan 1, 2009 and Mar 31, 2009

Guest Name	Employee ID	Hotel Vendor	Hotel Property Location	Arrival Date	Departure Date	Charged Rate	Actual Nights	Actual Cost	Room	Food/Beverage	Minibar	Alcohol	Tax	Parking	Movie	Gratuity	Gift	Phone	Internet	Other	Booking Source	Receipt Currency	Record Locator
Guest Name	66			Jan 22, 2009	Jan 23, 2009	169.00	0	234.27	169.00	27.00	0.00	0.00	29.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	Worldspan	USD	7UB8QU
Guest Name	854			Jan 14, 2009	Jan 16, 2009	179.00	0	434.27	358.00	34.00	0.00	0.00	42.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Worldspan	USD	3WGLFU
	324			Jan 14, 2009	Jan 16, 2009	86.00	2	310.92	172.00	74.00	5.00	0.00	20.00	10.00	10.00	4.00	3.00	6.00	0.00	5.00	Worldspan	USD	6SJ8PL
Guest Name	324			Feb 22, 2009	Feb 25, 2009	201.00	3	922.41	603.00	171.00	12.00	0.00	75.00	10.00	10.00	6.00	6.00	15.00	0.00	13.00	Worldspan	USD	9UIDTS
	324			Feb 22, 2009	Feb 27, 2009	316.00	5	2,150.12	1,580.00	270.00	20.00	0.00	200.00	10.00	10.00	10.00	9.00	25.00	0.00	20.00	Worldspan	USD	9KIS1G
	324			Feb 27, 2009	Mar 1, 2009	86.00	2	310.92	172.00	74.00	5.00	0.00	20.00	10.00	10.00	4.00	3.00	6.00	0.00	5.00	Worldspan	USD	3SMG2J
Guest Name	997			Jan 7, 2009	Jan 8, 2009	199.00	0	237.61	199.00	0.00	0.00	0.00	29.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00	Worldspan	USD	2FNNJW
Guest Name	1283			Jan 26, 2009	Jan 29, 2009	279.00	0	1,004.31	837.00	0.00	0.00	0.00	123.00	0.00	0.00	0.00	0.00	0.00	45.00	0.00	Worldspan	USD	N4J8EW
Guest Name	1283			Feb 10, 2009	Feb 11, 2009	319.98	2	373.22	320.00	0.00	0.00	0.00	40.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	Worldspan	USD	3YQO7G
Guest Name	866			Jan 20, 2009	Jan 22, 2009	199.00	2	453.72	398.00	0.00	0.00	0.00	56.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Worldspan	USD	0R9BOW
Guest Name	866			Mar 24, 2009	Mar 27, 2009	199.00	0	701.49	597.00	0.00	0.00	0.00	72.00	0.00	0.00	0.00	0.00	0.00	30.00	3.00	Worldspan	USD	0ZCYZO
Guest Name	902			Feb 3, 2009	Feb 5, 2009	188.10	0	452.62	376.00	0.00	0.00	0.00	50.00	26.00	0.00	0.00	0.00	0.00	0.00	0.00	Worldspan	USD	2XQSEL

Standard Reports by Folder