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Uses:	<input type="checkbox"/> Expense Data	<input checked="" type="checkbox"/> Travel / TripLink Data

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 8, 2020	Changed copyright; no other content changes
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
December 14, 2018	Added additional information about report prompts and reports to the following reports: <ul style="list-style-type: none"> • Cash Advance Analysis • Credit Card Transactions • Expenses by Approver Hierarchy • Voided Air Tickets
April 14, 2018	Updated image of Credit Card Transactions report to include new Name on Card column
January 13 2018	Changed copyright; no other content changes
December 15 2016	Changed copyright; no other content changes
November 7 2016	Updated report images to match the current application
October 7 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
August 14 2015	Moved from single book to individual "chapters" – no content changes

Chapter 10: Folder – Finance

Report: Cash Advance Analysis

Available to: Analysis Intelligence
 Uses: Expense Data Travel / TripLink Data
 Not applicable for Standard Edition

This report shows cash advances issued through the system, the employee's current balance, and the account codes associated with the cash advance. Cash advances in non-issued status (Pending Approval, Rejected, etc.) are also shown.

Report Prompts

There are a number of optional prompts provided in order to narrow the report results. Issue Date is the date range in which the cash advance was issued.

Cash Advance Analysis

Prompts

Date Range

Cash Advance Date:

From:

To:

Payment Types:

- Corporate Card CBCP
- Cash

Options

Statuses:

- Completed
- Issued
- Not Issued
- Pending Expense Cash Advance Administrator
- Pending Approval
- Sent Back to Employee
- Not Submitted

Employees:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Choice:

Date Range Prompt

- **Cash Advance Date:** Used to filter the report by the date range that the employee made the cash advance request

Options Prompts

- **Payment Types:** Used to filter the report by the method(s) in which the employees were issued the cash advance
- **Statuses:** Used to filter the report by the status(es) of the cash advance in the approval and authorization process
- **Employees:** Used to filter the report by the name of employee(s) who requested cash advances

Report Output

Cash Advance Analysis						
Cash Advance Date: Between Nov 8, 2011 and Nov 7, 2016						
Payment Types: Corporate Card CBCP, Cash						
Cash Advance Statuses: Completed, Issued, Not Issued, Pending Expense Cash Advance Administrator, Pending Approval, Sent Back to Employee, Not Submitted						
Cash Advance Currency	Cash Advance Status	Employee	Payment Type	Issued Date	Cash Advance Amount	Remaining Balance (Amount less Submitted)
ARS	Issued	Macri, Mauricio	Cash	Jun 24, 2014	10.00	10.00
ARS					10.00	10.00
BRL	Completed	Soares, Theresa Tee	Cash	Nov 18, 2015	300.00	0.00
	Completed	Soares, Theresa Tee	Cash	Nov 10, 2015	300.00	0.00
	Issued	Soares, Theresa Tee	Cash	Nov 10, 2015	300.00	0.00
	Not Issued	Timpanaro, John Victor	Cash		1,000.00	
BRL					1,900.00	0.00
CAD	Issued	Canada, Joe	Cash	Sep 30, 2014	200.00	0.00
	Pending Expense Cash Advance Administrator	Canada, Joe	Cash		500.00	
CAD					700.00	0.00
CNY	Not Issued	Timpanaro, Mike Joseph	Cash		35,000.00	
	Pending Expense Cash Advance Administrator	Green, Peter West	Cash		9,000.00	
CNY					44,000.00	
EUR	Completed	Soares, Shameeka Clarice	Cash	Nov 12, 2014	150.00	0.00
	Completed	Soares, Shameeka Clarice	Cash	Nov 11, 2014	200.00	0.00
	Issued	German, Jens	Cash	Jun 3, 2012	1,000.00	1,000.00
	Issued	Soares, Sally	Cash	Nov 20, 2014	100.00	100.00
	Issued	Soares, Shameeka Clarice	Cash	Nov 11, 2014	150.00	1.39
EUR					1,600.00	1,101.39
GBP	Completed	Soares, Theresa Tee	Cash	Nov 18, 2015	400.00	0.00
	Completed	Timpanaro, Mike Joseph	Cash	Sep 12, 2012	500.00	0.00
	Issued	Macri, Mauricio	Cash	Jun 24, 2014	50.00	693.60
	Pending Expense Cash Advance Administrator	Gillis, Joe X	Cash		500.00	
	Pending Expense Cash Advance Administrator	Soares, Theresa Tee	Cash		500.00	
GBP					1,950.00	693.60
HKD	Completed	Timpanaro, Mike Joseph	Cash	Sep 18, 2012	100.00	0.00

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Cash Advance Date	ParamDisplayValue('cashAdvanceDateParam')	Displays the date range from the Cash Advance Date prompt on the Prompts page
Payment Types	ParamDisplayValue('paymentTypeParam')	Displays the payment type(s) from the Payment Types prompt on the Prompts page
Cash Advance Statuses	ParamDisplayValue('statusParam')	Displays the cash advance
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
Cash Advance Currency	<Cash Advance Currency>	[Expense].[Cash Advance Details].[Cash Advance Currency]	The currency of the cash advance
Cash Advance Status	<Cash Advance Status>	[Expense].[Cash Advance Details].[Cash Advance Status]	Status of the cash advance in the approval and authorization process
Employee	<Employee>	[Expense].[Cash Advance Details].[Employee]	Last name, first name, and middle initial of the employee requesting or taking the cash advance
Payment Type	<Payment Type>	[Expense].[Cash Advance Details].[Payment Type]	Payment type used to issue the cash advance NOTE: A credit card payment type indicates that the employee took a cash advance on their credit card.
Issued Date	<Issued Date>	[Expense].[Cash Advance Details].[Issued Date]	Date the cash advance was issued

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Cash Advance Amount	<Cash Advance Amount>	[Expense].[Cash Advance Details].[Cash Advance Amount]	Amount of the cash advance
Remaining Balance (Amount less Submitted)	<Remaining Balance (Amount less Submitted)>	[Expense].[Cash Advance Details].[Remaining Balance (Amount less Submitted)]	Amount of the issued cash advance, less the amount of cash advance used on submitted expense reports

Report: Credit Card Transactions

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

This report lists credit card transaction details imported into Concur Expense. It can be used as a comprehensive listing or as an ad hoc exception report to look at certain subsets of credit card transactions.

Report Prompts

There are a number of prompts provided in order to narrow the report results – all are optional. Posted date is the date that the credit card transaction was posted by the vendor to the credit card issuer.

Credit Card Transactions

Prompts

Date Range

Date Field: Posted Date Transaction Date

Range:

From: Dec 12, 2018

To: Dec 12, 2018

Options

Payment Types:

- Cash
- Cash Advance Return
- Company
- Corporate Card CBCP
- Corporate Card CBCP (offsets not used)
- Corporate Card IBCP
- Corporate Card IBCP (Offsets)
- Corporate Card IBCP (offsets applied)
- Corporate Card IBIP
- Employee
- Meeting Card

Select all Deselect all

Transaction Statuses:

- Assigned to Report
- Configuration Hidden
- Payment Hidden
- Potential Duplicate
- Prior to Card Assignment
- Prior to Effective Date
- Unassigned to Report
- User Hidden

Select all Deselect all

Employees:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Select all Deselect all

Choice:

Select all Deselect all

Date Range Prompts

- **Date Field:** Used to select if the report should be run using the Posted Date or Transaction Date field
- **Range:** Used to filter the report by the date range of the Posted Date or Transaction Date field

Options Prompts

- **Payment Types:** Used to filter the report by the method(s) in which the employees were issued the cash advance
- **Transaction Statuses:** Used to filter the report by the code(s) that indicates the availability status of the credit card transactions
- **Employees:** Used to filter the report by the name of employee(s) who booked trips

Report Output

Credit Card Transactions								
Posted Date Between Jan 1, 2014 and Dec 12, 2018								
Payment Type	Credit Card Currency	Employee	Transaction Status Value	Merchant	Transaction Date	Posted Date	Posted Amount (credit card currency)	
Corporate Card CBCP	EUR		User Hidden	ATM Withdrawl	Nov 1, 2014	Nov 1, 2014	150.00	
			Unassigned to Report	ATM Withdrawl	Nov 24, 2014	Nov 24, 2014	150.00	
								300.00
		Baxley - ENT, Karen Jean	User Hidden	ATM Withdrawl	Jan 11, 2014	Jan 11, 2014	150.00	
	Baxley - ENT, Karen Jean						150.00	
	EUR						450.00	
	GBP			Unassigned to Report	Purple Parking	Mar 12, 2015	Mar 12, 2015	36.95
								36.95
			Brandehof, Ursula ttt	User Hidden	Meeting	Nov 10, 2014	Nov 10, 2014	100.00
	Brandehof, Ursula ttt						100.00	
	GBP						136.95	
	USD			User Hidden	ATM Withdrawl	Nov 1, 2014	Nov 1, 2014	100.00
				Unassigned to Report	ATM Withdrawl	Nov 28, 2014	Nov 28, 2014	50.00
				Unassigned to Report	BRITISH AIRWAYS	Nov 18, 2015	Nov 18, 2015	-392.15
								-242.15
		Baxley - ENT, Karen Jean	User Hidden	ATM Withdrawl	Jan 11, 2014	Jan 11, 2014	100.00	
Baxley - ENT, Karen Jean						100.00		
		Gerleman, Sarah Marie	Assigned to Report	-CASH ADVANCE	Sep 1, 2015	Sep 1, 2015	300.00	
		Gerleman, Sarah Marie	Assigned to Report	American Express	Sep 1, 2015	Sep 1, 2015	100.00	
		Gerleman, Sarah Marie	Potential Duplicate	-CASH ADVANCE	Sep 1, 2015	Sep 1, 2015	100.00	
		Gerleman, Sarah Marie	Potential Duplicate	American Express	Sep 1, 2015	Sep 1, 2015	100.00	
	Gerleman, Sarah Marie	Unassigned to Report	American Express	Sep 1, 2015	Sep 1, 2015	100.00		
	Gerleman, Sarah Marie	User Hidden	Cash Advance	Sep 1, 2015	Sep 1, 2015	100.00		
Gerleman, Sarah Marie						800.00		

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	ParamDisplayValue('dateFieldParam') + 'ParamDisplayValue('dateParam')	Displays the date field and date range from the Date Field and Range prompts on the Prompts page
Payment Types	ParamDisplayValue('paymentTypeParam')	Displays the payment type(s) from the Payment Types prompt on the Prompts page
Transaction Statuses	ParamDisplayValue('transStatusParam')	Displays the transaction status(es) from the Transaction Statuses prompt on the Prompts page
Employees	ParamDisplayValue('employeeParam')	Displays the employee(s) from the Employees 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
Payment Type	<Payment Type>	[Expense].[Credit Card Accounts].[Payment Type]	Payment type used to issue the cash advance NOTE: A credit card payment type indicates that the employee took a cash advance on their credit card.
Credit Card Currency	<Credit Card Currency>	[Expense].[Credit Card Transactions].[Credit Card Currency]	Credit card's base currency
Employee	<Employee>	[Expense].[Credit Card Accounts].[Employee]	Name of the employee to whom the card has been assigned NOTE: Not all cards may be assigned to an employee.

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Transaction Status Value	<Transaction Status Value>	[Expense].[Credit Card Transactions].[Transaction Status Value]	Transaction status description: <ul style="list-style-type: none"> • Assigned to Report • Prior to Card Assignment • Configuration Hidden • Prior to Effective Date • User Hidden • Potential Duplicate • Payment Hidden • Unassigned to Report
Merchant	<Merchant>	[Expense].[Credit Card Transactions].[Merchant]	Name of the merchant, or vendor, with whom the transaction was conducted
Transaction Date	<Transaction Date>	[Expense].[Credit Card Transactions].[Transaction Date]	Date the transaction was incurred
Posted Date	<Posted Date>	[Expense].[Credit Card Transactions].[Posted Date]	Date the transaction was posted to the credit card's systems
Posted Amount (credit card currency)	<Posted Amount (credit card currency)>	[Expense].[Credit Card Transactions].[Posted Amount (credit card currency)]	Transaction amount converted, as needed, from the transaction currency to the credit card's currency
Total(Posted Amount (credit card currency))	<Total(Posted Amount (credit card currency))>	[Posted Amount (credit card currency)]	Total amount of transactions per employee converted, as needed, from the transaction currency to the credit card's currency

Report: Expense Report Totals

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

This report shows report data and totals by organizational unit, employee, and policy for all reports that have been submitted.

Report Prompts

The report user can select one or more years in order to narrow the report results. These prompts are optional.

Expense Report Totals

Date Range

From:
 Oct 7, 2016

Earliest date

To:
 Oct 7, 2016

Latest date

Employee:

Keywords:
 Type one or more keywords separated by spaces.

Options ▾


Results:

Select all Deselect all

Choice:

Select all Deselect all

Report Output

Expense Report Totals											
(all amounts in corporate reporting currency)											
 Exclude Unsubmitted Reports AND Sent for Payment Date: Between Jan 1, 2010 and Mar 31, 2010 AND Employee:											
		2010					Summary				
		Total Report Amount (rpt)	Total Approved Amount (rpt)	Total Personal Amount (rpt)	Total Due Employee (rpt)	Total Due Credit Cards (rpt)	Total Report Amount (rpt)	Total Approved Amount (rpt)	Total Personal Amount (rpt)	Total Due Employee (rpt)	Total Due Credit Cards (rpt)
AU Concur Standard	Corkins, Milan	126.82	126.82	0.00	126.82		126.82	126.82	0.00	126.82	
	Faught, Lazaro	672.85	609.84	63.01		609.84	672.85	609.84	63.01		609.84
	Findley, Murray	7,412.31	6,784.84	627.47	568.18	6,216.66	7,412.31	6,784.84	627.47	568.18	6,216.66
	Forslund, Radim	2,321.16	2,321.16	0.00	2,321.16		2,321.16	2,321.16	0.00	2,321.16	
	Geier, Danita	1,254.89	1,254.89	0.00	1,254.89		1,254.89	1,254.89	0.00	1,254.89	
	Jagers, Mark	3,681.51	3,681.51	0.00	365.30	3,316.21	3,681.51	3,681.51	0.00	365.30	3,316.21
	Prunier, Charles	1,823.56	1,823.56	0.00		1,823.56	1,823.56	1,823.56	0.00		1,823.56
	Stauffer, David	1,608.75	1,608.75	0.00	911.20	697.55	1,608.75	1,608.75	0.00	911.20	697.55
	AU Concur Standard	18,901.85	18,211.37	690.48	5,547.56	12,663.81	18,901.85	18,211.37	690.48	5,547.56	12,663.81
AU Oracle Projects Required	Abele, Clint	2,741.33	2,634.93	106.40	153.91	2,481.02	2,741.33	2,634.93	106.40	153.91	2,481.02
	Achilles, Simon	3,988.66	3,788.17	200.49	49.18	3,738.99	3,988.66	3,788.17	200.49	49.18	3,738.99
	Castor, Andrew	1,792.26	1,792.26	0.00		1,792.26	1,792.26	1,792.26	0.00		1,792.26
	Padgett, Gareth	2,188.50	2,114.00	74.50	153.87	1,960.13	2,188.50	2,114.00	74.50	153.87	1,960.13
	AU Oracle Projects Required	10,710.75	10,329.36	381.39	356.96	9,972.40	10,710.75	10,329.36	381.39	356.96	9,972.40
Concur	Ahlstedt,	316.40	316.40	0.00		316.40	316.40	316.40	0.00		316.40

Report: Expenses by Approver Hierarchy

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

This report lists approvers and the amounts associated with that approver.

Report Prompts

Expenses by Approver Hierarchy

Prompts

Date Range

Sent for Payment Date:

From: May 6, 2010

To: May 6, 2010

Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date range that the expenses were paid

Report Output

Expenses by Approver Hierarchy				
All Reports Sent for Payment Between Jan 1, 2014 and Dec 12, 2018				
Default Expense Approver	Employee	Expense Type	Expense Amount (rpt)	Percentage of Total
Ajayi, Ifeoluwa	Smith, Jack Antonio	Incidentals	4.73	
		Internet	12.09	
		Laundry	10.15	
		Local Phone	4.00	
		Minibar/Movie	19.82	
		Office Supplies	68.23	
		Parking /Tolls	10.00	
		Smith, Jack Antonio		
Ajayi, Ifeoluwa			1,253.97	0.1304%
Alexander, Xavier Edward	Justice, Lamarr	Airfare	663.70	
		Breakfast	6.50	
		Car Rental	648.88	
		Dinner	272.51	
		Hotel	415.00	
		Hotel Tax	51.88	
		Internet	21.23	
		Laundry	17.82	
		Local Phone	6.00	
		Lunch	7.50	
		Minibar/Movie	37.23	
		Office Supplies	144.76	
		Parking /Tolls	20.00	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Reports Sent for Payment	ParamDisplayValue('Sent for Payment Date')	Displays the date range from 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

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
Default Expense Approver	<Default Expense Report Approver>	[Expense].[Report Header Information].[Default Approver]	Name of the employee's default approver, which, depending on the client's configuration, may or may not be the approver for this report
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Expense Amount (rpt)	<Expense Amount (rpt)>	total([Expense].[Entry Information].[Expense Amount (rpt)])	Amount of the expense, converted as needed to the reporting currency
Expense Amount (rpt)	<Expense Amount (rpt)>	total([Expense].[Entry Information].[Expense Amount (rpt)])	Total amount of the expenses, converted as needed to the reporting currency
Percentage of Total	<Percentage of Total>	[Expense Amount (rpt)]/[Report Total]	Percentage of total expenses approved for the employee

Report: Financial Summary

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

This report lists expense totals for all allocation custom fields.

Report Prompts

Financial Summary - Prompts

Specify a range of dates based on the Date Sent for Payment :

From:

To:

Report Output

Financial Summary																
Sent for Payment Date Between Jan 1, 2010 and May 6, 2010																
Reporting Currency: USD																
Division	Division - Code	Department	Department - Code	Business Unit	Business Unit - Code	Cost Center	Cost Center - Code	Project	Project - Code	Custom 1 - Name	Custom 1 - Code	Custom 2 - Name	Custom 2 - Code	Custom 3 - Name	Custom 3 - Code	Custom 4 - Name

6, 2010								
Custom 4 - Name	Custom 4 - Code	Custom 5 - Name	Custom 5 - Code	Custom 6 - Name	Custom 6 - Code	Expense Type	Account Code	Approved Amount (rpt)
						Airfare	62110	430,821.50
						Airfare		
						Airfare Fees		
						Airfare Fees	62110	3,880.87
						American Express Fees		

Report: Voiced Air Tickets

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

This report lists all tickets that have been voided during a specified timeframe and provides details about the transaction. The report user can also drill down to view the complete itinerary for any of the voided tickets.

Report Prompts

Voiced Air Tickets - Prompts

Date Range

From:

To:

Days in Advance (optional)

From:

Lowest value

To:

Highest value

Travel Configuration (optional)

[Populate Rule Class List-->](#)

[Select all](#) [Deselect all](#)

Rule Class (optional)

Airline (optional)

- ATA Airlines
- Aer Lingus
- Aerolineas Argen
- Aeromexico
- Air Berlin
- Air Canada
- Air France
- Air Pacific
- Air Portugal
- Airtran Air
- Alaska Airlines

[Select all](#) [Deselect all](#)

Booking Currency (optional)

- ADP
- AED
- AFA
- AFN
- ALL
- AMD
- ANG
- AOA
- ACN
- ARS
- AUD

[Select all](#) [Deselect all](#)

- **Date Range:** Used to filter the report by the date range that trip was purchased (month day, year format)
- **Days in Advance (optional):**
 - ♦ **From:** Used to filter the report by a defined lowest number of days prior to the trip start date that the trip was purchased
 - ♦ **To:** Used to filter the report by a defined highest number of days prior to the trip start date that the trip was purchased
 - ♦ **Lowest value:** Used to filter the report by the lowest number available of days prior to the trip start date that the trip was purchased
 - ♦ **Highest value:** Used to filter the report by the highest number available of days prior to the trip start date that the trip was purchased
- **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
- **Airline (optional):** Used to filter the report by the name of the airline company(ies)
- **Booking Currency (optional):** Used to filter the report by the currency(ies) the trips were booked in

Report Output

Voided Air Tickets										
Purchase Date Between Jan 1, 2010 and May 20, 2010										
Passenger Name	Airline	Ticket Number	Booking Currency	Ticket Price	Days in Advance	Purchase Date	1st Travel Date	Booking Source	Record Locator	Ticket Details
XXXXXXXXXX	American	0017728922724	USD	312.49	22	Jan 11, 2010	Feb 2, 2010	Sabre	IUCKIA	Details
XXXXXXXXXX	American	0017727929426	USD	303.63	34	Jan 6, 2010	Feb 9, 2010	Sabre	GTGQPM	Details
XXXXXXXXXX	Continental	0057885169325	USD	129.51	6	Apr 27, 2010	May 3, 2010	Sabre	DVTJOC	Details
XXXXXXXXXX	US Airways	0377885169438	USD	103.70	11	Apr 29, 2010	May 10, 2010	Sabre	LLCYRM	Details
XXXXXXXXXX	American	0017737112517	USD	289.81	1	Feb 8, 2010	Feb 9, 2010	Sabre	MADEIS	Details
XXXXXXXXXX	Lufthansa	2207888897962	USD	5,580.90	25	May 12, 2010	Jun 6, 2010	Sabre	JSBBRX	Details

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Purchase Date	ParamDisplayValue('Dates')	Displays the date range from the 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
Passenger Name	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Airline	<Transportation Vendor / Hotel Property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Ticket Number	<Ticket ID>	[Travel].[Reservations and Tickets].[Ticket ID]	Ticket number for the reserved air booking
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Ticket Price	<Total Paid>	[Travel].[Reservations and Tickets].[Total Paid]	Amount actually being paid
Days in Advance	<Number of Days in Advance>	[Travel].[Reservations and Tickets].[Number of Days in Advance]	Number of days prior to the trip start date the trip was purchased
Purchase Date	<Purchased Date>	[Travel].[Reservation and Ticket Dates].[Purchased Date]	Date the trip was purchased (month day, year format)
1st Travel Date	<Start Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Ticket Details	<Details>	<pre> case WHEN # sq(\$runLocale)# = 'en' THEN 'Details' WHEN # sq(\$runLocale)# = 'zh-cn' THEN '详细信息' WHEN # sq(\$runLocale)# = 'zh-tw' THEN '詳細資料' WHEN # sq(\$runLocale)# = 'en-gb' THEN 'Detail' WHEN # sq(\$runLocale)# = 'fr' THEN 'Détail' WHEN # sq(\$runLocale)# = 'de' THEN 'Details' WHEN # sq(\$runLocale)# = 'ja' THEN '詳細' WHEN # sq(\$runLocale)# = 'it' THEN 'Dettaglio' WHEN # sq(\$runLocale)# = 'ko' THEN '상세 정보' WHEN # sq(\$runLocale)# = 'sv' THEN 'Detalj' WHEN # sq(\$runLocale)# = 'nl' THEN 'Detail' end </pre>	“Details” hyperlink label in the reporting country language