

Table of Contents

Chapter 11: Folder – Fraud	11-1
Report: Duplicate Company Meals	11-1
Available to: <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Intelligence	
Uses: <input checked="" type="checkbox"/> Expense Data <input type="checkbox"/> Travel / TripLink Data	
Report: Duplicate Expense Items.....	11-6
Available to: <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Intelligence	
Uses: <input checked="" type="checkbox"/> Expense Data <input type="checkbox"/> Travel / TripLink Data	
Report: Duplicate Hotel Stays	11-11
Available to: <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Intelligence	
Uses: <input checked="" type="checkbox"/> Expense Data <input type="checkbox"/> Travel / TripLink Data	
Report: Duplicate Meal Attendees	11-15
Available to: <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Intelligence	
Uses: <input checked="" type="checkbox"/> Expense Data <input type="checkbox"/> Travel / TripLink Data	
Report: Expenses Near Receipt Limit.....	11-21
Available to: <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Intelligence	
Uses: <input checked="" type="checkbox"/> Expense Data <input type="checkbox"/> Travel / TripLink Data	
Report: Submitted Ticket Charges with Unsubmitted Refunds	11-25
Available to: <input type="checkbox"/> Analysis <input checked="" type="checkbox"/> Intelligence	
Uses: <input checked="" type="checkbox"/> Expense Data <input 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
January 12, 2019	Changed copyright and updated the images of the Duplicate Expense Items and Duplicate Meal Attendees reports
December 14, 2018	Added additional information about report prompts and reports to the reports in the Fraud folder
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 25 2016	Updated the guide content to new corporate style; no content changes
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 11: Folder – Fraud

Report: Duplicate Company Meals

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

This report identifies cases where *on the same day*:

- One employee enters an entertainment expense claiming the second employee as an attendee
 – **and** –
- The second employee submits a regular meal expense

This could be a legitimate situation **if** two employees are on the same trip **and** one pays for dinner for both **and** each pays for their own lunch. However, it could also be fraud if one employee claims that they took another employee out for the same meal for which the second employee was reimbursed.

Report Prompts

Duplicate Company Meals

Prompts

Date Range

Transaction Date: From: Dec 15, 2009 To: Dec 15, 2009

Expense Types

Attendee Expense Types:

- * Business Meals - Meetings
- Business Meals/Meetings
- Company - Employee Events
- Conf - Seminar - Trng
- Conf/Seminar/Trng
- Entertainment
- Entertainment - Other
- Entertainment - Staff
- Gifts - Incentives (Employee)
- Hotel
- Individual Breakfast

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

Employee Expense Types:

- * 11120-Trade Receivables/Adj
- Airfare
- Airfare Ticket Tax
- Airport Tips
- American Express Fees
- Awards
- Booking Fees
- Books and Reference Material
- Bus
- Business Meals - Meetings
- Business Meals/Meetings

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

Options

Attendee Match Tolerance:

- Exact Match
- Calculated Last & First
- Calculated Last & First Initial

Date Range Prompt

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

Expense Types Prompts

- **Attendee Expense Types:** Used to filter the report by the expense type assigned to the expense for the attendee (employee no. 1)

Chapter 11: Folder – Fraud

- **Employee Expense Types:** Used to filter the report by the expense type assigned to the expense for the employee (employee no. 2)

Options Prompt

- **Attendee Match Tolerance:** Used to select whether the employee name should be an "Exact Match", "Calculated Last & First", or "Calculated Last & First Initial"

Report Output

Duplicate Company Meals														
Transaction Date: Between Feb 3, 2009 and Feb 7, 2017														
Attendee Expense Types: Business Meal (attendees), Business Meals (Attendees)_MEX, Co														
Employee Expense Types: 1 Meal, 2 Entertainment, Brand Events, Breakfast, Breakfast Total, Catering, Dinner, Lunch, Lunch Total, Meal, Bev														
Match Tolerance: Calculated Last & First Initial														
Transaction Date	Employee	Employee ID	Report ID	Report Name	Expense Type	Purpose	Vendor	City/Location	Expense Amount	Attendee Name	Title	Company	Attendee Amount	
Jun 10, 2013	Parker, David W	MAR000001	B467AF7DEBC248D783C0	Expense Form June	Business Meal (attendees)	Sales Meeting			250.00 USD	Scott Milne			83.34 USD	Milne
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt -	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt - DELETED	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt -	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt - DELETED	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt -	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt - DELETED	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt -	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt - DELETED	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro
Aug 12, 2013	Klippenstein-Varamini, Marchelle Marie	ADV000001	2111894EF357478A8C46	Expense Form	Business Meal (attendees)	Dinner Comment	Cafe Monte	Newark apt -	45.76 USD	Mike Timpanaro		Concur	11.44 USD	Timpanaro

Catering, Entertainment-Other
Beverages, Tax, Meals (Breakfast/Lunch/Dinner), Meetings, Meetings and Retreats

Employee	Employee ID	Report ID	Report Name	Expense Type	Purpose	Vendor	City/Location	Expense Amount
Milne, Scott Stirling	FIN000001	07F54B04F9A46D48FC2	Site Visit	Dinner		Marriott Hotels	Los Angeles	36.79 USD
Timpanaro, Mike Joseph	SAL000001	ED3F55CB788A459DBBC1	Travel Expenses	Dinner		Marriott Hotels	Washington-Dulles Int Apt	85.84 USD
Timpanaro, Mike Joseph	SAL000001	970E7C75412C42039076	Trip from Newark to Cleveland	Lunch				14.00 USD
Timpanaro, Mike Joseph	SAL000001	970E7C75412C42039076	Trip from Newark to Cleveland	Dinner				59.00 USD
Timpanaro, Mike Joseph	SAL000001	67DCF127A598473C8A9C	Trip from St. Louis to Santa Ana	Dinner		Courtyards	Santa Ana	67.69 USD
Timpanaro, Mike Joseph	SAL000001	67DCF127A598473C8A9C	Trip from St. Louis to Santa Ana	Lunch				14.00 USD
Timpanaro, Mike Joseph	SAL000001	970E7C75412C42039076	Trip from Newark to Cleveland	Dinner		Sheraton	Cleveland	92.70 USD
Timpanaro, Mike Joseph	SAL000001	8B9F0CB241CF4865A007	Site Visit	Dinner		Sheraton	Cleveland	92.70 USD

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('tranDateParam')	Displays the date range from the Transaction Date prompt on the Prompts page
Attendee Expense Types	ParamDisplayValue('atnExpTypeParam')	Displays the expense type(s) from the Attendee Expense Types prompt on the Prompts page
Employee Expense Types	ParamDisplayValue('empExpTypeParam')	Displays the expense type(s) from the Employee Expense Types prompt on the Prompts page
Match Tolerance	ParamDisplayValue('matchFuzzParam')	Displays the match tolerance parameter selected from the Attendee Match Tolerance 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
Transaction Date	Transaction Date	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred by employee no. 1 and employee no. 2
Employee	Employee1	[Expense].[Report Header Information].[Employee]	Last name, first name, and middle initial of employee no. 1
Employee ID	Employee ID1	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies employee no. 1
Report ID	Report ID1	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report of employee no. 1
Report Name	Report Name1	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report for employee no. 1

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Expense Type	Expense Type1	[Expense].[Entry Information].[Expense Type]	Expense type assigned to employee no. 1's expense
Purpose	Purpose1	[Expense].[Entry Information].[Purpose]	Employee-entered business purpose or description of the expense entry for employee no. 1
Vendor	Vendor1	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense for employee no. 1
City/Location	City/Location1	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred for employee no. 1
Expense Amount	Expense Amount (reimbursement currency)1, Reimbursement Currency1	[Expense].[Entry Information].[Expense Amount (reimbursement currency)], [Expense].[Entry Information].[Reimbursement Currency]	Amount of the expense, converted as needed to employee no. 1's reimbursement currency, Currency in which employee no. 1 is reimbursed
Attendee Name	Attendee Name	[Expense].[Expense Attendees].[Attendee Name]	Last Name, First Name of the meal attendee claimed with employee no. 1's expense
Title	Title	[Expense].[Expense Attendees].[Title]	Job title of the meal attendee claimed with employee no. 1's expense
Company	Company	[Expense].[Expense Attendees].[Company]	Company employing the meal attendee claimed with employee no. 1's expense
Attendee Amount	Approved Amount (Reimbursement Currency), Reimbursement Currency1	[Expense].[Expense Attendees].[Approved Amount (Reimbursement Currency)], [Expense].[Entry Information].[Reimbursement Currency]	Amount of the expense approved for reimbursement, converted as needed to the employee no. 1's reimbursement currency, Currency in which employee no. 1 is reimbursed
Employee	Employee	[Expense].[Report Header Information].[Employee]	Last name, first name, and middle initial of employee no. 2 who was claimed as a meal attendee by employee no. 1

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee ID	Employee ID	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies employee no. 2 who was claimed as meal attendee by employee no. 1
Report ID	Report ID	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report of employee no. 2
Report Name	Report Name	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report for employee no. 2
Expense Type	Expense Type	[Expense].[Entry Information].[Expense Type]	Expense type assigned to employee no. 2's expense
Purpose	Purpose	[Expense].[Entry Information].[Purpose]	Employee-entered business purpose or description of the expense entry for employee no. 2
Vendor	Vendor	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense for employee no. 2
City/Location	City/Location	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred for employee no. 2
Expense Amount	Expense Amount (reimbursement currency), Reimbursement Currency	[Expense].[Entry Information].[Expense Amount (reimbursement currency)], [Expense].[Entry Information].[Reimbursement Currency]	Amount of the expense, converted as needed to employee no. 2's reimbursement currency, Currency in which employee no. 2 is reimbursed

Report: Duplicate Expense Items

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

This report identifies expenses that might have been submitted for the same employee more than once, across multiple reports.

Report Prompts

Duplicate Expense Items

Prompts

Date Range

Transaction Date:	From:	<input type="text" value="Nov 7, 2016"/>
	To:	<input type="text" value="Nov 7, 2016"/>

Options

Minimum Amount:	<input type="text" value="0"/>
Expense Types:	<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none">Child Blue Cross / United Concordia EOBs under Wife1 Meal2 Entertainment3 Gift4 Customer and Gov't T&L5 Charitable Contribution6 Sponsorship7 OtherA New TypeATM WithdrawAccommodations</div> <div style="text-align: right; font-size: small;">Select all Deselect all</div>
Highlight Payment Type Mismatch:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Date Range Prompt

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

Options Prompts

- **Minimum Amount:** Used to filter the report using a defined minimum amount of the expense entries; for example, to only show expenses greater than \$50, enter 50
- **Expense Types:** Used to filter the report by the expense type(s) assigned to the expenses
- **Highlight Payment Type Mismatch:** Used to select if a mismatch in the method of payment for the duplicate expenses should be highlighted by choosing Yes or No

Report Output

Duplicate Expense Items											
Transaction Date: Between Jan 1, 2012 and Jan 11, 2019											
Employee	Employee ID	Report ID	Report Name	Transaction Date	Expense Type	Purpose	Payment Type	Vendor	City/Location	Expense Amount	Report ID
Alexander, Xavier Edward	HR0000003	A0BA2806C39546D6B0BC	Trip from Seattle to Chicago	May 2, 2012	Taxi		Cash		Chicago O'Hare International Airport	45.00 USD	7BBC75181AC34E4A8981
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Breakfast		Cash	Starbucks		2.14 USD	E05EB941C0754A9A88F1
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Dinner		Corporate Card IBCP (Offsets)	Marriott Hotels	Boston - South Station	293.32 USD	E05EB941C0754A9A88F1
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Laundry		Corporate Card IBCP (Offsets)	Marriott Hotels	Boston - South Station	21.83 USD	E05EB941C0754A9A88F1
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Local Phone		Corporate Card IBCP (Offsets)	Marriott Hotels	Boston - South Station	2.00 USD	E05EB941C0754A9A88F1
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Hotel		Corporate Card IBCP (Offsets)	Marriott Hotels	Boston - South Station	343.00 USD	E05EB941C0754A9A88F1
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Hotel Tax		Corporate Card IBCP (Offsets)	Marriott Hotels	Boston - South Station	42.88 USD	E05EB941C0754A9A88F1
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Office Supplies		Corporate Card IBCP (Offsets)	Marriott Hotels	Boston - South Station	10.17 USD	E05EB941C0754A9A88F1
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Internet		Corporate Card IBCP (Offsets)	Marriott Hotels	Boston - South Station	26.01 USD	E05EB941C0754A9A88F1
Baxter, Payden James	ADV000002	432A893F370E4CC890F6	Boston Client Meeting	Mar 6, 2013	Parking /Tolls		Corporate Card IBCP (Offsets)	Marriott Hotels	Boston - South Station	10.00 USD	E05EB941C0754A9A88F1
Brandehof, Ursula ttt	OPS000201	30D4EC37C98A46C6A69B	Invoice-005873769633302	Feb 24, 2012	Airfare		Corporate Card CBCP	Continental Airlines Inc.		307.80 USD	335EA6A918BE40E4870D

Items
12 and Jan 11, 2019

Report ID	Report Name	Transaction Date	Expense Type	Purpose	Payment Type	Vendor	City/Location	Expense Amount
7BBC75181AC34E4A8981	Trip from Chicago to San Francisco	May 2, 2012	Taxi		Cash		Lombard	45.00 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Breakfast		Cash	Starbucks		2.14 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Dinner		Cash	Marriott Hotels	Boston	293.32 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Laundry		Cash	Marriott Hotels	Boston	21.83 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Local Phone		Cash	Marriott Hotels	Boston	2.00 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Hotel		Cash	Marriott Hotels	Boston	343.00 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Hotel Tax		Cash	Marriott Hotels	Boston	42.88 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Office Supplies		Cash	Marriott Hotels	Boston	10.17 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Internet		Cash	Marriott Hotels	Boston	26.01 USD
E05EB941C0754A9A88F1	New Jersey Clients March 2013	Mar 6, 2013	Parking /Tolls		Cash	Marriott Hotels	Boston	10.00 USD
335EA6A918BE40E4870D	Invoice-005873769633303	Feb 24, 2012	Airfare		Corporate Card CBCP	Continental Airlines Inc.		307.80 USD

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('tranDateParam')	Displays the date range from the Transaction Date prompt on the Prompts page
Minimum Entry Amount	ParamDisplayValue('tranAmountParam')	Displays the minimum expense amount entered from the Minimum Entry Amount prompt on the Prompts page
Expense Types	ParamDisplayValue('expTypeParam')	Displays the expense type(s) selected from the Expense Types 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 who submitted both expense reports
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee who submitted both expense reports
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report of the employee's first expense report
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the employee's first expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred by the employee
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Purpose	<Purpose>	[Expense].[Entry Information].[Purpose]	Employee-entered business purpose or description of the employee's first expense report
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
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred
Expense Amount	<Expense Amount (reimbursement currency)>, <Reimbursement Currency>	[Expense].[Entry Information].[Expense Amount (reimbursement currency)], [Entries 1].[Reimbursement Currency]	Amount of the expense, converted as needed to the employee's reimbursement currency, Currency in which the employee is reimbursed
Report ID	<Report ID1>	[Entries 2].[Report ID]	Unique system-assigned code that identifies the expense report of the employee's second expense report

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Report Name	<Report Name1>	[Entries 2].[Report Name]	Employee-entered name of the employee's second expense report
Transaction Date	<Transaction Date1>	[Entries 2].[Transaction Date]	Date that the duplicate expense was incurred by the employee
Expense Type	<Expense Type1>	[Entries 2].[Expense Type]	Expense type assigned to the duplicate expense
Purpose	<Purpose1>	[Entries 2].[Purpose]	Employee-entered business purpose or description of the employee's second expense report
Payment Type	<Payment Type1>	[Entries 2].[Payment Type]	Method by which the employee paid for the duplicate expense, such as cash or a credit card
Vendor	<Vendor1>	[Entries 2].[Vendor]	Vendor associated with the duplicate expense
City/Location	<City/Location1 >	[Entries 2].[City/Location]	City or location where the duplicate expense was incurred
Expense Amount	<Expense Amount (reimbursement currency)1>, <Reimbursement Currency1>	[Entries 2].[Expense Amount (reimbursement currency)], [Entries 2].[Reimbursement Currency]	Amount of the duplicate expense, converted as needed to the employee's reimbursement currency, Currency in which the employee is reimbursed

Report: Duplicate Hotel Stays

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

This report identifies cases where two different hotel expenses have occurred on the same day for the same employee.

This could be a legitimate situation if the employee has a late check-out in one city and checks into a new hotel in a new city later that same day. However, it could also be fraud if the traveler is reserving a second hotel in the same city.

Report Prompts

Duplicate Hotel Stays

Prompts

Date Range

Transaction Date: **From:**

To:

Expense Types

Hotel Expense Types:

- * 11120-Trade Receivables/Adj. ▲
- Airfare
- Airfare Ticket Tax
- Airport Tips
- American Express Fees
- Awards
- Booking Fees
- Books and Reference Material
- Bus
- Business Meals - Meetings
- Business Meals/Meetings ▼

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

Options

Highlight Payment Type Mismatch: Yes No

Date Range Prompt

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

Expense Types Prompt

- **Hotel Expense Types:** Used to filter the report by the hotel expense type(s) assigned to the expenses

Options Prompt

- **Highlight Payment Type Mismatch:** Used to select if a mismatch in the method of payment between the duplicate expenses should be highlighted

Report Output

Duplicate Hotel Stays											
Transaction Date Between Jan 1, 2009 and Dec 15, 2009											
Expense Types: Fixed Lodging, Hotel, Other Travel Expenses, Un											
Employee	Employee ID	Report ID	Report Name	Transaction Date	Expense Type	Purpose	Payment Type	Vendor	City/Location	Expense Amount	Report ID
Cain, David	1260	825E6216D6064C5E86D0	02 June 2009 Expenses	May 27, 2009	Hotel		Cash	NH Hotel	Glattbrugg	93.96 EUR	317BD35549FD4FD182F3
Csontos, Joseph	607	9676F371B9E84894ADC5	Expense Report	Mar 23, 2009	Hotel	Expense Entry	Cash	Hyatt Manchester	San Diego	269.00 USD	78F623CB044D43968044
Day, Victor	550	E291759FC45B49ED8E51	Misc Feb and April CoreNet Conf	Apr 26, 2009	Hotel		American Express	ANATOLE PARTNERS III LLC	Dallas	219.00 USD	E69E05BF6A8C42C2BEB5
Frank, Lubos	2358	466113F18D0B4931BEA0	Frankfurt 26-27 March 09	Mar 20, 2009	Other Travel Expenses	Air fare ticketing cost	Cash	BCD travel	Arlanda Apt/Stockholm	94.57 SEK	C34FAB6DE27A4EDFBDAC
Harrison, Josh	1300	4B221500E39349699967	March Exec Staff	Mar 17, 2009	Hotel		American Express	Westin Hotels and Resorts	Bellevue	225.00 USD	7E9D582654614F93AFBA

ays											
and Dec 15, 2009											
Travel Expenses, Undefined											
Report ID	Report Name	Transaction Date	Expense Type	Purpose	Payment Type	Vendor	City/Location	Expense Amount			
317BD35549FD4FD182F3	26 June 2009 Expenses	May 27, 2009	Hotel		UK American Express	COMFORT HTL FRANKFURT-AIRPORT	Frankfurt/Main	57.00 EUR			
78F623CB044D43968044	Expense Report	Mar 23, 2009	Hotel	Expense Entry	American Express	Sheraton	New York	239.00 USD			
E69E05BF6A8C42C2BEB5	Dallas, TX - CoreNet	Apr 26, 2009	Hotel		American Express	ANATOLE PARTNERS III LLC	Dallas	219.00 USD			
C34FAB6DE27A4EDFBDAC	Missed BCD charge	Mar 20, 2009	Other Travel Expenses	Sanitec trip	Cash	BCD travel	Uppsala	94.58 SEK			
7E9D582654614F93AFBA	EMEA Amex Meetings	Mar 17, 2009	Hotel		American Express	HILTON LONDON PADDINGTON	London	235.49 USD			

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('tranDateParam')	Displays the date range from the Transaction Date prompt on the Prompts page
Expense Types	ParamDisplayValue('expTypeParam')	Displays the expense type(s) from the Expense Type 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 ID	Report ID	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Report Name	Report Name	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Transaction 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
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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Vendor	Vendor	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	City/Location	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred
Expense Amount	Expense Amount (reimbursement currency), Reimbursement Currency	[Expense].[Entry Information].[Expense Amount (reimbursement currency)], [Expense].[Entry Information].[Reimbursement Currency]	Amount of the expense, converted as needed to the employee's reimbursement currency, Currency in which the employee is reimbursed
Report ID	Report ID1	[Expense].[Report Header Information].[Report ID]	Report ID of the employee's second expense report with the same hotel check-in date
Report Name	Report Name1	[Expense].[Report Header Information].[Report Name]	Report name of the employee's second expense report with the same hotel check-in date
Transaction Date	Transaction Date1	[Expense].[Entry Information].[Transaction Date]	Date the duplicate hotel expense was incurred
Expense Type	Expense Type1	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the duplicate hotel expense
Purpose	Purpose1	[Expense].[Entry Information].[Purpose]	Employee-entered business purpose or description of the duplicate hotel expense entry
Payment Type	Payment Type1	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the duplicate hotel expense, such as cash or a credit card
Vendor	Vendor1	[Expense].[Entry Information].[Vendor]	Vendor associated with the duplicate hotel expense
City/Location	City/Location1	[Expense].[Entry Information].[City/Location]	City or location where the duplicate hotel expense was incurred
Expense Amount	Expense Amount (reimbursement currency)1, Reimbursement Currency1	[Expense].[Entry Information].[Expense Amount (reimbursement currency)], [Expense].[Entry Information].[Reimbursement Currency]	Amount of the duplicate hotel expense, converted as needed to the employee's reimbursement currency, Currency in which the employee is reimbursed

Report: Duplicate Meal Attendees

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

This report identifies cases where two different expense items on the same day claim the same person as an attendee.

This could be a legitimate situation if the same person is taken out to multiple meals. However, it could also be fraud if two different employees claim the same person as an attendee for the same meal.

Report Prompts

Duplicate Meal Attendees

Prompts

Date Range

Transaction Date:

From:

To:

Expense Types

Attendee Expense Types:

* Business Meals - Meetings

Business Meals/Meetings

Company - Employee Events

Conf - Seminar - Trng

Conf/Seminar/Trng

Entertainment

Entertainment - Other

Entertainment - Staff

Gifts - Incentives (Employee)

Hotel

Individual Breakfast

Select all Deselect all

Options

Attendee Match Tolerance:

* Exact Match

Calculated First & Last

Calculated Last & First Initial

Date Range Prompt

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

Expense Types Prompt

- **Attendee Expense Types:** Used to filter the report by the expense type(s) assigned to the expenses

Options Prompt

- **Attendee Match Tolerance:** Used to select whether the attendee's name should be matched using an "Exact Match", "Calculated First & Last" name, or "Calculated Last & First Initial"

Report Output

Duplicate Meal Attendees															
Transaction Date: Between Jan 1, 2012 and Jan 11, 2013															
Attendee Expense Types: Airfare, Brand Events, Business Meal (attendees), Business Meals (Attendees)_MEX, Catering, Entertainment-Other, Gifts, HCP Gifts/Match Tolerance:Calculated Last & First Initial															
Transaction Date	Employee1	Employee ID1	Report ID1	Report Name1	Expense Type1	Purpose1	Vendor1	City/Location1	Expense Amount	Attendee Name1	Title1	Company1	Attendee Amount	Employee	Employee ID
Jul 1, 2013	Savage, Mackenzie R	CBS000001	0665729412F34397869B	Statement Report 06/25 - 07/24	Catering	Award Dinner	AD CATERING	Columbus	151.96 USD	Tina Quattlebaum			151.96 USD	Peters, John M	CBS000002
Jul 1, 2013	Savage, Mackenzie R	CBS000001	0665729412F34397869B	Statement Report 06/25 - 07/24	Catering	Award Dinner	AD CATERING	Columbus	151.96 USD	Tina Quattlebaum			151.96 USD	Savage, Mackenzie R	CBS000003
Jul 1, 2013	Peters, John M	CBS000002	FE11C2AD1B984346B9A5	Statement Report 06/25 - 07/24	Catering	Monthly meeting	AD CATERING	Columbus	151.96 USD	Marchelle Klippenstein			151.96 USD	Klippenstein-Varamini, Marchelle Marie	CBS000003
Aug 1, 2013	Peters, John M	CBS000001	12A8CCB1095342F7A03A	Statement Report 07/25 - 08/24	Catering	rtes	AD CATERING	Columbus	151.96 USD	Marchelle Klippenstein			151.96 USD	Peters, John M	CBS000002
Aug 1, 2013	Peters, John M	CBS000002	3003F691C39E4FA5808F	Statement Report 07/25 - 08/24	Catering	office party	AD CATERING	Columbus	151.96 USD	Marchelle Klippenstein			37.99 USD	Klippenstein-Varamini, Marchelle Marie	CBS000003
Aug 14, 2013	Timpanaro, Mike Joseph	SAL000001	970E7C75412C42039076	Trip from Newark to Cleveland	Business Meal (attendees)	dinner with co-workers	Cafe Monte	Cleveland	45.76 USD	David Ligler	Regional Sales Executive	Concur	15.25 USD	Timpanaro, Mike Joseph	SAL000001
Aug 14, 2013	Timpanaro, Mike Joseph	SAL000001	970E7C75412C42039076	Trip from Newark to Cleveland	Business Meal (attendees)	dinner with co-workers	Cafe Monte	Cleveland	45.76 USD	Mike Timpanaro			15.25 USD	Timpanaro, Mike Joseph	SAL000001

dees
 d Jan 11, 2019
 s, HCP Gifts/Entertainment, In Office HCP Meal, Meal Entertainment_Aus, Out Office HCP Meal, Sporting Events/Tickets
 First Initial

Employee ID	Report ID	Report Name	Expense Type	Purpose	Vendor	City/Location	Expense Amount	Attendee Name	Title	Company	Attendee Amount
CBS000002	FE11C2AD1B984346B9A5	Statement Report 06/25 - 07/24	Catering	Monthly meeting	AD CATERING	Columbus	151.96 USD	Tina Quattlebaum			151.96 USD
CBS000003	D1EEE6B32EF4E599FDD	Statement Report 06/25 - 07/24	Catering	Meeting	AD CATERING	Columbus	151.96 USD	Tina Quattlebaum			151.96 USD
CBS000003	D1EEE6B32EF4E599FDD	Statement Report 06/25 - 07/24	Catering	Meeting	AD CATERING	Columbus	151.96 USD	Marchelle Klippenstein			151.96 USD
CBS000002	3003F691C39E4FA5808F	Statement Report 07/25 - 08/24	Catering	office party	AD CATERING	Columbus	151.96 USD	Marchelle Klippenstein			37.99 USD
CBS000003	ED87B33C968B4127A689	Statement Report 07/25 - 08/24	Catering	Monthly Meeting	AD CATERING	Columbus	151.96 USD	Marchelle Klippenstein			151.96 USD
SAL000001	67DCF127A598473C8A9C	Trip from St. Louis to Santa Ana	Business Meal (attendees)	dinner with Dave	Cafe Monte	Santa Ana	45.76 USD	David Ligler	Regional Sales Executive	Concur	22.88 USD
SAL000001	67DCF127A598473C8A9C	Trip from St. Louis to Santa Ana	Business Meal (attendees)	dinner with Dave	Cafe Monte	Santa Ana	45.76 USD	Mike Timpanaro			22.88 USD

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('tranDateParam')	Displays the date range from the Transaction Date prompt on the Prompts page
Transaction Date	ParamDisplayValue('tranDateParam')	Displays the date range from the Transaction Date prompt on the Prompts page
Attendee Expense Types	ParamDisplayValue('atnExpTypeParam')	Displays the expense type(s) from the Attendee Expense Types prompt on the Prompts page
Attendee Match Tolerance	ParamDisplayValue('matchFuzzParam')	Displays the match tolerance parameters selected from the Attendee Match Tolerance 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
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Employee1	<Employee1>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID1	<Employee ID1>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Report ID1	<Report ID1>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Report Name1	<Report Name1>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Expense Type1	<Expense Type1>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Purpose1	<Purpose1>	[Expense].[Entry Information].[Purpose]	Employee-entered business purpose or description of the expense entry
Vendor1	<Vendor1>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location1	<City/Location1 >	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred
Expense Amount	<Expense Amount (reimbursement currency)1>,<Reimbursement Currency1>	[Expense].[Entry Information].[Expense Amount (reimbursement currency)], [Expense].[Expense Attendees].[Reimbursement Currency]	Amount of the expense, converted as needed to the employee's reimbursement currency, Currency in which the employee is reimbursed
Attendee Name1	<Attendee Name1>	[Expense].[Expense Attendees].[Attendee Name]	Last Name, First Name of an attendee associated with the expense
Title1	<Title1>	[Expense].[Expense Attendees].[Title]	Job title of the attendee
Company1	<Company1>	[Expense].[Expense Attendees].[Company]	Company employing the attendee
Attendee Amount	<Approved Amount (Reimbursement Currency)1>,<Reimbursement Currency1>	[Expense].[Expense Attendees].[Approved Amount (Reimbursement Currency)], [Expense].[Expense Attendees].[Reimbursement Currency]	Amount of the expense approved for reimbursement for the attendee, converted as needed to the employee's reimbursement currency

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 of the second employee claiming the attendee
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Employee ID of the second employee claiming the attendee
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Report ID of the second employee's expense report claiming the attendee
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Report name of the second employee's expense report claiming the attendee
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense of the second employee claiming the attendee
Purpose	<Purpose>	[Expense].[Entry Information].[Purpose]	Employee-entered business purpose or description for the expense entry of the second employee claiming the attendee
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense of the second employee claiming the attendee
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred for the second employee claiming the attendee
Expense Amount	<Expense Amount (reimbursement currency)>, <Reimbursement Currency>	[Expense].[Entry Information].[Expense Amount (reimbursement currency)], [Expense].[Expense Attendees].[Reimbursement Currency]	Amount of the expense for the second employee, converted as needed to the employee's reimbursement currency, Currency in which the employee is reimbursed
Attendee Name	<Attendee Name>	[Expense].[Expense Attendees].[Attendee Name]	Last Name, First Name of the duplicate attendee associated with the expense
Title	<Title>	[Expense].[Expense Attendees].[Title]	Job title of the duplicate attendee
Company	<Company>	[Expense].[Expense Attendees].[Company]	Company employing the duplicate attendee

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Attendee Amount	<Approved Amount (Reimbursement Currency)>, <Reimbursement Currency>	[Expense].[Expense Attendees].[Approved Amount (Reimbursement Currency)], [Expense].[Expense Attendees].[Reimbursement Currency]	Amount of the expense approved for reimbursement for the duplicate attendee, converted as needed to the employee's reimbursement currency

Report: Expenses Near Receipt Limit

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

This report identifies expense items that were under the receipt limit in effect at the time of submission but were very close to the limit.

Employees who are aware of the receipt limits may submit expenses fraudulently knowing that documentation is not necessary for these expenses. Employees who submit these types of expenses frequently may need to be audited more closely or placed into a limit group with a lower receipt threshold.

Report Prompts

Expenses Near Receipt Limit
Reporting Currency: USD

Prompts

Date Range

Sent for Payment Date:	From: <input type="text" value="Jan 1, 2010"/>
	To: <input type="text" value="Aug 20, 2010"/>

Metrics

Receipt Limit (reporting currency):	<input style="width: 50px;" type="text"/>
Percent Under Limit:	<input style="width: 50px;" type="text" value="5"/>

Options

Limit Expense Types:	<div style="font-size: 0.8em;"> 11120-Trade Receivables/Adj. ▲ Airfare Airfare Fees Airfare Ticket Tax Airport Tips American Express Fees Awards Beverages Booking Fees Books and Reference Material Bus </div> <p style="text-align: right; font-size: 0.7em; margin-top: 5px;"> Select all Deselect all </p>
Limit Payment Types:	<div style="font-size: 0.8em;"> American Express American Express AU CBCP Corporate Card CZ American Express Cash Cash Advance Return Company Company Paid Employee UK American Express </div> <p style="text-align: right; font-size: 0.7em; margin-top: 5px;"> Select all Deselect all </p>

Date Range Prompt

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

Metrics Prompts

- **Receipt Limit (reporting currency):** Used to set the maximum amount of an expense which does not require a receipt; for example, to set the maximum expense amount to \$20, enter 20
- **Percent Under Limit:** Used to define the maximum percentage that an expense is under the receipt limit; for example, to set the maximum percentage to 5%, enter 5

Options Prompts

- **Limit Expense Types:** Used to filter the report by the expense type(s) assigned to the expenses
- **Limit Payment Types:** Used to filter the report by the method(s) by which the employees paid for the expenses

Report Output

Expenses Near Receipt Limit								
Sent for Payment Date: Between Feb 7, 2007 and Feb 7, 2017								
Receipt Limit: 25								
Tolerance: 5%								
Expense Types: Breakfast, Hotel, Taxi								
Payment Types: Cash, Company, Corporate Card CBCP, Employee, Meeting Card, Out of Pocket								
Reporting Currency:USD								
Employee	Employee ID	Report ID	Report Name	Transaction Date	Expense Type	Payment Type	Vendor	Expense Amount
Klippenstein-Varamini, Marchelle Marie	ADV000001	D7024309C7B6432BBD9F	Budget Meetings	Jun 25, 2014	Breakfast	Cash	Marriott	23.88
Klippenstein-Varamini, Marchelle Marie	ADV000001	D7024309C7B6432BBD9F	Budget Meetings	Jun 26, 2014	Breakfast	Cash	Marriott	23.88
Prom, Todd Raymond	OPS000301	010CD66E7D314A8996DA	Trip to Boston - non-GDS	Jul 7, 2012	Taxi	Cash		24.00
Krillenberg, Jeff	DIS000101	3270039DFB034D619109	December report	Dec 23, 2014	Taxi	Cash		24.00
Prom, Todd Raymond	TRA000001	DCD9D2B37BA94504ACF9	SC training	Sep 8, 2015	Taxi	Cash		24.50

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('lastSentDateParam')	Displays the date range from the Sent for Payment Date prompt on the Prompts page
Receipt Limit	ParamDisplayValue('limitParam')	Displays the receipt limit amount entered from the Receipt Limit prompt on the Prompts page
Tolerance	ParamDisplayValue('toleranceParam') + '%'	Displays the tolerance rate from the Percent Under Limit prompts on the Prompts page

Data Item Label/Name	Data Item Expression	Data Item Description
Expense Types	ParamDisplayValue('expTypeParam')	Displays the expense type(s) selected from the Expense Types prompt on the Prompts page
Payment Types	ParamDisplayValue('paymentTypeParam')	Displays the payment type(s) selected from the Payment Types prompt on the Prompts page
Reporting Currency	[Expense].[Entry Information].[Reporting Currency]	Displays the currency defined by the client as the corporate, common currency
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 ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
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
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
Expense Amount	<Expense Amount (rpt)>	[Expense].[Entry Information].[Expense Amount (rpt)]	Amount of the expense, converted as needed to the reporting currency

Report: Submitted Ticket Charges with Unsubmitted Refunds

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

This report identifies credit card airfare transactions that have been expensed but their subsequent refund is either unassigned or not been submitted. The report matches in one of two ways:

- Matches on exact ticket number, which should be the same for a charge and its refund
– or –
- Matches where the expensed transaction amount equals the unassigned amount but with a negative sign

The type of matching is selectable by the user.

Report Prompts

Submitted Ticket Charges with Unsubmitted Refunds

Prompts

Date Range

Sent for Payment Date:	From: <input style="width: 100%;" type="text" value="Jan 1, 2009"/>
	To: <input style="width: 100%;" type="text" value="Dec 15, 2009"/>

Options

Match Type:	<input checked="" type="radio"/> Exact Ticket Number <input type="radio"/> Amount
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Date Range Prompt

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

Options Prompt

- **Match Type:** Used to select if the airfare transactions should be matched using the exact ticket number or amount

Report Output

Submitted Ticket Charges with Unsubmitted Refunds												
Sent for Payment Date Between Jan 1, 2009 and Dec 15, 2009												
Match Type: Exact Ticket Number												
Employee	Employee ID	Report Name	Report ID	Payment Status	Sent for Payment Date	Expense Amount	Ticket Number	Transaction Date	Payment Type	Vendor	Posted Amount	Status
First, Nancy	23108	Trip from Chicago to Washington	2B85EA9D681948A7905E	Paid	Jul 27, 2009	693.20 USD	0017449996768	Jul 17, 2009	American Express	American Airlines	693.20 USD	Unassigned
Jaure, Ursula	988	Baird Conference & Marketing	686E730361E74A1798AD	Paid	Jun 17, 2009	2,811.42 USD	0167445205286	May 13, 2009	American Express	United Airlines	2,811.42 USD	Not Filed
Jung, Winston	852	dc/chicago trip	54B0903B9F3D457CB3CF	Paid	Jul 24, 2009	302.14 USD	0067448991201	Jul 8, 2009	American Express	Delta Air Lines	302.14 USD	Not Filed
Kim, John	255	DEC	EC8EE740132F428CAB66	Paid	Jan 13, 2009	577.08 USD	0167547532559	Sep 5, 2008	American Express	United Airlines	577.08 USD	Unassigned

Status	Ticket Number	Transaction Date	Payment Type	Vendor	Posted Amount
Unassigned	0017449996768	Jul 23, 2009	American Express	AMERICAN AIRLINES INC	-693.20 USD
Not Filed	0167445205286	May 16, 2009	American Express	UNITED AIRLINES	-63.05 USD
Not Filed	0067448991201	Jul 13, 2009	American Express	DELTA AIR LINES	-122.54 USD
Unassigned	0167547532559	Sep 5, 2008	American Express	UNITED AIRLINES	-577.08 USD

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('sentPaymentParam')	Displays the date range from the Sent for Payment Date prompt on the Prompts page
Match Type	ParamDisplayValue('matchTypeParam')	Displays the match type parameters selected from the Match Type 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 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
Payment Status	<Payment Status>	[Expense].[Report Header Information].[Payment Status]	Status of the expense report in the payment process NOTE: The payment process does not begin until the approval process has completed.
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 Amount	<Expense Amount (reimbursement currency)>, <Reimbursement Currency>	[Expense].[Entry Information].[Expense Amount (reimbursement currency)], [Expense].[Entry Information].[Reimbursement Currency]	Amount of the expense, converted as needed to the employee's reimbursement currency, Currency in which the employee is reimbursed
Ticket Number	<Ticket Number>	[Expense].[Credit Card - Air and Travel Information].[Ticket Number]	Ticket number of the airline ticket that was expensed
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
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
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Posted Amount	<Posted Amount (credit card currency)>, <Credit Card Currency>	[Expense].[Credit Card Transactions].[Posted Amount (credit card currency)], [Expense].[Credit Card Transactions].[Credit Card Currency]	Transaction amount converted, as needed, from the transaction currency to the credit card's currency, Credit card's base currency
Status	<Status>	<p>Unassigned:</p> <p>case</p> <p>WHEN # sq(\$runLocale)# = 'en' THEN 'Unassigned'</p> <p>WHEN # sq(\$runLocale)# = 'zh-cn' THEN '未分配'</p> <p>WHEN # sq(\$runLocale)# = 'zh-tw' THEN '未指派'</p> <p>WHEN # sq(\$runLocale)# = 'en-gb' THEN 'Unassigned'</p> <p>WHEN # sq(\$runLocale)# = 'fr' THEN 'Non affecté'</p> <p>WHEN # sq(\$runLocale)# = 'de' THEN 'Nicht zugewiesen'</p> <p>WHEN # sq(\$runLocale)# = 'ja' THEN '未割り当て'</p> <p>WHEN # sq(\$runLocale)# = 'it' THEN 'Non assegnato'</p> <p>WHEN # sq(\$runLocale)# = 'ko' THEN '지정 안 됨'</p> <p>WHEN # sq(\$runLocale)# = 'sv' THEN 'Ej tilldelad'</p> <p>WHEN # sq(\$runLocale)# = 'nl' THEN 'Niet-toegewezen'</p> <p>End</p> <p>Unsubmitted:</p> <p>[Expense].[Report Header Information].[Approval Status]</p>	Status of the expense report in the approval process; if "Unassigned", it will display "Unassigned" in the reporting country language
Ticket Number	<Ticket Number1>	[Expense].[Credit Card - Air and Travel Information].[Ticket Number]	Ticket number of the airline ticket that has received a refund
Transaction Date	<Transaction Date1>	[Expense].[Credit Card Transactions].[Transaction Date]	Date the refund was processed
Payment Type	<Payment Type1>	[Expense].[Credit Card Accounts].[Payment Type]	Method by which the expense was refunded, such as cash or a credit card

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Vendor	<Merchant>	[Expense].[Credit Card Transactions].[Merchant]	Name of the merchant, or vendor, with whom the refund was conducted
Posted Amount	<Posted Amount (credit card currency)1>, <Credit Card Currency1>	[Expense].[Credit Card Transactions].[Posted Amount (credit card currency)], [Expense].[Credit Card Transactions].[Credit Card Currency]	Refund amount converted, as needed, from the transaction currency to the credit card's currency, Credit card's base currency