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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 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"> • Meeting Attendee Flight Details • Meeting Attendee Flight Segments • Meeting Attendee Hotels
January 13, 2018	Changed copyright; no other content changes
December 15, 2016	Changed copyright; no other content changes
August 14, 2015	Moved from single book to individual "chapters" – no content changes

Chapter 14: Folder – Meetings

Report: Meeting Attendee Flight Details

Available to: Analysis Intelligence

This report will assist Travel Managers in driving compliance. For example, meetings are typically planned well in advance and users should be booking accordingly. This report will enable Travel Manager to validate that, as well as other behaviors related to the companies travel policy.

Report Prompts

Meeting Attendee Flight Details

Prompts

Meeting Start Date:

From:

To:

Meeting:

- **Meeting Start Date:** Used to filter the report by the date range of the trip start date
- **Meeting:** Used to filter the report by the name of the meeting

Report Output

Meeting Attendee Flight Details											
Meeting: +1 Live Academy August 2010											
Attendee Name	Employee ID	Airline	Ticket Number	Booking Currency	Ticket Price	Total Paid	Days in Advance	Purchased Date	First Travel Date	Booking Source	Record Locator
Attendee Name	100513	American	0018609476076	USD	628.83	697.40	27	Jul 12, 2010	Aug 8, 2010	Worldspan	MOPZLA
Attendee Name	100513	American	0018610251342	USD	638.13	160.00	16	Jul 23, 2010	Aug 8, 2010	Worldspan	MOPZLA
Attendee Name	6161999	Delta	0068610251087	USD	404.76	456.52	19	Jul 22, 2010	Aug 10, 2010	Worldspan	M4NIY8
Attendee Name	6162059	Delta	0068609841136	USD	250.24	288.90	24	Jul 15, 2010	Aug 8, 2010	Worldspan	29UPDH
Attendee Name	6162059	Midwest Airlines	4538609841137	USD	191.63	227.40	24	Jul 15, 2010	Aug 8, 2010	Worldspan	29UPDH
Attendee Name	7511176	Delta	0068609841364	USD	381.40	431.40	23	Jul 16, 2010	Aug 8, 2010	Worldspan	2VO33I

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Meeting " "	' ' + ParamDisplayValue('meetingParam')	Displays the meeting name from the Meeting prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Attendee Name	<Attendee Name>	[Meetings].[Attendee Lodging].[Attendee Name]	Name of the meeting attendee
Employee ID	<Employee ID>	[Travel].[Trips].[Employee ID]	Employee ID of the employee who booked 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	<Booking Amount>	[Travel].[Reservations and Tickets].[Booking Amount]	Currency the trip was booked in (for example, CAD)
Total Paid	<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
Purchased Date	<Purchased Date>	[Travel].[Reservation and Ticket Dates].[Purchased Date]	Date the trip was purchased (month day, year format)
First Travel Date	<Start Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Start date of the trip
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

Report: Meeting Attendee Flight Segments

Available to: Analysis Intelligence

This report will provide Travel Managers with detailed information on the location of an employee going to a meeting at any given point. This report can be used to coordinate transportation for multiple employees.

Report Prompts

Meeting Attendee Flight Segments

Prompts

Meeting Start Date:

From:

To:

Meeting:

- **Meeting Start Date:** Used to filter the report by the date range of the trip start date
- **Meeting:** Used to filter the report by the name of the meeting

Report Output

Meeting Attendee Flight Segments									
Meeting: +1 Live Academy August 2010									
Attendee Name	Departure Date	Airline	Flight Number	Departure Airport	Arrival Date	Arrival Airport	Status	Source	Record Locator
	Aug 8, 2010	American	2078	O'Hare Intl Arpt		Seattle	Ticketed	Clqbook	MOPZLA
	Aug 8, 2010	American	425	O'Hare Intl Arpt		Seattle	Ticketed	Clqbook	MOPZLA
	Aug 13, 2010	American	1014	Seattle		O'Hare Intl Arpt	Ticketed	Clqbook	MOPZLA
	Aug 10, 2010	Delta	2053	Minneapolis		Seattle	Confirmed	Clqbook	M4NIY8
	Aug 11, 2010	Delta	2114	Seattle		Minneapolis	Confirmed	Clqbook	M4NIY8
	Aug 8, 2010	Delta	5695	Milwaukee		Minneapolis	Confirmed	Clqbook	29UPDH
	Aug 13, 2010	Midwest Airlines	834	Seattle		Denver	Confirmed	Clqbook	29UPDH
	Aug 8, 2010	Delta	2053	Minneapolis		Seattle	Confirmed	Clqbook	29UPDH
	Aug 13, 2010	Midwest Airlines	2608	Denver		Milwaukee	Confirmed	Clqbook	29UPDH
	Aug 8, 2010	Delta	1853	Minneapolis		Seattle	Confirmed	Clqbook	2VO33I
	Aug 13, 2010	Delta	2614	Seattle		Minneapolis	Confirmed	Clqbook	2VO33I

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Meeting " "	' ' + ParamDisplayValue('meetingParam')	Displays the meeting name from the Meeting prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Attendee Name	<Attendee Name>	[Meetings].[Attendees].[Attendee Name]	Name of the meeting attendee
Departure Date	<Departure Date>	[Travel].[Air Segments].[Departure Date]	Departure date (month day, year format) of the associated air segment
Airline	<Vendor>	[Travel].[Air Segments].[Vendor]	Company providing the flight (for example, Southwest) for the associated air segment
Flight Number	<Flight Number>	[Travel].[Air Segments].[Flight Number]	Flight number (provided by the vendor) for the associated air segment
Departure Airport	<Departure Station Name>	[Travel].[Air Segments].[Departure Station Name]	Full name of the departure station
Arrival Date	<Arrival Date>	[Travel].[Air Segments].[Arrival Date]	Arrival Date (month day, year format) of the associated air segment
Arrival Airport	<Arrival Station Name>	[Travel].[Air Segments].[Arrival Station Name]	Full name of the arrival station
Status	<Trip Status>	[Travel].[Trips].[Trip Status]	Current status of the trip (for example, Withdrawn, Ticketed)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Source	<Source>	<pre> CASE [Travel].[Trips].[Is Cliqbook Booked Trip] WHEN 'Y' THEN 'Concur Travel' ELSE (case when # sq(\$runLocale)# = 'en' THEN 'Agent' when # sq(\$runLocale)# = 'zh-cn' THEN '代理' when # sq(\$runLocale)# = 'zh-tw' THEN '旅行社人員' when # sq(\$runLocale)# = 'en-gb' THEN 'Agent' when # sq(\$runLocale)# = 'fr' THEN 'Agent' when # sq(\$runLocale)# = 'de' THEN 'Reisebüro' when # sq(\$runLocale)# = 'ja' THEN '代理店' when # sq(\$runLocale)# = 'it' THEN 'Agente' when # sq(\$runLocale)# = 'ko' THEN '담당자' when # sq(\$runLocale)# = 'sv' THEN 'Resebyrå' when # sq(\$runLocale)# = 'nl' THEN 'Reisagent' WHEN # sq(\$runLocale)# ='cs' then 'Agentura' WHEN # sq(\$runLocale)# ='pt- BR' then 'Agente' WHEN # sq(\$runLocale)# ='es' then 'Agente' end) END </pre>	Indicates if a trip was booked using "Concur Travel" or an agent in the reporting country language
Record Locator	<Record Locator>	[Travel].[Trips].[Record Locator]	Unique six-digit character that identifies the trip

Report: Meeting Attendee Hotels

Available to: Analysis Intelligence

This report shows hotel reservations for travelers attending a specific company meeting.

Report Prompts

Meeting Attendee Hotels

Prompts

Meeting Start Date:	From: <input type="text" value="Oct 12, 2010"/> <input type="button" value="Get Meetings"/>
Meeting:	To: <input type="text" value="Oct 12, 2010"/>
	<input type="text" value="Meeting"/>

- **Meeting Start Date:** Used to filter the report by the date range of the trip start date
- **Meeting:** Used to filter the report by the name of the meeting

Report Output

Meeting Attendee Hotels						
Meeting: +1 Live Academy August 2010						
Attendee Name	Property Name	Booking Currency	Booking Rate	Arrival Date	Departure Date	Number of Days
Attendee Name	Hilton	USD	179.00	Aug 8, 2010	Aug 13, 2010	5
Attendee Name	Hilton	USD	179.00	Aug 9, 2010	Aug 11, 2010	2
Attendee Name	Hilton	USD	179.00	Aug 8, 2010	Aug 13, 2010	5
Attendee Name	Hilton	USD	179.00	Aug 9, 2010	Aug 13, 2010	4
Attendee Name	Hilton	USD	179.00	Aug 8, 2010	Aug 13, 2010	5

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Meeting " "	' ' + ParamDisplayValue('meetingParam')	Displays the meeting name from the Meeting prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Attendee Name	<Attendee Name>	[Meetings].[Attendee Lodging].[Attendee Name]	Name of the meeting attendee
Property Name	<Transportation Vendor/Hotel Property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Booking Rate	<Booking Rate>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)
Arrival Date	<Start Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Start date of the trip
Departure Date	<End Date>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (month day, year format)
Number of Days	<Number of Days>	_days_between([End Date],[Start Date])	Number of days between the start date of the trip and the date the trip completes

Report: Meeting Attendee Survey Answers

Available to: Analysis Intelligence

This report shows survey responses of travelers attending a specific company meeting.

Report Prompts

Meeting Attendee Survey Answers

Prompts

Meeting Start Date:	From: <input type="text" value="Oct 12, 2010"/> <input type="button" value="Get Meetings"/>
Meeting:	To: <input type="text" value="Oct 12, 2010"/>
Meeting:	<input type="text" value="Meeting"/>

Report Output

Meeting Attendee Survey Answers				
Meeting: Concur Fusion 2010				
Question	Attendee Last Name	Attendee First Name	Attendee Email Address	Answer
Concur Fusion 2010 is accessible to persons with disabilities and/or requiring special assistance. Do you need any special accommodations or auxiliary aids?	Attendee Name	Attendee Name	attendee@email.com	no
	Attendee Name	Attendee Name	attendee@email.com	no
	Attendee Name	Attendee Name	attendee@email.com	NO
	Attendee Name	Attendee Name	attendee@email.com	N/A
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	NO
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	no
	Attendee Name	Attendee Name	attendee@email.com	no
	Attendee Name	Attendee Name	attendee@email.com	no
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	No thanks!
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	No
	Attendee Name	Attendee Name	attendee@email.com	No.