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Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
March 22, 2021	Replaced references to "Concur Drive" with "Drive" in the Drive Adoption report description for accurate product branding.
February 20, 2021	Updated the copyright year; no other changes
January 8, 2020	Changed copyright and updated the calculations for the Total Hotel Spend and Total Car Spend columns on the Travel Summary report.
February 28, 2019	Added additional information about the Drive Adoption report filter and calculations
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
August 22, 2018	Updated image of the Drive Adoption report
July 12, 2018	Added the Drive Adoption report
June 12, 2018	Added additional information about report prompts and reports to the reports in the Spending folder
January 13 2018	Changed copyright; no other content changes
September 18 2017	Updated one of the Executive Briefing Summary report images to show the new bar graph that replaced the former pie chart
December 15 2016	Changed copyright; no other content changes
November 16 2016	Updated report images to match the current application
October 10 2016	Updated Prompts images for copied reports
March 23 2016	Changed the text under the heading from Travel Data to Travel / TripLink Data ; no other content changes
September 18 2015	Changed the chapter number; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

Chapter 19: Folder – Spending

Report: Airline Ancillary Fees Summary

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

This report will identify all spend on airline ancillary fees. There have been six expense types that make up the ancillary fees. This report will display each of those expense types, and the percentage of all airline spend that they make up.

Report Prompts

Airline Ancillary Fees Summary

Reporting Currency: USD

Prompts

Date Range

Sent for Payment Date:	From: <input style="width: 150px;" type="text" value="Apr 8, 2010"/> <input type="button" value="Calendar"/>
	To: <input style="width: 150px;" type="text" value="Apr 8, 2010"/> <input type="button" value="Calendar"/>

Options

Fee Amount:	From: <input type="radio"/> <input style="width: 150px;" type="text"/>
	<input checked="" type="radio"/> Lowest value
	To: <input type="radio"/> <input style="width: 150px;" type="text"/>
	<input checked="" type="radio"/> Highest value

Date Range Prompt

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

Options Prompts

- **Fee Amount:**
 - ♦ **From:** Used to filter the report using a defined minimum amount of the ancillary fees
 - ♦ **To:** Used to filter the report using a defined maximum amount of the ancillary fees
 - ♦ **Lowest value:** Used to filter the report using the lowest amount available of the ancillary fees
 - ♦ **Highest value:** Used to filter the report using the highest amount available of the ancillary fees

Report Output

Airline Ancillary Fees Summary		
Sent for Payment Date Between Jan 1, 2009 and Dec 31, 2009		
Fee Amount Between 10 and 100		
Reporting Currency: USD		
Total Airline Spend:	2,643.35	
Total Other Airline Fees:	584.05	
Percent of Total Airline Spend:	22.10%	

Fee Type	Approved Amount	Percent of Other Airline Fees
Airline Club	20	3.42%
Baggage	144.55	24.75%
On Board	168.28	28.81%
Other	71.04	12.16%
Seats	58.37	9.99%
Upgrade	121.81	20.86%

Report Header and Footer

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

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Airline Spend	<Total Airline Spend>	[Ancillary Fees].[Total Airline Spend]	Amount of the total airline spend approved for reimbursement, converted as needed to the reporting currency
Total Other Airline Fees	<Total Other Airline Fees>	total([Approved Amount] for report)	Amount of the total ancillary fees approved for reimbursement, converted as needed to the reporting currency
Percent of Total Airline Spend	<Percent of Total Airline Spend>	[Total Other Airline Fees]/[Total Airline Spend]	Percentage of the total airline spend, not including ancillary fees
Fee Type	<#Airline Ancillary Fee Type#>	[Ancillary Fees].[Airline Ancillary Fee Type]	Category type of the airline ancillary fee
Approved Amount	<Approved Amount>	[Ancillary Fees].[Approved Amount]	Amount of the ancillary fees approved for reimbursement by ancillary fee type
Percent of Other Airline Fees	<Percent of Other Airline Fees>	total([Approved Amount] for [Airline Ancillary Fee Type])/[Total Other Airline Fees]	Percentage of the ancillary fees by ancillary fee type

Report: Ancillary Airline Fees Per Ticket

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

This report will allow Travel Managers to view how much each employee is spending on ancillary fees on a per ticket basis.

Report Prompts

Ancillary Airline Fees Per Ticket

Prompts

Date Range

Transaction Date:	From:	<input type="text" value="Jun 15, 2010"/>
	To:	<input type="text" value="Jun 15, 2010"/>

Options

Employees:	Keywords: Type one or more keywords separated by spaces.					
	<input type="text"/> <input type="button" value="Search"/>					
	Options					
	<table border="1"><tr><td>Results:</td><td style="text-align: center;"><input type="button" value="Insert"/> <input type="button" value="Remove"/></td><td>Choices:</td></tr><tr><td><div style="border: 1px solid gray; height: 100px;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td><td></td><td><div style="border: 1px solid gray; height: 100px;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td></tr></table>	Results:	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	Choices:	<div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	
Results:	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	Choices:				
<div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>		<div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>				

Date Range Prompt

- **Transaction Date:** Used to filter the report by the date range that transaction(s) were made

Options Prompts

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

Report Output

Ancillary Airline Fees Per Ticket									
Departure Date Between Feb 15, 2011 and Feb 6, 2017									
Reporting Currency: USD									
Traveler Name	Ticket Number	Booking Total	Airline	Departure Date	Ancillary Fees				
					Expense Type	Fee Type	Airline	Date	Amount
Timpanaro, John	0160938247583	2,333.60	United	Aug 25, 2014	Airline Fees	Baggage	United Airlines	Aug 25, 2014	50.00
					Airline Fees	Seats	United Airlines	Aug 25, 2014	25.00
Timpanaro, John	0160978737980	2,261.20	United	Aug 25, 2014	Airline Fees	Baggage	United Airlines	Aug 25, 2014	50.00
					Airline Fees	Seats	United Airlines	Aug 25, 2014	25.00

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Departure Date	ParamDisplayValue('transactionDateParam')	Displays the date range from the Transaction Date prompt on the Prompts page
Reporting Currency	[Travel].[Reservations and Tickets].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Traveler Name	<Primary Traveler>	[Segments].[Primary Traveler]	Name of the traveler taking the trip
Ticket Number	<Ticket ID>	[Segments].[Ticket ID]	Ticket number for the reserved air booking
Booking Total	<Booking Total (reporting currency)>	[Segments].[Booking Total (reporting currency)]	Sum of the booking amount and the booking tax in the reporting currency
Airline	<Transportation Vendor/Hotel Property>	[Segments].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Departure Date	<Departure Date>	[Segments].[Departure Date]	Departure date (month day, year format) of the associated ticket segment
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Fee Type	<Airline Ancillary Fee Type>	[Expense].[Entry Information].[Airline Ancillary Fee Type]	Category type of the airline ancillary fee
Airline	<Vendor>	[Expense].[Entry Information].[Vendor]	Airline vendor associated with the expense
Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date the transaction was incurred
Amount	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Drive Adoption

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

This report provides details about the usage and adoption of Drive for mileage expense entries. The report includes the number of mileage entries, percentage of Drive adoption, number of mileage entries associated with Drive routes, and the percentage of Drive routes that were modified. The report also displays the top 10 employees with the highest number of modifications to their mileage amounts provided by Drive.

The Drive Adoption report is filtered to only show personal car mileage. This filter is based on the **Spend Category Code** field value *PRCRM*. PRCRM is the spend category code for the Personal Car – Mileage Reimbursement spend category.

The Drive Adoption report displays the data for the current calendar quarter based on the Sent for Payment Date.

Report Prompts

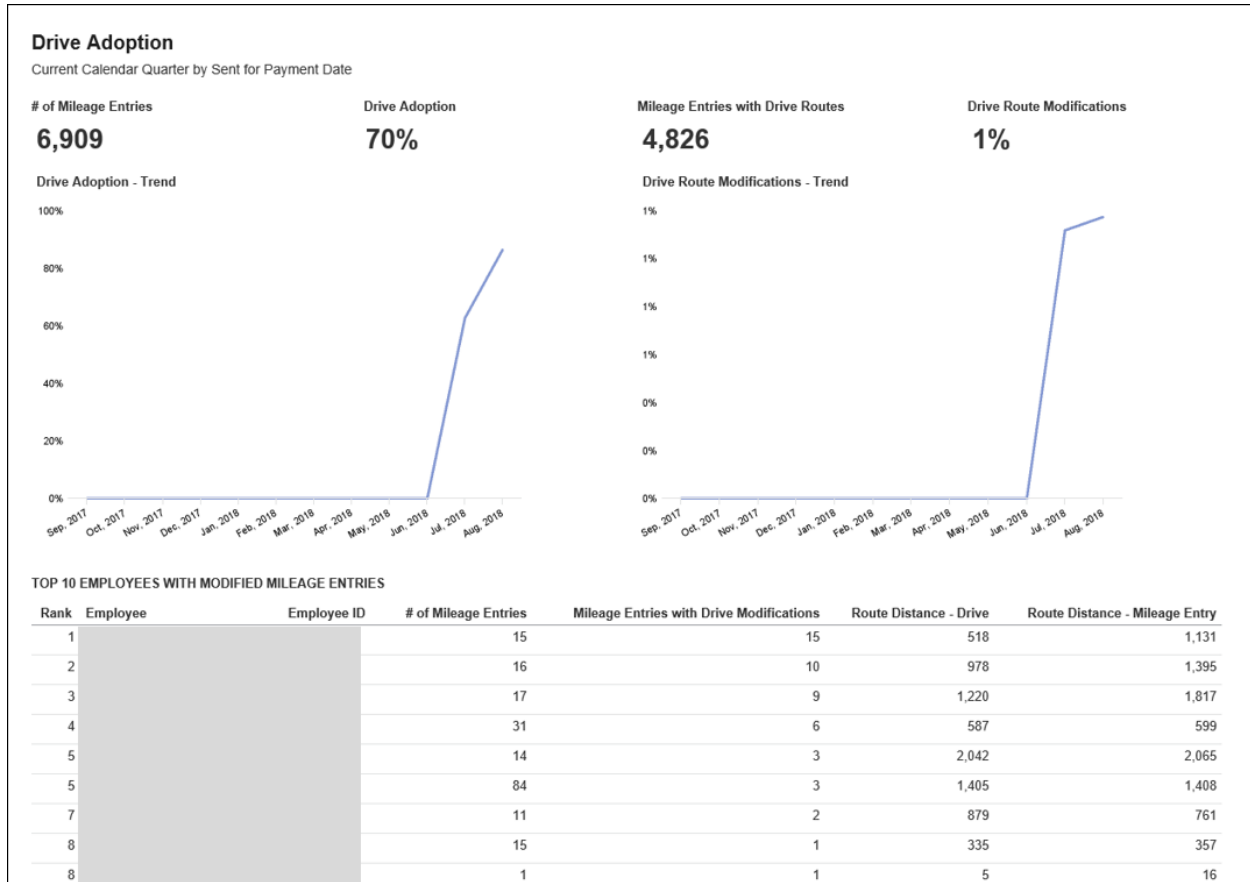
Drive Adoption

Prompts

Employee Country:

*

Report Output



Calculation Information

- **# of Mileage Entries**

The number of personal car mileage entries.

- **Drive Adoption**

The number of personal car mileage entries with a Drive/GPS Route attached divided by the total number of personal car mileage entries.

- **Mileage Entries with Drive Routes**

The number of personal car mileage entries with a Drive/GPS route attached. This is the same number used in the numerator of the Drive Adoption calculation.

- **Drive Route Modifications**

The number of personal car mileage entries from Drive (GPS) where the Business Distance is different than the distance from Drive/GPS divided by the total number of personal car mileage entries from Drive/GPS.

Because the Business Distance on the personal car mileage expense entry rounds to the nearest whole number and the distance from the Drive/GPS rounds to the nearest tenth of a percent, there is a 0.5 standard deviation used in the calculation.

For example, if the distance from Drive/GPS was 10.6 and the Business Distance on the expense entry was 11, then this would *not* be considered a modification because 10.6 is less than the 0.5 standard deviation.

However, if the distance from Drive/GPS was 10.3 and the Business Distance on the expense entry was 11, then this would be considered a modification because 10.3 is greater than the 0.5 standard deviation.

Report: Excessive Personal Car Mileage

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

Travelers will use a personal car to travel for business. In many cases, it may be more cost effective for the company to instead rent a car on a trip. This report helps companies to identify how much is being spent on car mileage, and to create and enforce a sensible policy.

Report Prompts

Excessive Personal Car Mileage

Prompts

Transaction Date:	From: <input type="text" value="Jan 18, 2011"/>
	To: <input type="text" value="Jan 18, 2011"/>
Distance Units:	<input checked="" type="radio"/> Miles <input type="radio"/> Kilometers
Breakeven Distance:	<input type="text" value="100"/>

Options

Employees:	<p>Keywords: Type one or more keywords separated by spaces. <input type="text"/> <input type="button" value="Search"/></p> <p>Options ▾</p> <table style="width: 100%;"><tr><td style="width: 50%;">Results: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td><td style="width: 10%; text-align: center; vertical-align: middle;"><input type="button" value="Insert"/> <input type="button" value="Remove"/></td><td style="width: 40%;">Choices: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div><p style="text-align: center; font-size: small;">Select all Deselect all</p></td></tr></table>	Results: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	Choices: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>
Results: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	Choices: <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>		
Currencies:	<div style="border: 1px solid gray; padding: 5px;"><ul style="list-style-type: none">AUDCADCZKEURGBPHKDNZDSEKSGDUSD</div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>			

- **Transaction Date:** Used to filter the report by the date range that transaction(s) were made
- **Distance Units:** Used to select if the distance should be shown in “Miles” or “Kilometers”
- **Break Even Distance:** Used to define the distance in which the cost of renting a car was equal to the cost of using a personal car to travel for business

Options Prompts

- **Employees:** Used to filter the report by the name of employee(s) who booked trips
- **Currencies:** Used to filter the report by the currency in which the employee(s) is reimbursed

Report Output

Excessive Personal Car Mileage						
Transaction Date Between Jan 1, 2009 and Mar 31, 2009						
Distance Units: Miles						
Breakeven Distance: 100						
Employee	Report ID	Expense Type	Transaction Date	Business Distance	Reimbursement Currency	Approved Amount
Last1022, First	C96F18E1F16A42A0899E	Mileage	Jan 21, 2009	142	USD	78.10
	1F3459C094CE45DBB803	Mileage	Feb 24, 2009	123	USD	67.65
	1F3459C094CE45DBB803	Mileage	Mar 6, 2009	242	USD	133.10
	0D055343C2164F8492C8	Mileage	Mar 18, 2009	273	USD	150.15
Last1036, First	DEA2A6AE9C4249FEB476	Mileage	Mar 12, 2009	146	USD	80.30
	DEA2A6AE9C4249FEB476	Mileage	Mar 17, 2009	188	USD	103.40
	DEA2A6AE9C4249FEB476	Mileage	Mar 26, 2009	184	USD	101.20
Last1123, First	29FCDC223ED54497B9EE	Mileage	Jan 23, 2009	139	USD	76.45
	68E9C6880FE7492D9BCF	Mileage	Feb 5, 2009	116	USD	63.80
	68E9C6880FE7492D9BCF	Mileage	Feb 12, 2009	132	USD	72.60
	68E9C6880FE7492D9BCF	Mileage	Feb 13, 2009	132	USD	72.60
	68E9C6880FE7492D9BCF	Mileage	Feb 19, 2009	118	USD	64.90
	68E9C6880FE7492D9BCF	Mileage	Feb 27, 2009	158	USD	86.90
	C6BDB158D3F7452F9BEE	Mileage	Mar 10, 2009	128	USD	70.40
	C6BDB158D3F7452F9BEE	Mileage	Mar 12, 2009	129	USD	70.95
	C6BDB158D3F7452F9BEE	Mileage	Mar 19, 2009	108	USD	59.40
	C6BDB158D3F7452F9BEE	Mileage	Mar 20, 2009	132	USD	72.60
	C6BDB158D3F7452F9BEE	Mileage	Mar 27, 2009	131	USD	72.05
	C6BDB158D3F7452F9BEE	Mileage	Mar 30, 2009	142	USD	78.10
	Last1193, First	8A04F12B12904925A140	Mileage	Jan 29, 2009	140	USD

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('dateRangeParam')	Displays the date range from the Transaction Date prompt on the Prompts page
Distance Units	ParamDisplayValue('distanceUnitParam')	Displays the selected Miles or Kilometers option from the Distance Unit prompt on the Prompts page
Break Even Distance	ParamDisplayValue('breakevenDistanceParam')	Displays the breakeven distance entered from the Break Even Distance 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
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Business Distance	<Business Distance>	round(CASE WHEN ?distanceUnitParam? = 'Miles' AND [Expense].[Car Expenses].[Distance Unit Code] = 'KM' THEN [Expense].[Car Expenses].[Business Distance] * .621371 WHEN ?distanceUnitParam? = 'Kilometers' AND [Expense].[Car Expenses].[Distance Unit Code] = 'MILE' THEN [Expense].[Car Expenses].[Business Distance] * 1.60934 ELSE [Expense].[Car Expenses].[Business Distance] END ,0)	Number of miles driven for business in miles or kilometers
Reimbursement Currency	<Reimbursement Currency>	[Expense].[Entry Information].[Reimbursement Currency]	Currency in which the employee is reimbursed
Approved Amount	<Approved Amount>	[Expense].[Entry Information].[Approved Amount]	Amount of the expense approved for reimbursement, converted as needed to the employee's reimbursement currency

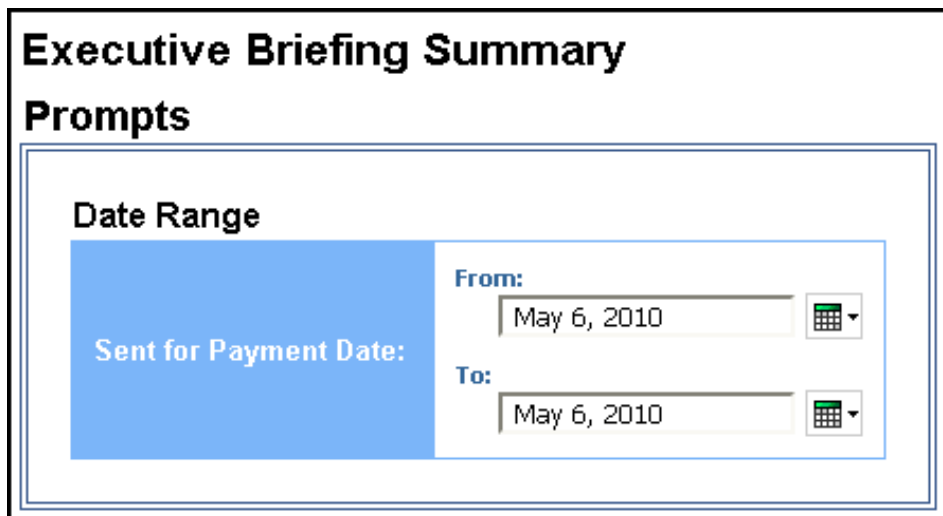
Report: Executive Briefing Summary

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

This report allows users to evaluate several key metrics in a single report. Users can track the following data point with this report:

- T&E Summary
 - Total T&E Spend (by Month)
 - Total T&E Spend (Top Five by Category)
 - Top Five Spend Trend by Category
- Vendor Analysis
 - Top Five Vendor Spend by Airline
 - Top Ten Vendor Spend by Hotel
 - Top Five Vendor Spend by Car Rental
 - Top Five Vendor Spend by Cell Provider
- Year over Year
 - Total Approved Spend
 - Total Number of Reports Processed
- Category Spend Trend

Report Prompts

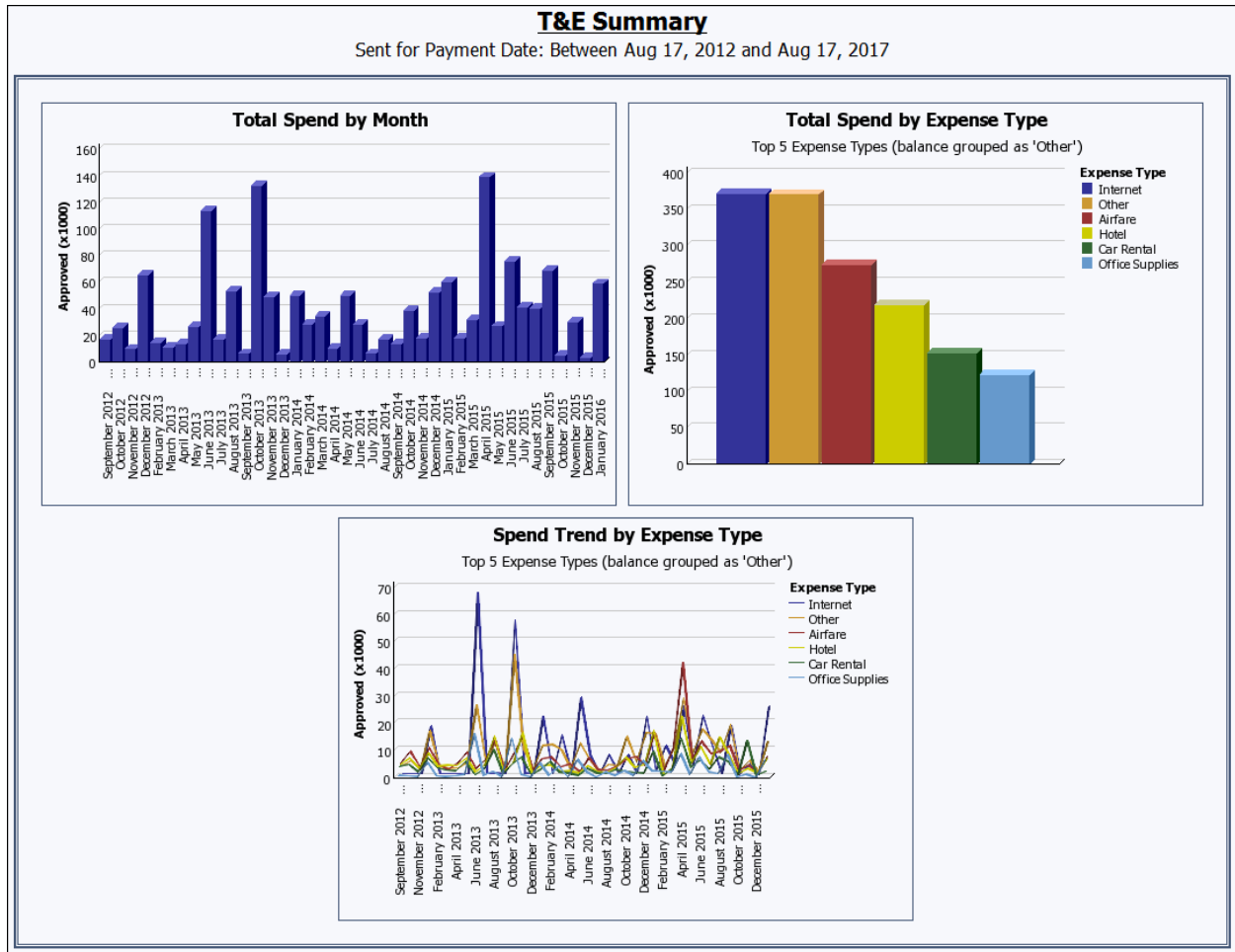


Date Range Prompt

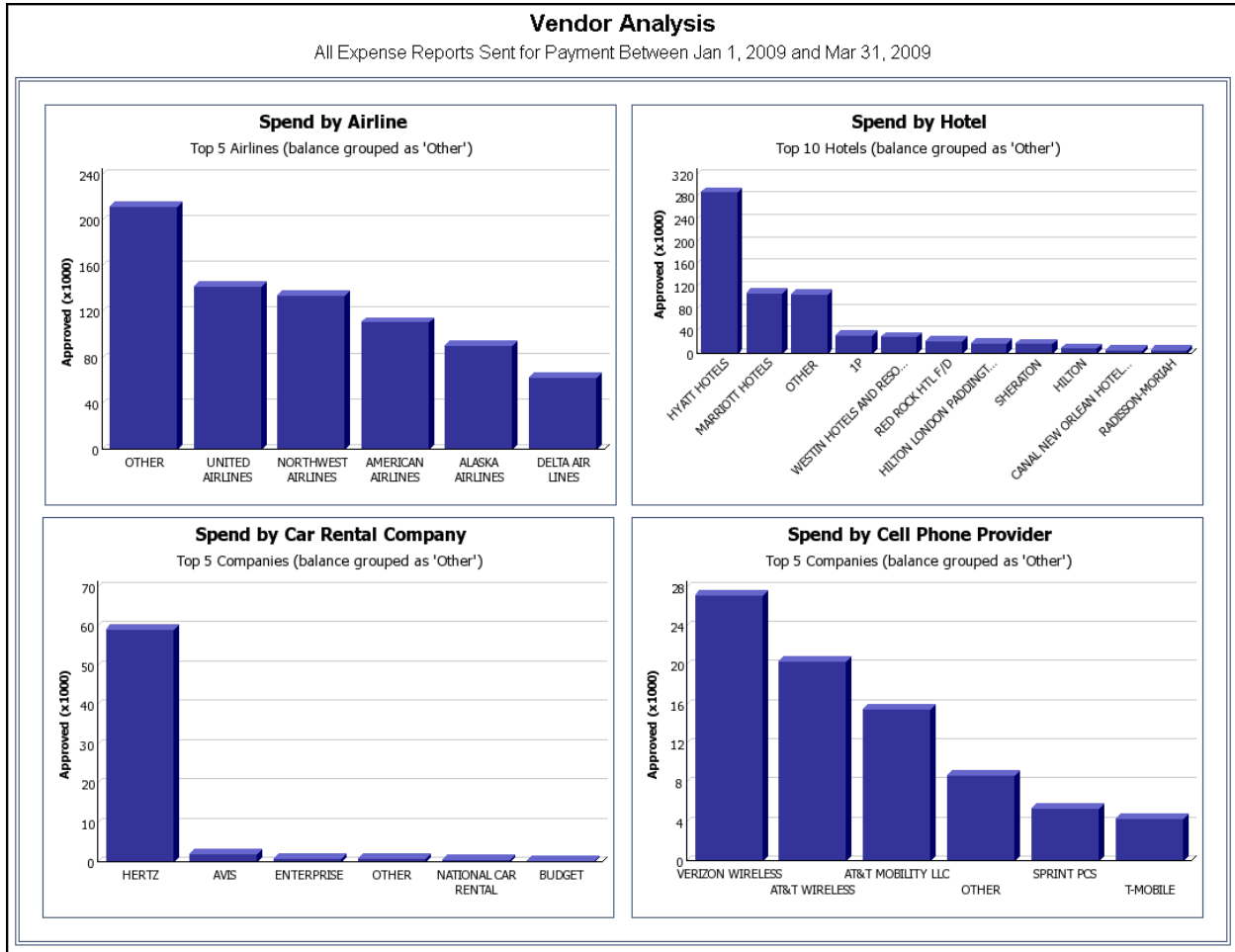
- **Sent for Payment Date:** Used to filter the report by the date range the payment was sent for reimbursement to the employee(s)

Report Output

T&E Summary report page:



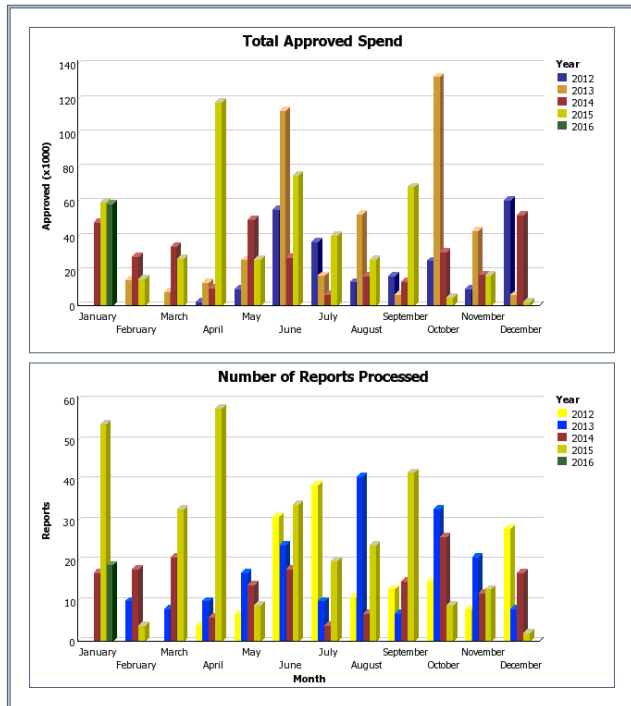
Vendor Analysis report page:



Year Over Year report page:

Year Over Year

All Expense Reports Sent for Payment Between Nov 9, 2010 and Nov 16, 2016



Expense Type Spend Trend report page:

Expense Type Spend Trend

All Expense Reports Sent for Payment Between Jan 1, 2009 and Mar 31, 2009

Approved Amount (rpt)	January 2009	February 2009	March 2009	Total
Airfare	303,845.69	164,544.69	284,849.97	753,240.35
American Express Fees	4,518.11	7,137.39	4,332.98	15,988.48
Booking Fees	4,631.77	3,083.30	5,794.81	13,509.88
Books and Reference Material	1,314.54	1,861.30	6,209.45	9,385.29
Business Meals - Meetings	109,441.53	140,538.83	104,396.82	354,377.18
Car Rental	16,408.34	18,962.23	28,884.77	64,255.34
Cellular - Mobile Phone	37,261.69	29,898.21	47,269.99	114,429.89
Company - Employee Events	8,373.89	6,321.13	22,059.88	36,754.90
Conf - Seminar - Trng	21,771.92	27,500.14	24,874.16	74,146.22
Congestion Charge		0.00	0.00	0.00
Customer Training Costs - Seminars	384.00	139.26	435.34	958.60
Entertainment	5,023.25	12,029.89	16,715.78	33,768.92
Entertainment - Other	0.00	0.00	0.00	0.00
Entertainment - Staff	89.90	313.55	105.51	508.96
Equipment - Asset under \$2000	6,354.06	1,488.00	2,709.16	10,551.22
Events	3,023.71	8,133.41	51,277.80	62,434.92
Fax	645.94	744.95	818.65	2,209.54
Gas - Petrol	772.81	1,244.15	2,363.34	4,380.30
Gifts - Incentives (Employee)	6,984.72	8,438.31	4,779.53	20,202.56
Gifts (Non-employee)	3,472.33	1,894.71	1,579.29	6,946.33

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' ' + ParamDisplayValue('Date Sent for Payment')	Displays the date range from the Sent for Payment Date prompt on the Prompts page
All Expense Reports Sent for Payment	' '+ParamDisplayValue('Date Sent for Payment')	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
N/A	AsOfTime()	Displays the time the report was run

Report Data Items

T&E Summary

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approved (x1000)	<Total Approved Amount (rpt)>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Total amount approved to be reimbursed
N/A	<#Month#>	[Expense].[Report Dates and Statuses].[Month] + ' ' + cast_char([Expense].[Report Dates and Statuses].[Year])	Month and year that the report was sent for reimbursement to the employee(s)
Approved (x1000)	<Approved Amount (rpt)>	[Total Spend by Expense Type - Ranking].[Approved Amount (rpt)]	Amount of the expenses approved for reimbursement, converted as needed to the reporting currency

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Expense Type	<#Expense Type#>	<pre> if([Total Spend by Expense Type - Ranking].[Rank]<6) then ([Total Spend by Expense Type - Ranking].[Expense Type]) else (case when # sq(\$runLocale)# = 'en' THEN 'Other' when # sq(\$runLocale)# = 'zh-cn' THEN '其他' when # sq(\$runLocale)# = 'en-gb' THEN 'Other' when # sq(\$runLocale)# = 'fr-fr' THEN 'Autre' when # sq(\$runLocale)# = 'de' THEN 'Sonstiges' when # sq(\$runLocale)# = 'ja' THEN 'その他' when # sq(\$runLocale)# = 'zh-tw' THEN '其他' else 'Other' end) </pre>	Expense Type
Approved (x1000)	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Expense Type	<#Expense Type#>	if([Expense].[Entry Information].[Expense Type] in ([Total Spend by Expense Type].[Expense Type]))then ([Expense].[Entry Information].[Expense Type]) else (case when # sq(\$runLocale)# = 'en' THEN 'Other' when # sq(\$runLocale)# = 'zh-cn' THEN '其他' when # sq(\$runLocale)# = 'en-gb' THEN 'Other' when # sq(\$runLocale)# = 'fr-fr' THEN 'Autre' when # sq(\$runLocale)# = 'de' THEN 'Sonstiges' when # sq(\$runLocale)# = 'ja' THEN 'その他' when # sq(\$runLocale)# = 'zh-tw' THEN '其他' else 'Other' end)	Expense Type
N/A	<#Month#>	[Expense].[Report Dates and Statuses].[Month] + ' ' + cast_char([Expense].[Report Dates and Statuses].[Year])	Month and year that the report was sent for reimbursement to the employee(s)

Vendor Analysis

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approved (x1000)	<Approved Amount (rpt)>	[Spend by Airline - Ranking].[Approved Amount (rpt)]	Amount of the expenses for the top 5 air vendors, approved for reimbursement, converted as needed to the reporting currency
N/A	<#Vendor#>	if([Spend by Airline - Ranking].[Rank]<6) then ([Spend by Airline - Ranking].[Vendor]) else ('OTHER')	Top 5 airline vendors associated with the expenses, balance grouped as "Other"
Approved (x1000)	<Approved Amount (rpt)>	[Spend by Hotel - Ranking].[Approved Amount (rpt)]	Amount of the expenses for the top 10 hotel vendors, approved for reimbursement, converted as needed to the reporting

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
			currency
N/A	<#Vendor#>	if([Spend by Hotel - Ranking].[Rank]<11) then ([Spend by Hotel - Ranking].[Vendor]) else ('OTHER')	Top 10 hotel vendors associated with the expenses, balance grouped as "Other"
Approved (x1000)	<Approved Amount (rpt)>	[Spend by Car Rental Company - Ranking].[Approved Amount (rpt)]	Amount of the expenses for the top 5 car rental vendors, approved for reimbursement, converted as needed to the reporting currency
N/A	<#Vendor#>	if([Spend by Car Rental Company - Ranking].[Rank]<6) then ([Spend by Car Rental Company - Ranking].[Vendor]) else ('OTHER')	Top 5 car rental vendors associated with the expenses, balance grouped as "Other"
Approved (x1000)	<Approved Amount (rpt)>	[Spend by Cell Phone Provider - Ranking].[Approved Amount (rpt)]	Amount of the expenses for the top 5 cell phone vendors, approved for reimbursement, converted as needed to the reporting currency
N/A	<#Vendor#>	if([Spend by Cell Phone Provider - Ranking].[Rank]<6) then ([Spend by Cell Phone Provider - Ranking].[Vendor]) else ('OTHER')	Top 5 cell phone vendors associated with the expenses, balance grouped as "Other"

Year Over Year

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Approved (x1000)	<Total Approved Amount (rpt)>	[Expense].[Report Header Information].[Total Approved Amount (rpt)]	Total amount approved to be reimbursed
Year	<#Year#>	[Expense].[Report Dates and Statuses].[Year]	Year that the payment was sent for reimbursement to the employee(s)
N/A	<#Month#>	[Expense].[Report Dates and Statuses].[Month]	Month that the payment was sent for reimbursement to the employee(s)
Reports	<# Reports>	[Expense].[Report Header Information].[Report Key]	Total number of expense reports processed

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Year	<#Year#>	[Expense].[Report Dates and Statuses].[Year]	Year that the expense reports were processed
Month	<#Month#>	[Expense].[Report Dates and Statuses].[Month]	Month that the expense reports were processed

Expense Type Spend Trend

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<#Expense Type#>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
N/A	<#Month#>	[Expense].[Report Dates and Statuses].[Month] + ' ' + cast_char([Expense].[Report Dates and Statuses].[Year])	Month and year that the payment was sent for reimbursement to the employee(s)
Approved Amount (rpt)	<#1234#>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Expense Airline Ancillary Fees - Details

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

This report provides a detailed breakdown of spend on airline ancillary fees. In conjunction with the Airline Ancillary Fees Summary report, a travel manager can have a complete breakdown of the amount employees are spending on Ancillary Airline fees.

Report Prompts

Expense Airline Ancillary Fees - Detail

Reporting Currency: USD

Prompts

Date Range

From:

To:

Options

From:

Lowest value

To:

Highest value

Employees:

Keywords:
Type one or more keywords separated by spaces.

Options v

Results:

Select all Deselect all

Choices:

Select all Deselect all

Date Range Prompt

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

Options Prompt

- **Fee Amount:**
 - ◆ **From:** Used to filter the report using a defined minimum amount of the ancillary fees
 - ◆ **To:** Used to filter the report using a defined maximum amount of the ancillary fees
 - ◆ **Lowest value:** Used to filter the report using the lowest amount available of the ancillary fees
 - ◆ **Highest value:** Used to filter the report using the highest amount available of the ancillary fees

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

Report Output

Expense Airline Ancillary Fees Sent for Payment Date Between Jan 1, 2009 and Reporting Currency: USD					
Fee-Expense Category	Employee	Employee ID	Report Name	Report ID	Transaction Date
Airline Club	Smith, Amy	CBS000008	Local Meeting	A58B64FEFE634790A3E7	Aug 5, 2015
Baggage	Hart, LaShonda	MAN000001	Trip from Tampa to Dallas	A13233FDA5204EB184F4	Mar 20, 2012
	Timpanaro, John	SAL000002	Trip to Rome	6166A0787E7E4DBDB39F	Aug 25, 2014
Onboard Entertainment	Corkins, TJ	IMP000001	Trip from Seattle to Kona	084FCE6536EA40F4B6ED	Sep 26, 2012
Priority Access	O'Neill, Paul	SAL000003	Trip from Charlotte to Philadelphia	9C7E97CA90C844F58B2C	Aug 28, 2015
	Timpanaro, John	SAL000002	expense report	D11C251D763746029434	Oct 6, 2014
Seats	Timpanaro, John	SAL000002	Trip to Rome	6166A0787E7E4DBDB39F	Aug 25, 2014
Upgrade	Timpanaro, Mike	SAL000001	August Report	3A839B2D500046C080F4	Aug 17, 2015

Ancillary Fees - Detail					
From: Jan 1, 2009 and Jun 11, 2018					
Currency: USD					
	Transaction Date	Payment Type	Vendor	City/Location	Approved Amount
57	Aug 5, 2015	Cash	Delta		363.20
44	Mar 20, 2012	Cash		Dallas	38.00
9F	Aug 25, 2014	Corporate Card IBCP (Offsets)	United Airlines	Chicago	50.00
1D	Sep 26, 2012	Cash		Kona	152.00
2C	Aug 28, 2015	Cash		Charlotte	25.00
34	Oct 6, 2014	Cash	UNITED 01629257353441		39.00
9F	Aug 25, 2014	Corporate Card IBCP (Offsets)	United Airlines	Chicago	25.00
44	Aug 17, 2015	Corporate Card IBCP (Offsets)	U.S. Airways	Charlotte	50.00

Report Header and Footer

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

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Fee-Expense Category	<Airline Ancillary Fee Type>	[Expense].[Entry Information].[Airline Ancillary Fee Type]	Category type of the airline ancillary fee
Employee	<Employee>	[Expense].[Report Header Information].[Employee Last Name] + ', ' + [Expense].[Report Header Information].[Employee First Name]	Employee last name, first name, and middle initial

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 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
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>	CASE WHEN [Expense].[Entry Information].[Vendor (from list)] is not missing and [Expense].[Entry Information].[Vendor (from list)] <> " THEN [Expense].[Entry Information].[Vendor (from list)] ELSE [Expense].[Entry Information].[Vendor (free-form entry)] END	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City/Location where the expense was incurred
Approved Amount	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Fare Analysis

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

This report will enabled Travel Managers to evaluate the flights selected by travelers and quickly compare the Quoted Price to the best available GDS and Internet prices.

Report Prompts

Fare Analysis

Prompts

Date Range

Date Field:	<input checked="" type="radio"/> Purchased Date <input type="radio"/> Departure Date	Range:	From: <input type="text" value="Jun 12, 2018"/>
			To: <input type="text" value="Jun 12, 2018"/>

Options

Primary Travelers:	<p>Keywords: Type one or more keywords separated by spaces.</p> <input type="text"/> <input type="button" value="Search"/>	
	<p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center;">Select all Deselect all</p>	<p>Choice:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center;">Select all Deselect all</p>
	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	

Employee IDs:	<p>Keywords: Type one or more keywords separated by spaces.</p> <input type="text"/> <input type="button" value="Search"/>	
	<p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center;">Select all Deselect all</p>	<p>Choice:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center;">Select all Deselect all</p>
	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	

Date Range Prompt

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

Options Prompts

- **Primary Travelers:** Used to filter the report by the name of the traveler(s) taking the trip(s)
- **Employee IDs:** Used to filter the report by the Employee ID of the employee(s) who booked the trip(s)

Report Output

Fare Analysis								
Purchased Date Between Jan 1, 2010 and Nov 30, 2010								
Primary Traveler	Employee ID	Purchased Date	GDS Code	Departure Airport	Departure Airport Code	Arrival Airport	Arrival Airport Code	Departure Date
Traveler Name	Employee ID	Jun 1, 2010	Sabre	Columbus	CMH	La Guardia	LGA	Jun 2, 2010
Traveler Name	Employee ID	Jan 4, 2010	Sabre	Columbus	CMH	Tweed New Haven Arprt	HVN	Feb 18, 2010
Traveler Name	Employee ID	Feb 8, 2010	Sabre	Columbus	CMH	La Guardia	LGA	Feb 26, 2010
	Employee ID	Feb 22, 2010	Sabre	Columbus	CMH	Narita	NRT	Mar 18, 2010
	Employee ID	May 27, 2010	Sabre	Columbus	CMH	La Guardia	LGA	Jun 3, 2010
	Employee ID	Jul 7, 2010	Sabre	Columbus	CMH	La Guardia	LGA	Jul 15, 2010
	Employee ID	Jul 7, 2010	Sabre	Columbus	CMH	La Guardia	LGA	Jul 15, 2010
Traveler Name	Employee ID	Jul 30, 2010	Sabre	Columbus	CMH	Kent County Intl	GRR	Aug 11, 2010
Traveler Name	Employee ID	Mar 18, 2010	Sabre	Columbus	CMH	Minneapolis	MSP	Mar 22, 2010
Traveler Name	Employee ID	Aug 20, 2010	Sabre	Columbus	CMH	Tampa	TPA	Sep 16, 2010

Departure Date	Airline Name	Booking Currency	Selected Price	Best GDS Price	Best Internet Price	Is Cligbook Booked?
2, 2010	Delta	USD	610.77	505.90		Y
18, 2010	US Airways	USD	264.80	264.80		Y
26, 2010	American	USD	196.89	108.40		Y
18, 2010	Delta	USD	762.80	752.30		Y
3, 2010	Delta	USD	394.94	318.80		Y
15, 2010	American	USD	395.40	385.35		Y
15, 2010	American	USD	395.40	385.35		Y
11, 2010	Delta	USD	432.98	352.73		Y
22, 2010	Delta	USD	908.40	908.40		Y
16, 2010	US Airways	USD	288.80	288.80		Y

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	ParamDisplayValue('dateFieldParam') + ' ' + ParamDisplayValue('dateRangeParam')	Displays the option selected in the Date Field prompt and the date range entered in the Range prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Primary Traveler	Primary Traveler	[Travel].[Trips].[Primary Traveler]	Name of the traveler(s) taking the trip
Employee ID	Employee ID	[Travel].[Trips].[Employee ID]	Employee ID of the employee who booked the trip
Purchased Date	Entered Date	[Travel].[Booking Decisions].[Entered Date]	Date the trip was purchased (Month Day, Year format)
GDS Code	GDS Code	[Travel].[Booking Decisions].[GDS Code]	Identifies the GDS system used during the booking
Departure Airport	Station One Name	[Travel].[Booking Decisions].[Station One Name]	Full Name of the origin station of the city pair (for example, Seattle-Tacoma)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Departure Airport Code	Station One Code	CASE [Travel].[Booking Decisions].[Station One Code] WHEN '-1' THEN " ELSE [Travel].[Booking Decisions].[Station One Code] END	Departure airport code
Arrival Airport	Station Two Name	[Travel].[Booking Decisions].[Station Two Name]	Full name of the destination station of the city pair (for example, Atlanta)
Arrival Airport Code	Station Two Code	CASE [Travel].[Booking Decisions].[Station Two Code] WHEN '-1' THEN " ELSE [Travel].[Booking Decisions].[Station Two Code] END	Three-digit alphabetical identifier for the destination station of the city pair (for example, ATL)
Departure Date	Start Date	[Travel].[Booking Decisions].[Start Date]	Start date of the trip
Airline Name	Transportation Vendor / Hotel Property	[Travel].[Booking Decisions].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Booking Currency	Booking Currency	[Travel].[Booking Decisions].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Selected Price	Selected Price	[Travel].[Booking Decisions].[Selected Price]	Price selected by the employee booking the trip
Best GDS Price	Best GDS Price	[Travel].[Booking Decisions].[Best GDS Price]	Best price available from the GDS to the employee at the time of booking
Best Internet Price	Best Internet Price	[Travel].[Booking Decisions].[Best Internet Price]	Best price available from the internet to the employee at the time of booking
Is Cliqbook Booked?	Is Cliqbook Booked Trip	[Travel].[Trips].[Is Cliqbook Booked Trip]	Indicates if a trip was booked using Concur Travel

Report: Internet Usage

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

Travelers will frequently charge a company for internet usage at several locations (hotel, airport, etc). These fees can add up quickly and other cheaper options are available. For example, a company may choose to issue an Air Card to frequent travelers. This report will enable companies to identify how much is being spent on internet usage, and create and enforce a sensible policy.

Report Prompts

Internet Usage

Reporting Currency: USD

Prompts

Transaction Date:

From:

To:

Break Even Amount:

Expense Types:

Select Internet expense type(s)

- Cell Phone Comm
- Cellular Phone
- International Interpreter
- Internet
- Internet Access
- Local Phone
- Long Distance
- Mobile
- Pager

Select all Deselect all

Options

Employees:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Select all Deselect all

Choice:

Select all Deselect all

- **Transaction Date:** Used to filter the report by the date range that the transactions were incurred
- **Breakeven Amount:** Used to define the amount in which the cost of using an alternative option for internet usage was equal to the cost of using the internet at several locations (hotel, airport, etc.)
- **Expense Types:** Used to filter the report by the expense type assigned to the expense

Options Prompts

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

Report Output

Internet Usage			
Transaction Date: Between Jun 12, 2012 and Jun 12, 2018			
Expense Types: Cellular Phone			
Break Even Amount: 75			
Reporting Currency: USD			
Employee	Transaction Year	Transaction Month	Approved Amount
Eastman, Dale A	2013	April	85.00
Ford, John L	2014	December	191.20
Gillis, Joe X	2015	November	95.00
		January	125.00
		May	89.45
Hart, LaShonda P	2012	September	170.00
		July	100.00
		August	370.00
Noles, Jeffrey David	2012	November	100.00
		December	100.00
O'Neill, Paul Andrew	2015	August	128.43
		October	128.42
	2016	February	200.00
Renee, Kertrina	2012	June	100.00
Ring, Tim J	2013	June	97.41
Timpanaro, John Victor	2013	August	131.80
		June	132.05
		October	128.23
	2014	December	128.24
		June	128.43

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	ParamDisplayValue('pTransactionDate')	Displays the date range from the Transaction Date prompt on the Prompts page
Expense Types	ParamDisplayValue('expenseTypeParam')	Displays the expense types selected from the Expense Types prompt on the Prompts page
Break Even Amount	ParamDisplayValue('breakevenAmountParam')	Displays the breakeven amount entered in the Break Even Amount prompt on the Prompts page
Reporting Currency	[Expense].[Report Header Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
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
Transaction Year	<Transaction Year>	[Expense].[Entry Information].[Transaction Year]	Year that the transactions were incurred
Transaction Month	<Transaction Month>	[Expense].[Entry Information].[Transaction Month]	Month that the transactions were incurred
Approved Amount	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Top Spend by Vendor

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

This report ranks vendors with the highest amount of submitted expenses during a specified timeframe.

Report Prompts

TOP SPEND BY VENDOR

Date Range

Transaction Date:	From:
	<input type="radio"/> Oct 10, 2016 <input type="button" value="Calendar"/>
	<input checked="" type="radio"/> Earliest date
	To:
<input type="radio"/> Oct 10, 2016 <input type="button" value="Calendar"/>	
<input checked="" type="radio"/> Latest date	

Rank:

From:
<input type="radio"/> <input style="width: 100%;" type="text"/>
<input checked="" type="radio"/> Lowest value
To:
<input type="radio"/> <input style="width: 100%;" type="text"/>
<input checked="" type="radio"/> Highest value

Date Range Prompt

- **Transaction Date:**
 - ◆ **From:** Used to filter the report using a defined start date that transactions were incurred
 - ◆ **To:** Used to filter the report using a defined end date that transactions were incurred
 - ◆ **Earliest Date:** Used to filter the report using the earliest date that transactions were incurred
 - ◆ **Latest Date:** Used to filter the report using the latest date that transactions were incurred

- **Rank:**
 - ♦ **From:** Used to filter the report using a defined minimum number of top vendors to rank in the report (for example, to show the top 10 vendors, enter *10*)
 - ♦ **To:** Used to filter the report using a defined maximum number of top vendors to rank in the report
 - ♦ **Lowest Value:** Used to filter the report using the lowest number of top vendors to rank in the report
 - ♦ **Highest Value:** Used to filter the report using the highest number of top vendors to rank in the report

Report Output

TOP SPEND BY VENDOR		
Transaction Date: On or after Nov 13, 2012		
Rank ^Δ	Vendor	Expense Amount (rpt)
1	CORPORATE TELCOM	305,573.58
2	United Airlines	80,922.75
3	Hertz	76,133.34
4	ORKIN #560	71,736.00
5	Marriott Hotels	66,937.93
6	Delta Air Lines	46,142.57
7	SAMS CLUB #6265	41,149.26
8	Sheraton	38,033.25
9	Avis	34,293.47
10	STAPLES	31,844.40
11	American Airlines	31,602.15
12	Hilton Hotels	31,015.60
13	Westin Hotels and Resorts	26,366.40
14	Office Warehouse	22,989.62
15	Alaska Airlines	22,541.87
16	Hyatt Hotels	21,482.57
17	CDW	17,406.09
18	Cafe Monte	15,422.04
19	U.S. Airways	13,714.75
20	AD CATERING	13,068.56

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Transaction Date	' '+ParamDisplayValue('Transaction_Date')	Displays the date range from the Transaction Date prompt on the Prompts page
Rank	' '+ParamDisplayValue('Rank')	Displays the rank value from the Rank 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
Rank	<Rank>	rank(total([Expense].[Entry Information].[Expense Amount (rpt)]) for report prefilter)	Rank value of top vendor
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
Expense Amount (rpt)	<Expense Amount (rpt)>	[Expense].[Entry Information].[Expense Amount (rpt)]	Amount of the expense, converted as needed to the reporting currency

Report: Top Spenders by Employee

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

This report lists employees with the highest amount of posted entries.

Report Prompts

The administrator can select the ranking of the top spending employees to be displayed – 1 being the employee with the highest amount of submitted expenses. For example, entering lowest to 10 will return the top 10 spenders. The user can also select one or more values for the transaction year. Both of these prompts are optional.

TOP SPENDERS BY EMPLOYEE

Date Range

Sent for
Payment
Date:

From:

 Oct 10, 2016

Earliest date

To:

 Oct 10, 2016

Latest date

Rank:

Rank:

From:

Lowest value

To:

Highest value

Date Range Prompt

- **Transaction Date:**
 - ◆ **From:** Used to filter the report using a defined start date that the payments were sent for reimbursement to the employee(s)
 - ◆ **To:** Used to filter the report using a defined end date that the payments were sent for reimbursement to the employee(s)

- ◆ **Earliest Date:** Used to filter the report using the earliest date that the payments were sent for reimbursement to the employee(s)
- ◆ **Latest Date:** Used to filter the report using the latest date that the payments were sent for reimbursement to the employee(s)
- **Rank:**
 - ◆ **From:** Used to filter the report using a defined minimum number of top spenders to rank in the report (for example, to show the top 10 spenders, enter 10)
 - ◆ **To:** Used to filter the report using a defined maximum number of top spenders to rank in the report
 - ◆ **Lowest Value:** Used to filter the report using the lowest number of top spenders to rank in the report
 - ◆ **Highest Value:** Used to filter the report using the highest number of top spenders to rank in the report

Report Output

TOP SPENDERS BY EMPLOYEE		
Sent for Payment Date: On or after Feb 7, 2012		
Rank▲	Employee	Approved Amount (rpt)
1	Timpanaro, Mike Joseph	322,018.97
2	Villar, Claudia	232,585.04
3	Peters, John M	195,979.54
4	Helfeld, Amy Irene	129,284.02
5	Klippenstein-Varamini, Marchelle Marie	107,124.85
6	Milne, Scott Stirling	75,841.99
7	Baxter, Payden James	72,192.04
8	Timpanaro, John Victor	52,549.84
9	Gillis, Joe	41,243.14
10	Brown, Carla	38,673.97
11	O'Neill, Paul Andrew	32,851.01
12	Gerleman, Sarah Marie	28,675.65
13	Ring, Tim J	25,828.63
14	Hart, LaShonda P	25,631.03
15	Helfeld, AmyH Irene	16,637.80
16	Caruthers, Cory Clifton	14,572.57
17	Noles, Jeffrey David	12,958.63
18	Justice, Lamarr	12,344.76
19	Alexander, Xavier Edward	11,610.02
20	Krillenberger, Jeff	8,313.69

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' '+ParamDisplayValue('Sent_for_Payment_Date')	Displays the date range from the Sent for Payment Date prompt on the Prompts page
Rank	' '+ParamDisplayValue('Rank1')	Displays the rank value from the Rank 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
Rank	<Rank>	rank(total([Expense].[Entry Information].[Approved Amount (rpt)]) for report prefilter)	Rank value of top spender
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Approved Amount (rpt)	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency

Report: Top Spenders by Expense Type

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

This report lists employees with the highest amount of submitted expenses within expense types during a specified timeframe.

Report Prompts

The administrator can select the rank of the top spending employees to be displayed – 1 being the employee with the highest amount of posted entries. For example, entering lowest to 5 will return the top 5 spenders for each expense type. The user can also select a date range. Both of these prompts are optional.

TOP SPENDERS BY EXPENSE TYPE

Date Range

Sent for
Payment
Date:

From:

Oct 10, 2016

Earliest date

To:

Oct 10, 2016

Latest date

Rank:

Rank:

From:

Lowest value

To:

Highest value

Date Range Prompt

- **Transaction Date:**
 - ◆ **From:** Used to filter the report using a defined start date that the payments were sent for reimbursement to the employee(s)
 - ◆ **To:** Used to filter the report using a defined end date that the payments were sent for reimbursement to the employee(s)

- ◆ **Earliest Date:** Used to filter the report using the earliest date that the payments were sent for reimbursement to the employee(s)
- ◆ **Latest Date:** Used to filter the report using the latest date that the payments were sent for reimbursement to the employee(s)
- **Rank:**
 - ◆ **From:** Used to filter the report using a defined minimum number of top expense types to rank in the report (for example, to show the top 10 expense types, enter 10)
 - ◆ **To:** Used to filter the report using a defined maximum number of top expense types to rank in the report
 - ◆ **Lowest Value:** Used to filter the report using the lowest number of top expense types to rank in the report
 - ◆ **Highest Value:** Used to filter the report using the highest number of top expense types to rank in the report

Report Output

TOP SPENDERS BY EXPENSE TYPE			
Sent for Payment Date: On or after Nov 9, 2011			
Expense Type	Employee	Approved Amount (rpt)	Rank [▲]
Airfare	Whealan, Jim Michael	182.60	58
	Parker, David W	157.60	59
Airfare		308,872.62	
Airline Fees	Smith, Amy	363.20	1
	Corkins, TJ	152.00	2
	Timpanaro, John Victor	114.00	3
	Timpanaro, Mike Joseph	50.00	4
	Hart, LaShonda P	38.00	5
	O'Neill, Paul Andrew	25.00	6
Airline Fees		742.20	
Alcoholic Beverages	Govern, Tammy	0.00	1
	Timpanaro, Mike Joseph	0.00	1
Alcoholic Beverages		0.00	
Benefit - Travel Air	Milne, Scott Stirling	4,000.00	1
Benefit - Travel Air		4,000.00	
Beverage	Klippenstein-Varamini, Marchelle Marie	712.81	1
	Timpanaro, John Victor	300.00	2
	Baxter, Payden James	179.53	3
	Alexander, Xavier Edward	22.50	4
	Timpanaro, Mike Joseph	20.80	5
	Cognata, Debbie D	17.03	6
	Gillis, Joe X	12.50	7
	Bell, Simon Charles	9.07	8
	Justice, Lamarr	6.00	9

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' '+ParamDisplayValue('Sent_for_Payment_Date')	Displays the date range from the Sent for Payment Date prompt on the Prompts page
Rank	' '+ParamDisplayValue('Rank1')	Displays the rank value from the Rank 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
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Approved Amount (rpt)	<Approved Amount (rpt)>	[Expense].[Entry Information].[Approved Amount (rpt)]	Amount of the expense approved for reimbursement, converted as needed to the reporting currency
Rank	<Rank>	rank(total([Expense].[Entry Information].[Approved Amount (rpt)]) for ([Expense].[Entry Information].[Expense Type]) prefilter)	Rank value of the top expense type

Report: Travel Summary

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

This report provides some key summary statistics for flights, hotels, and car rentals during a specified timeframe. It provides counts and cost figures and distinguishes between the number of trip components made using the online booking tool compared to booking with the help of a travel agent. It provides some important performance indicators for managing the travel program.

Report Prompts

Travel Summary

Prompts

Date Range

Creation Date:

From:

To:

Options

Travel Config:

Populate Rule Class List

Department:

Date Range Prompt

- **Creation Date:** Used to filter the report by the date range that the expense reports were created

Options Prompts

- **Travel Config:** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip
- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip
- **Department:** Used to filter the report by specific department(s) within the organization

Report Output

Travel Summary								
Creation Date Between Mar 1, 2010 and May 6, 2010								
Reporting Currency: USD								
Flight Summary								
	Total Tickets		Agent Tickets			Cliqbook Tickets		
	Ticket Count	Total Paid (reporting currency)	Ticket Count	Percentage	Total Paid (reporting currency)	Ticket Count	Percentage	Total Paid (reporting currency)
Nonvoid	3,872	1,618,637.25	1,761	44.6%	868,607.24	2,111	53.5%	750,030.01
Void	75	39,394.17	43	1.1%	26,876.92	32	0.8%	12,517.25
Total (Status)	3,947	1,658,031.42	1,804	45.7%	895,484.16	2,143	54.3%	762,547.26
Hotel Summary								
Total Rooms	Total Nights	Total Hotel Spend	Concur Travel Reservations	Concur Travel Percentage	Agent Reservations	Agent Percentage	Potential Room Nights	
2	2	634.4	2	100.0%	0	0.0%	375	
Car Rental Summary								
Total Cars	Total Days	Total Car Spend	Concur Travel Reservations	Concur Travel Percentage	Agent Reservations	Agent Percentage	Potential Car Days	
1,802	5,748	238,384.869	1,138	63.2%	664	36.8%	4,408	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Creation Date	'' + ParamDisplayValue('creationDateParam')	Displays the date range from the Creation Date prompt on the Prompts page
Reporting Currency	[Travel].[Reservations and Tickets].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run

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

Report Data Items

Flight Summary

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<#Status#>	CASE WHEN [Travel].[Reservations and Tickets].[Ticket Status] = 'Void' THEN 'Void' ELSE 'Nonvoid' END	Indicates if the rows are "Void" or "Nonvoid" tickets
N/A	<#Total#>	case when # sq(\$runLocale)# = 'en' THEN 'Total Tickets' when # sq(\$runLocale)# = 'zh-cn' THEN '总票数' when # sq(\$runLocale)# = 'en-gb' THEN 'Total Tickets' when # sq(\$runLocale)# = 'fr-fr' THEN 'Total des billets' when # sq(\$runLocale)# = 'de' THEN 'Tickets gesamt' when # sq(\$runLocale)# = 'ja' THEN '合計チケット数' when # sq(\$runLocale)# = 'zh-tw' THEN '總計機票' WHEN # sq(\$runLocale)# ='cs' then 'Celkem jízdenek/letenek' WHEN # sq(\$runLocale)# ='pt- BR' then 'Total de bilhetes' WHEN # sq(\$runLocale)# ='es' then 'Total de billetes' else 'Total Tickets' end	Displays the header "Total Tickets" in the report user's language (for example, for Spanish users, the header will read "Total de billetes")

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<#Source#>	CASE WHEN [Travel].[Trips].[Is Cliqbook Booked Trip] = 'Y' THEN 'Cliqbook Tickets' ELSE 'Agent Tickets' END	Indicates in the column header if the trips were booked using Concur Travel or a travel agent (Agent Tickets or Concur Tickets)
N/A	<#Total Paid (reporting currency)#>	[Travel].[Reservations and Tickets].[Total Paid (reporting currency)]	Amount being paid, in the reporting currency

Hotel Summary

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Rooms	<Number of Units>	[Hotel Details].[Number of Units]	Total number of rooms reserved
Total Nights	<Number of Days/Nights>	[Hotel Details].[Number of Days/Nights]	Total number of nights stayed at hotels
Total Hotel Spend	<Total Hotel Spend>	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Total sum of the booking amount and the booking tax for all hotel stays
Concur Travel Reservations	<Concur Travel Reservations>	[Hotel Details].[Concur Travel Reservations]	Indicates the number of rooms booked using Concur Travel
Concur Travel Percentage	<Concur Travel Percentage>	[Hotel Details].[Concur Travel Percentage]	Indicates the percentage of rooms booked using Concur Travel
Agent Reservations	<Agent Reservations>	[Hotel Details].[Agent Reservations]	Indicates the number of rooms booked using a travel agent
Agent Percentage	<Agent Percentage>	[Hotel Details].[Agent Percentage]	Indicates the percentage of rooms booked using a travel agent
Potential Room Nights	<Potential Room Nights>	[Potential Nights] - [Hotel Nights]	Estimated number of nights in a hotel based on the difference between the arrival and departure dates of a trip.

Car Rental Summary

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Cars	<Number of Units>	[Car Details].[Number of Units]	Total number of cars rented
Total Days	<Number of Days/Nights>	[Car Details].[Number of Days/Nights]	Total number of days cars were rented
Total Car Spend	<Total Car Spend>	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Total sum of the booking amount and the booking tax for all cars rented
Concur Travel Reservations	<Concur Travel Reservations>	[Car Details].[Concur Travel Reservations]	Indicates the number of cars booked using Concur Travel
Concur Travel Percentage	<Concur Travel Percentage>	[Car Details].[Concur Travel Percentage]	Indicates the percentage of cars booked using Concur Travel
Agent Reservations	<Agent Reservations>	[Car Details].[Agent Reservations]	Indicates the number of cars booked using a travel agent
Agent Percentage	<Agent Percentage>	[Car Details].[Agent Percentage]	Indicates the percentage of cars booked using a travel agent
Potential Car Days	<Potentials Car Days>	[Potential Nights] - [Car Days]	Estimated number of rental days based on difference between the arrival and departure dates of a trip.