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Revision History

Date	Notes / Comments / Changes
May 20, 2023	Renamed the Completed Travel Requests Without Expense Report Entry the report to Authorized Travel Requests Without Expense Report Entry and updated the report images.
February 18, 2023	Made the following updates to the *Report: Completed Travel Requests Without Expense Report Entry* section: • Renamed the section from *Report: Completed Travel Requests Without Expense Reports* to *Report: Completed Travel Requests Without Expense Report Entry*. The report was renamed with the February 2023 release. • Updated the images in the section to display the new report name.
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 20, 2021	Updated the copyright year; no other changes
September 19, 2020	Updated the **Prompts** page and report images for the Travel Requests by Country report. The **Departure Country** and **Countries** labels were renamed to **Departure Country/Region** and **Countries/Region**.
January 8, 2020	Changed copyright; no other content changes
September 21, 2019	Updated the image of the Travel Requests by Segment report to include the new **Expense Type** column.
April 13, 2019	Updated the **Prompts** page and report images of the Travel Request by Segment report to include the updates to the **Prompts** page, and the addition of the **Request Policy** and **Request Purpose** columns to the report
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
January 13 2018	Changed copyright; no other content changes
December 15 2016	Changed copyright; no other content changes
November 17 2016	Updated report images to match the current application
August 15 2016	Added the Workflow Aging – Details report
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 21: Folder – Travel Request

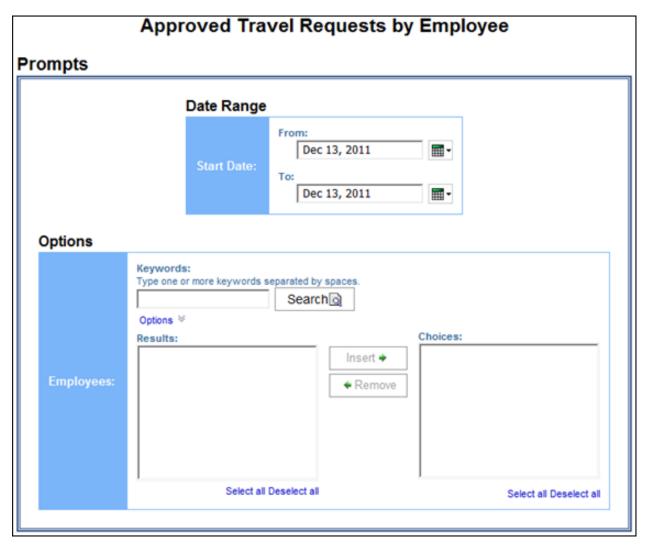## Report: Approved Travel Requests by Employee

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

This report will display all Travel Requests that are currently in use.

Report Prompts

Report Output

Approved Travel Requests by Employee Start Date Between Jun 1, 2011 and Dec 13, 2011 Reporting Currency: USD								
Employee	Employee ID	Travel Request Name	Travel Request ID	Start Date	End Date	Request Policy	Request Purpose	Approved Amount
Employee Name	Emp ID	Travel Request Name	22AW	Dec 5, 2011	Dec 16, 2011	IT Request Policy	Travel Request Purpose	166.00
Employee Name	Emp ID	Travel Request Name	224Y	Nov 28, 2011	Dec 3, 2011	IT Request Policy	Travel Request Purpose	2,809.28
Employee Name	Emp ID	Travel Request Name	229V	Dec 5, 2011	Dec 8, 2011	IT Request Policy	Travel Request Purpose	1,518.00
		Travel Request Name	224E	Sep 26, 2011	Sep 29, 2011	IT Request Policy	Travel Request Purpose	1,386.00
Employee Name	Emp ID	Travel Request Name	2297	Nov 9, 2011	Nov 10, 2011	IT Request Policy	Travel Request Purpose	227.50
		Travel Request Name	227V	Oct 11, 2011	Oct 12, 2011	IT Request Policy	Travel Request Purpose	229.50
		Travel Request Name	2285	Oct 26, 2011	Oct 27, 2011	IT Request Policy	Travel Request Purpose	227.50

Report: Authorized Travel Requests Without Expense Report Entry
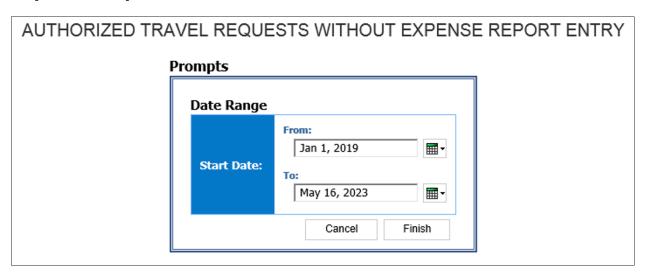
Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☐ Expense Data   ☑ Travel / TripLink Data
Not applicable for Standard Edition

This report will display all completed Travel Requests that do not have a Travel Request line item associated to a report entry. This will allow finance departments to identify liabilities and plan appropriately.

Report Prompts

Report Output

AUTHORIZED TRAVEL REQUESTS WITHOUT EXPENSE REPORT ENTRY
Start Date: Between Jan 1, 2019 and May 16, 2023

Employee	Travel Request Name	Travel Request ID	Approval Status	Start Date	Travel Request Policy	Purpose	Total Approved Amount (rpt)
		39PX	Approved	Jun 15, 2022	Request Policy		2,769.00
		39PL	Cancelled	Apr 13, 2022	Request Policy		2,687.00
		333K	Approved	Sep 14, 2021	Not Integrated with Travel		10.00
		34LJ	Approved	Nov 10, 2020	Not Integrated with Travel		123.45
		34KF	Approved	Oct 21, 2020	Not Integrated with Travel		133.00
		37JW	Approved	Feb 16, 2021	Not Integrated with Travel		80.00
		39LV	Cancelled	Sep 6, 2021	Not Integrated with Travel		12.00
		34L9	Approved	Nov 6, 2020	Not Integrated with Travel		10.00
		34L4	Approved	Nov 6, 2020	Not Integrated with Travel		10.00
		34KU	Approved	Nov 4, 2020	Not Integrated with Travel		10.00
		39AY	Approved	May 27, 2021	Not Integrated with Travel		25.00
		39CH	Approved	Jun 16, 2021	Not Integrated with Travel		50.00
		39DF	Approved	Jun 18, 2021	Not Integrated with Travel		170.00
		39NK	Approved	Sep 14, 2021	Not Integrated with Travel		10.00
		34KQ	Approved	Oct 1, 2020	Not Integrated with Travel		1.00
		39PR	Approved	May 4, 2022	Not Integrated with Travel		65.40
		39NY	Approved	Feb 10, 2022	Not Integrated with Travel		109.00
		39P3	Approved	Feb 10, 2022	Not Integrated with Travel		65.40
		3F4Y	Approved	Jul 21, 2021	Not Integrated with Travel		200.00
		39NP	Approved	Sep 27, 2021	Not Integrated with Travel		12.00

Report: Top 10 Longest to Approve
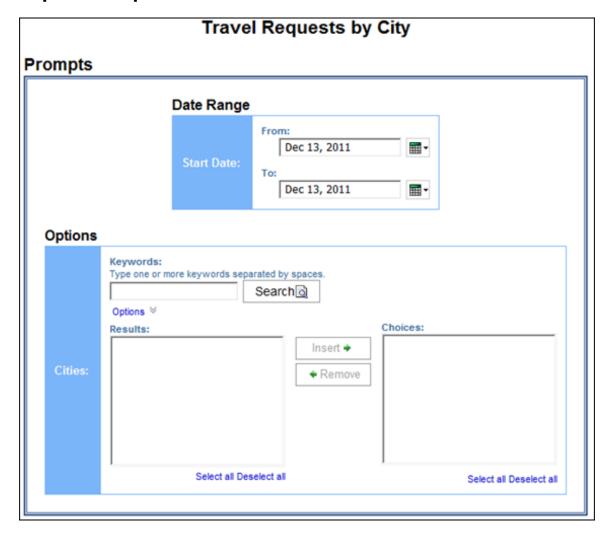
Available to: ☑ Analysis   ☑ Intelligence
      Uses: ☐ Expense Data   ☑ Travel / TripLink Data
Not applicable for Standard Edition

This report provides a rank of the longest time to approve Travel Requests. This provides actionable information to the user and allows them to check whether it was due to a specific criteria or approver.

Report Prompts

Report Output

Top 10 Longest to Approve
Approval Date Between Jun 1, 2011 and Dec 13, 2011

Rank	Approver	Employee	Travel Request Name	Approval Status	Date Sent to Approver	Date Approved	Days to Approval
1	Approver Name	Employee Name	Travel Request Name	Approved	Oct 6, 2011 9:26:52 PM	Oct 11, 2011 11:13:55 AM	5
2	Approver Name	Employee Name	Travel Request Name	Approved	Nov 15, 2011 4:49:00 PM	Nov 18, 2011 9:06:04 PM	4
3	Approver Name	Employee Name	Travel Request Name	Approved	Dec 3, 2011 12:54:25 AM	Dec 6, 2011 11:31:35 PM	3
4	Approver Name	Employee Name	Travel Request Name	Approved	Sep 13, 2011 8:30:25 PM	Sep 14, 2011 6:18:23 PM	2
5	Approver Name	Employee Name	Travel Request Name	Approved	Oct 5, 2011 1:36:25 PM	Oct 6, 2011 1:32:38 PM	1

Report: Travel Requests by City

This report displays the total number of Travel Requests filed on a city by city basis.

Report Prompts

Report Output

Travel Requests by City
Start Date: Between Nov 9, 2010 and Nov 17, 2016
Reporting Currency: USD

City	Employee	Travel Request Name	Travel Request ID	Start Date	End Date	Request Policy	Purpose	Total Approved Amount
	Admin-ENT, Global Traveller	Trip from Seattle to Denver	2224	Jan 24, 2012	Jan 26, 2012	Default Request Policy		658.38
	Admin-ENT, Global Traveller	Trip from Seattle to Denver	2226	Mar 6, 2012	Mar 8, 2012	Default Request Policy		688.38
	Admin-ENT, Global Traveller	Trip from Seattle to San Francisco	2225	Jan 9, 2012	Jan 11, 2012	Default Request Policy		977.87
	Admin, Jeremy James	Mobile Approval Testing Request	346A	Jul 1, 2013	Jul 2, 2013	Default Request Policy	Testing Mobile Manager Approval	900.00
	Admin, Jeremy James	Testing for Demo 1	3469	Jun 26, 2013	Jun 27, 2013	Default Request Policy	Client Meetings	795.00
	Admin, Jeremy James	Trip from Seattle to Boston	346C	Jun 26, 2013	Jun 27, 2013	Default Request Policy	Demo	1,145.97
	Admin, Jeremy James	With Cash Advance	33WH	Feb 27, 2013	Feb 28, 2013	Default Request Policy	To test Cash Advances	700.00
	Anderson, Cameron Lee	DoD Chicago onsite visit	36FR	May 26, 2015	May 27, 2015	DoD Civilian Employee Request Policy	Concur Travel training pre-deployment	592.24
	Anderson, Cameron Lee	Second Try	36EW	Jul 24, 2015	Jul 27, 2015	DoD Civilian Employee Request Policy		1,432.08
	Anderson, Cameron Lee	Trip from Denver to Minneapolis/St. Paul	36PG	Jan 11, 2016	Jan 13, 2016	DoD Civilian Employee Request Policy		671.69
	Anderson, Cameron Lee	Trip from New Orleans to Denver	36EY	Jun 15, 2015	Jun 18, 2015	DoD Civilian Employee Request Policy		1,765.75
	Anderson, Cameron Lee	Trip from New Orleans to Orlando	36F3	Jul 13, 2015	Jul 15, 2015	DoD Civilian Employee Request Policy		884.60
	Anderson, Cameron Lee	Trip from New Orleans to Salt Lake City	36F4	Jul 21, 2015	Jul 24, 2015	DoD Civilian Employee Request Policy		1,456.19
	Anderson, Cameron Lee	Trip from Orlando to Las Vegas	36DC	Aug 17, 2015	Aug 19, 2015	Request Policy (NBP)		1,157.89
	Anderson, Cameron Lee	Trip from Orlando to New Orleans	36FV	Aug 10, 2015	Aug 13, 2015	DoD Civilian Employee Request Policy		1,065.90
	Anderson, Cameron Lee	Trip from Orlando to New Orleans	36FX	Jun 16, 2015	Jun 18, 2015	DoD Civilian Employee Request Policy	Concur Travel training pre-deployment	882.53
	Anderson, Cameron Lee	Trip from Washington Dulles Intl, Washin	36FY	Jun 15, 2015	Jun 19, 2015	DoD Civilian Employee Request Policy		1,128.20
	Anderson, Cameron Lee	Trip from Washington to Denver	36JL	Aug 17, 2015	Aug 20, 2015	Request Policy (NBP)		1,263.32
	Anderson, Cameron Lee	Trip from Washington to Orlando	36EV	Jul 20, 2015	Jul 23, 2015	DoD Civilian Employee Request Policy		1,432.08
	Anderson, Cameron Lee	Trip from Washington to Seattle	36JK	Sep 7, 2015	Sep 14, 2015	Request Policy (NBP)		2,659.65

Report: Travel Requests by Country
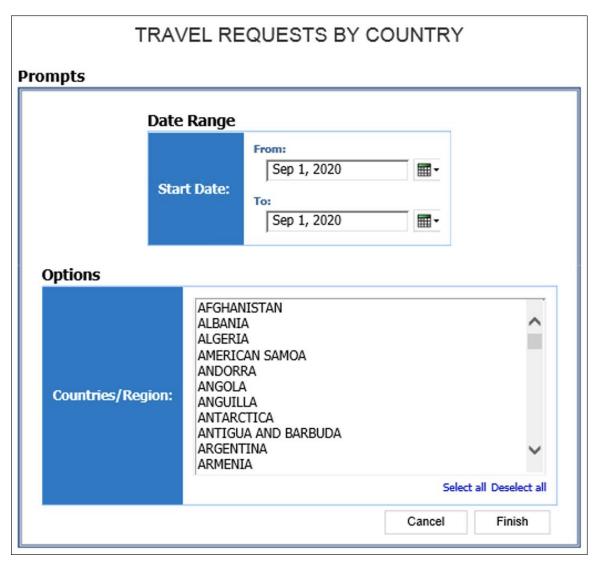
Available to: ☑ Analysis   ☑ Intelligence
Uses: ☐ Expense Data   ☑ Travel / TripLink Data
Not applicable for Standard Edition

This report displays the total number of Travel Requests filed on a country by country basis.

Report Prompts

Report Output

TRAVEL REQUESTS BY COUNTRY
Start Date: Between Sep 1, 2017 and Sep 1, 2020
Reporting Currency: USD

Departure Country/Region	Employee	Travel Request Name	Travel Request ID	Start Date	End Date
	Brown, Terry T	Flight to Chicago	3DNJ	Oct 10, 2019	Oct 12, 2019
	Brown, Terry T	New York Conference	3GMW	Feb 4, 2020	Feb 7, 2020
	Brown, Terry T	Trip to Paris	39PG	Dec 24, 2018	Dec 28, 2018
	Brown, Terry T	Trip to Paris	3KMK	Jun 9, 2020	Jun 16, 2020
FRANCE	Brown, Terry T	Trip to Paris	39PG	Dec 24, 2018	Dec 28, 2018
	Brown, Terry T	Trip to Paris	3C7Y	Oct 8, 2019	Oct 13, 2019
UNITED STATES	Brown, Terry T	Business Lunch 2	3KM4	Mar 10, 2020	Mar 13, 2020
	Brown, Terry T	Car Rental	3DNG	Mar 23, 2019	Mar 26, 2019
	Brown, Terry T	Car Rental for Site Visit	3KMA	Mar 10, 2020	May 13, 2020

End Date	Request Policy	Purpose	Total Approved Amount
Oct 12, 2019	Default Request Policy	client meeting	0.00
Feb 7, 2020	Travel Request Policy	Leadership conference	670.00
Dec 28, 2018	Travel Request Policy	Work with Team Leon	3,350.00
Jun 16, 2020	Default Request Policy	Sales Conference	1,747.79
Dec 28, 2018	Travel Request Policy	Work with Team Leon	3,350.00
Oct 13, 2019	Travel Request Policy	Client site visit	1,420.22
Mar 13, 2020	Auto Create report Request Policy	business lunch	444.62
Mar 26, 2019	Travel Request Policy	Car rental for client site visit	250.00
May 13, 2020	Travel Request Policy	client site visit	444.62

Report: Travel Requests by Segment

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

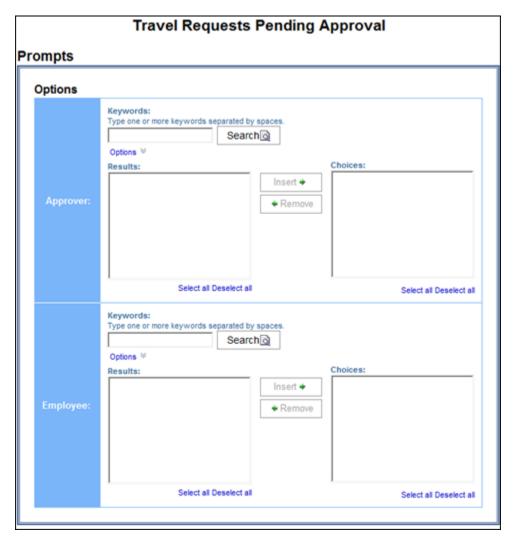This report shows the Travel Request Segment activity for a company.

Report Prompts

Report Output

TRAVEL REQUESTS BY SEGMENT
Start Date: On or after Sep 1, 2015
Segment Type: , Air Ticket, Air subscription, Authorized Exceptions, Car Rental, Compliance, Dining, Event, Hotel Reservation, Insurance, Limousine Reservatio
Reporting Currency: USD

Employee	Travel Request Name	Travel Request ID	Expense Type	Requested Amount	Request Policy	Request Purpose
Anderson, Cameron Lee	Trip from Washington to Seattle	36JK	Airfare	321.99	Request Policy (NBP)	
					Request Policy (NBP)	
			Car Rental	282.58	Request Policy (NBP)	
			Hotel	1,149.58	Request Policy (NBP)	
Anderson, Cameron Lee	Trip from Washington to Seattle	36K7	Airfare	327.50	Request Policy (NBP)	
					Request Policy (NBP)	
					Request Policy (NBP)	
					Request Policy (NBP)	
			Car Rental	128.71	Request Policy (NBP)	
			Hotel	202.25	Request Policy (NBP)	

nousine Reservation, Meals, Miscellaneous, Parking Fee, Per Diem Locations, Rail subscription, Railway Ticket, Taxi Booking, Taxi Fare, Visa

Request Purpose	Agency Booked	Start Date	Start Time	End Date	End Time	Departure City	Departure Country	Arrival City	Arrival Country
	Y	Sep 7, 2015	08:15	Sep 7, 2015	11:00	Washington	UNITED STATES	Seattle	UNITED STATES
	Y	Sep 14, 2015	13:04	Sep 14, 2015	21:08	Seattle	UNITED STATES	Washington	UNITED STATES
	Y	Sep 7, 2015	11:00	Sep 14, 2015	13:04	Seattle	UNITED STATES	Seattle	UNITED STATES
	Y	Sep 7, 2015	15:00	Sep 14, 2015	12:00			Seattle	UNITED STATES
	Y	Sep 14, 2015	11:00	Sep 14, 2015	13:29	Washington	UNITED STATES	Los Angeles	UNITED STATES
	Y	Sep 14, 2015	16:12	Sep 14, 2015	18:58	Los Angeles	UNITED STATES	Seattle	UNITED STATES
	Y	Sep 16, 2015	17:43	Sep 16, 2015	19:50	Seattle	UNITED STATES	San Francisco	UNITED STATES
	Y	Sep 16, 2015	22:30	Sep 17, 2015	06:41	San Francisco	UNITED STATES	Washington	UNITED STATES
	Y	Sep 14, 2015	18:58	Sep 16, 2015	17:43	Seattle	UNITED STATES	Seattle	UNITED STATES
	Y	Sep 14, 2015	16:00	Sep 16, 2015	12:00			Seattle	UNITED STATES

Report: Travel Requests Pending Approval

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

This report will give users an immediate view of all Travel Request that need to be approved.

Report Prompts

Report Output

Travel Requests Pending Approval

Approval Limit Date	Travel Request Name	Travel Request ID	Start Date	Approval Status	Approver Name	Number of Days Pending Approval	Employee
Jul 13, 2011	Trip from Toronto to Montreal	229Y	Aug 23, 2011	Cancelled	Heather, Admin K	346	Cooks, Jeff
Jul 14, 2011	Trip from Dallas to Miami	22AH	Jul 20, 2011	Cancelled	Fix, Jeffrey Daniel	344	Canadian, Request
	Trip from London to Amsterdam	22AB	Sep 20, 2011	Cancelled	One(62), Manager	344	Brandehof, Ursula EU
Jul 15, 2011	Trip from Toronto to Calgary	22AK	Sep 13, 2011	Cancelled	Heather, Admin K	343	Cooks, Jeff
	Trip from Toronto to Edmonton	22AL	Aug 16, 2011	Cancelled	Fix, Jeffrey Daniel	343	Canadian, Request
Sep 29, 2011	Trip from Charlotte to Chicago	22JL	Oct 24, 2011	Cancelled	Braddock, James	268	Park*, Steve
Oct 11, 2011	Trip from Denver to Chicago	22KG	Nov 7, 2011	Cancelled	Braddock, James	227	Park*, Steve
Oct 13, 2011	Trip from Baltimore to Chicago	22KV	Dec 5, 2011	Cancelled	Cheadle, Don	254	Bertino, Andrea Marie
Oct 14, 2011	Trip from Newark to Boston	22L5	Nov 28, 2011	Cancelled	Sutherland, Kiefer	253	Timpanaro, Mike
Oct 15, 2011	Visit to KC location - Old Mutual	22L9	Nov 16, 2011	Cancelled	Sutherland, Kiefer	252	Timpanaro, Mike
	Boston Site Visit 2012	22L8	Feb 15, 2012	Cancelled	Smith, Phil	233	Delay, Melissa
Oct 19, 2011	Trip from Baltimore to Boston	22LP	Dec 21, 2011	Cancelled	Cheadle, Don	248	Bertino, Andrea Marie
	Trip from San Francisco to Washington	22LU		Sent Back to Employee	Manager, Mike	248	Traveler, Tom D
Nov 3, 2011	Reise von Stuttgart nach Berlin	22MJ	Nov 30, 2011	Cancelled	Steinbach, Arnold	233	Massimi, Gabriella DE
	Trip from Louisville to Dallas	22MQ	Jan 17, 2012	Cancelled	Smith, Phil	233	Delay, Melissa
	Trip from Seattle to Los Angeles	22MR	Dec 7, 2011	Cancelled	Hogan, Ben (Approving Manager) John	233	Corkins (REQUEST), Timothy John
Nov 4, 2011	Sales Conference	22ND	Dec 6, 2011	Cancelled	Sutherland, Kiefer	232	Timpanaro, Mike
Nov 15, 2011	Trip from Washington to Boston	22QL	Jan 17, 2012	Submitted & Pending Approval	Smith, Phil	220	Delay, Melissa
Nov 16, 2011	roadshow trip	22KJ	Nov 21, 2011	Cancelled	Wu, Jason	255	Fong, Olivia
	Trip from Boston to Philadelphia	22QS	Jan 10, 2012	Cancelled	Kenyon, Chris	220	Parker, David

Report: Workflow Aging - Details

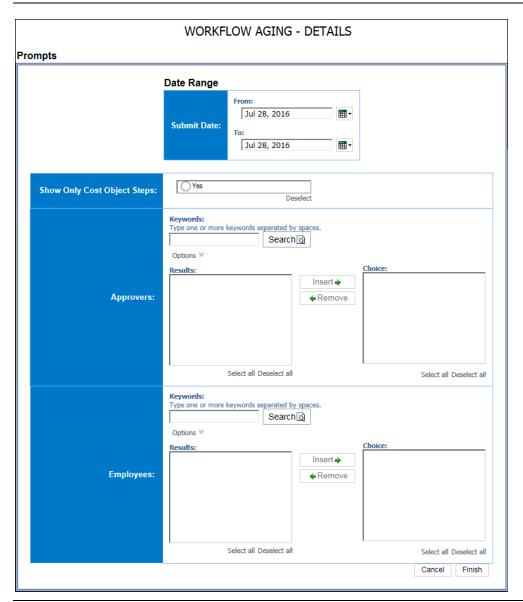Available to: ☐ Analysis   ☑ Intelligence
          Uses: ☐ Expense Data   ☑ Travel / TripLink Data
Not applicable for Standard Edition

This report identifies the travel requests that are pending approval, including the approvers associated with the requests, to help ensure approval of travel requests in a timely manner.

Report Prompts

NOTE: When a company has Cost Object Approvals (COA) enabled, the **Prompts** page displays the **Show Only Cost Object Steps** prompt. When **Yes** is selected, the report displays COA fields.

Report Output

WORKFLOW AGING - DETAILS
Submit Date:Between Jul 1, 2014 and Jul 28, 2016

Age	Travel Request Name	Request ID	Approval Status	Approver	Role	Cost Center	Step	Is Cost Object Step	Approver Received Date	Requesting Employee
456	Trip from Washington to Orlando	36D9	Submitted & Pending Approval	Smith, Jack Antonio	Default Approver		Manager Approval	No	Apr 29, 2015 6:04:16 PM	Soares, Shameeka Clarice
379	Trip from Washington to Seattle	36K7	Submitted & Pending Approval	Lucier, Jim Lee	Request Approver		Manager Approval	No	Jul 15, 2015 7:40:38 PM	Anderson, Cameron Lee
254	Cognizant Demo	36YF	Submitted & Pending Approval	Approver1, Ryan	Request Approver		Manager Approval	No	Nov 17, 2015 2:19:07 PM	Michals, Ryan Stephen
239	Honda Travel	373J	Submitted & Pending Approval	Cognata, Debbie D	Request Approver		Manager Approval	No	Dec 2, 2015 6:54:01 PM	Baxter, Payden James
239	Event Details	373L	Submitted & Pending Approval	Cognata, Debbie D	Request Approver		Manager Approval	No	Dec 2, 2015 6:59:04 PM	Baxter, Payden James
227	Trip from Glasgow to London	373V	Submitted & Pending Approval	Approver, UK	Request Approver		Manager Approval	No	Dec 14, 2015 8:46:50 PM	Bell, Simon Charles
204	Trade Show Jan 2016	374P	Submitted & Pending Approval	Approver1, Isaac J	Request Approver		Manager Approval	No	Jan 6, 2016 8:40:05 PM	Bowman1, Isaac A

Jul 28, 2016   - 1 -

Requesting Employee	Submit Date	Request Currency	Total Approved Amount	Total Requested Amount	Cost Center Claimed Amount	Cost Center Approved Amount	Next Step	Next Approver
Soares, Shameeka Clarice	Apr 29, 2015	USD	1,269.53	1,269.53			International Travel Approval	Ajayi, Ifeoluwa
Anderson, Cameron Lee	Jul 15, 2015	USD	1,265.75	1,265.75			Request Approved	
Michals, Ryan Stephen	Nov 17, 2015	USD	500.00	500.00			Request Approved	
Baxter, Payden James	Dec 2, 2015	USD	1,050.00	1,050.00			Request Approved	
Baxter, Payden James	Dec 2, 2015	USD	400.00	400.00			Request Approved	
Bell, Simon Charles	Dec 14, 2015	GBP	305.62	305.62			Request Approved	
Bowman1, Isaac A	Jan 6, 2016	USD	800.00	800.00			Request Approved	

1 -   5:24:11 PM