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Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
July 17, 2021	Added "SAP" before some references to "Concur" for accurate branding.
February 20, 2021	Updated the copyright year; no other changes
September 19, 2020	Updated the report image for the Invisible Spend Details report. The Country label was renamed to Country/Region .
January 8, 2020	Changed copyright; no other content changes
July 22, 2019	Added additional information about report prompts and reports to the reports in the TripLink folder
June 10, 2019	Default Approver column was renamed to Approver . Updated image of the Invisible Spend Details report to show Approver column.
May 11, 2019	Fixed typo
April 13, 2019	Updated image of the Invisible Spend Details report to include the new Purpose column
March 15, 2019	Added the Lodging – Do Not Track Room Rate Spending spend category to the Invisible Spend Details report and Invisible Spend Trend Analysis report descriptions. Also updated the image of the Overall tab on the Invisible Spend Trend Analysis report to include the change to the order quarters and years are displayed on the graphs.
February 9, 2019	Updated images of the Invisible Spend Trend Analysis report to include the new visual indicators for invisible versus visible spend on the report. Also removed references to Insight Premium from the guide and updated copyright.
October 5, 2018	Added information about the date restrictions for the Invisible Spend Details report's Sent for Payment Date prompt
August 18, 2018	Added: <ul style="list-style-type: none"> • Invisible Spend Details • Invisible Spend Trend Analysis
January 13 2018	Changed copyright; no other content changes
December 9 2017	Added the TripLink Details by Traveler report
March 18 2017	Removed the Invisible Spend Trend Analysis report
December 15 2016	Changed copyright; no other content changes
May 19 2016	The default amounts for outliers can now be modified by the report user
April 21 2016	Added "outlier" information to the TripLink reports
March 23 2016	"Blind Spend Trend Analysis" renamed to "Invisible Spend Trend Analysis"
December 3 2015	Added "TripLink Spend Summary by Traveler"

Date	Notes / Comments / Changes
October 20 2015	Added: <ul style="list-style-type: none"><li data-bbox="602 296 976 323">• Blind Spend Trend Analysis<li data-bbox="602 331 1016 359">• TripLink Air Supplier Summary
September 18 2015	Changed the chapter number and name (Open Booking to TripLink)
August 14 2015	Moved from single book to individual "chapters" – no content changes

Chapter 22: Folder – TripLink

Report: Invisible Spend Details

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

This report tracks invisible spend at the employee level. *Invisible spend* represents the expensed amounts that are not matched to a trip, with one exception — any charges from TMC direct bookings are considered visible spend and will be excluded from this report.

Like the Invisible Spend Trend Analysis report, this report filters on spend categories. ***If the client has not mapped the expense types to the spend categories, then no data is returned on this report.***

This report uses these spend categories:

- Airfare
- Car Rental
- Lodging – Do Not Track Room Rate Spending
- Lodging – Track Room Rate Spending
- Train

Report Prompts

The **From** field in the **Sent for Payment Date** prompt defaults to *Jan 1, 2017*, and the **From** field only accepts dates from January 1, 2017 or later. This is due to the improved visible spend matching process only being available for data from January 1st, 2017 or later.

Invisible Spend Details

Date Range

Sent for Payment Date:	From: <input type="text" value="Jan 1, 2017"/>	To: <input type="text" value="Oct 5, 2018"/>
-------------------------------	--	--

Expense Amount:

Retain
 Exclude

Amount >=

This prompt will filter for all expense entries greater than or equal to the entered amount.

Employee:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results: <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: center;"><small>Select all Deselect all</small></p>	<input type="button" value="Insert →"/> <input type="button" value="← Remove"/>	Choice: <div style="border: 1px solid gray; height: 100px;"></div> <p style="text-align: center;"><small>Select all Deselect all</small></p>
---	--	--

Travel Type:

Air
 Car
 Hotel
 Rail

Select all Deselect all

Report Output

INVISIBLE SPEND DETAILS							
Sent for Payment Date: Jan 1, 2017 to Sep 1, 2020							
Travel Type(s): Air, Car, Hotel, Rail							
Employee	Employee ID	Report Name	Report ID	Purpose	Sent for Payment Date	Transaction Date	Spend Category
Brown, Terry T	TerryBrown	Trip to Dallas	5561CA229534463BBF64	vendor visits	Jan 30, 2018	Sep 1, 2017	Airfare
Brown, Terry T - Summary							
Gato, Bailey O	BaileyGato	Report with personalcard charges	61EC0365041D48F2BAAB		Apr 7, 2018	Jan 18, 2018	Airfare
Gato, Bailey O - Summary							
Overall - Summary							

Spend Category	Expense Type	Payment Type	Vendor	City/Location	Country/Region	Invisible Spend Amount	Approver
Airfare	Airfare	IBCP	United Airlines	Seattle	UNITED STATES	202.40	Davis, Pat R Collins, Chris L
						202.40	
Airfare	Airfare	Cash	United			615.49	Brown, Terry T
						615.49	
						817.89	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	ParamDisplayValue('pFromDate') + ' to ' + ParamDisplayValue('pToDate')	Displays the date range from the Sent for Payment Date prompt on the Prompts page
Travel Types	ParamDisplayValue('p_travel')	Displays the travel type categories selected from the Travel Type prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Expense].[Report Header Information].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Purpose	<Purpose>	[Expense].[Report Header Information].[Purpose]	Employee-entered business purpose or description of the expense report
Sent for Payment Date	<Sent for Payment Date>	[Expense].[Report Dates and Statuses].[Sent for Payment Date]	Date the expense report was extracted from the expense system for payment in another accounting system (such as Accounts Payable or Payroll)
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Spend Category	<Spend Category>	case when [Expense].[Entry Information].[Spend Category Code] IN ('LODGA','LODGN') then ('Hotel') else ([Expense].[Entry Information].[Spend Category]) end	Collection of similarly grouped expense types. Spend categories are mapped to expense types to effectively "group" data for reporting reasons.
Expense Type	<Expense Type>	[Expense].[Entry Information].[Expense Type]	Expense type assigned to the expense
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City/Location where the expense was incurred
Country/Region	<Country>	[Expense].[Entry Information].[Country]	Country/Region where the expense was incurred
Invisible Spend Amount	<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
Approver	<Employee Assigned to Step>	[Expense].[Expense Report Workflow Trail].[Employee Assigned to Step]	Last name, first name, and middle initial of the employee designated to take action in this step of the workflow

Report: Invisible Spend Trend Analysis

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

Concur TripLink captures data from flights, hotels, and ground transportation – no matter where travel is booked. This report provides access to that data – giving companies of all sizes insight into travel expenditures before they happen and a more complete picture of spend outside the corporate travel system.

Invisible spend will go down over time as clients get visibility into travel spend before travel occurs through TripLink. In addition, the information can also be used to meet "duty of care" requirements as well as track spend with specific suppliers, giving companies the information they need for better negotiations.

NOTE: Specifically, SAP Concur looks at Concur Expense data where the expense is matched with a trip in order to determine visible spend. In addition, if SAP Concur finds credit card spend from TMC direct bookings, it is considered visible spend for this report. (This provides the expensed amount.) Then, Concur Travel provides the trip source information, like Concur Travel, TripLink, etc.

Invisible spend represents the expensed amounts that are not matched to a trip.

As described below, the only expenses that are included in this process are those with expense types that are mapped to the four spend categories listed below.

The report also shows quarterly trends so the Travel Manager can see if invisible spend is increasing or decreasing over time. The report shows the current quarter and the previous 4 quarters based on the Sent for Payment Date.

Required: Spend Categories

The client has the option to set up spend categories and then map expense types to those categories, in this case, to "group" data for reporting reasons. The new Invisible Spend Trend Analysis report filters on spend categories. **If the client has not mapped the expense types to the spend categories, then no data is returned on this report.**

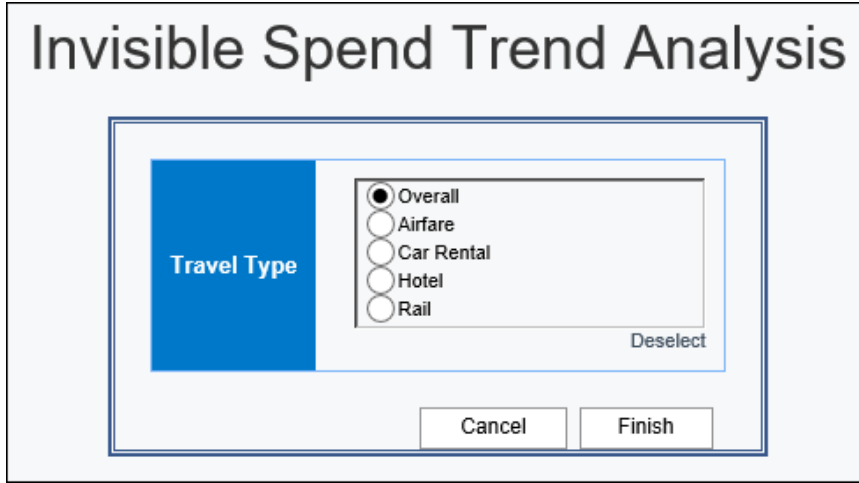
This report uses these spend categories:

- Airfare
- Car Rental
- Lodging – Do Not Track Room Rate Spending
- Lodging – Track Room Rate Spending
- Train



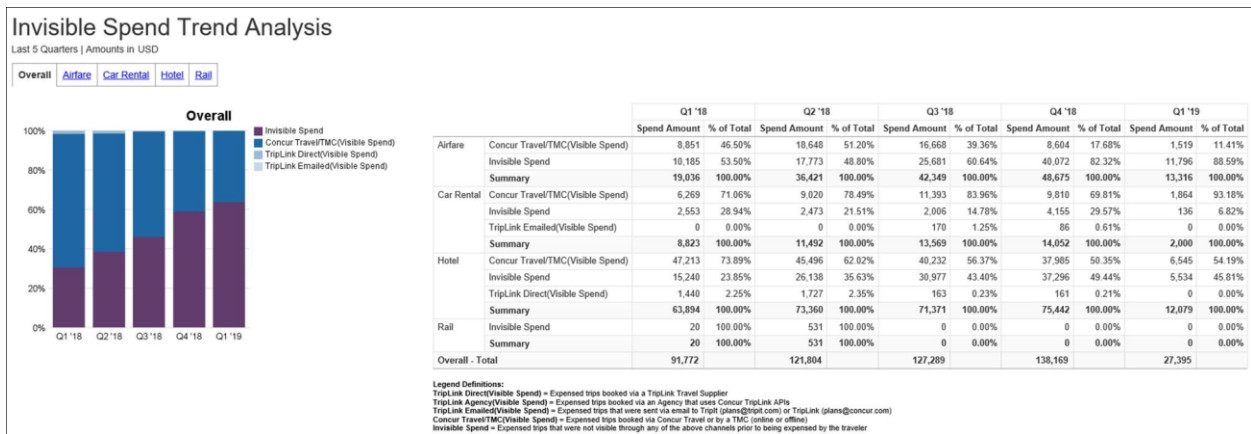
For more information about spend categories, refer to the *Expense: Expense Types Setup Guide*.

Report Prompts

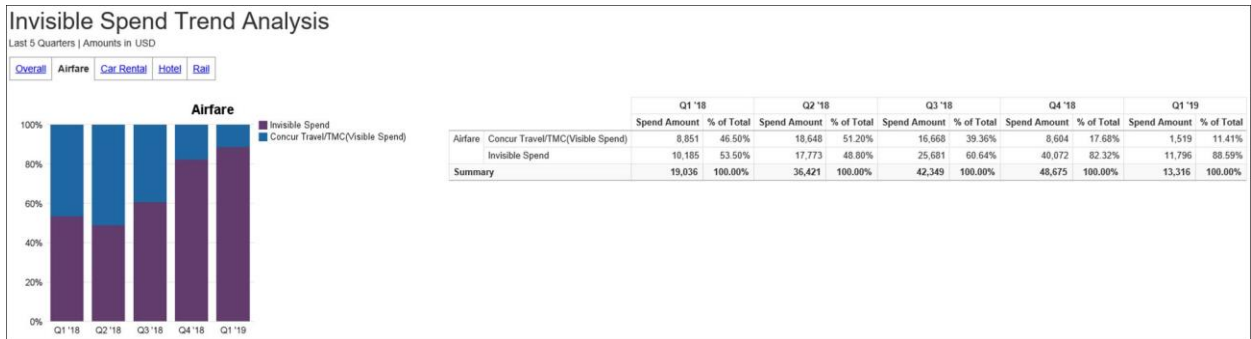


Report Output

Overall Page:

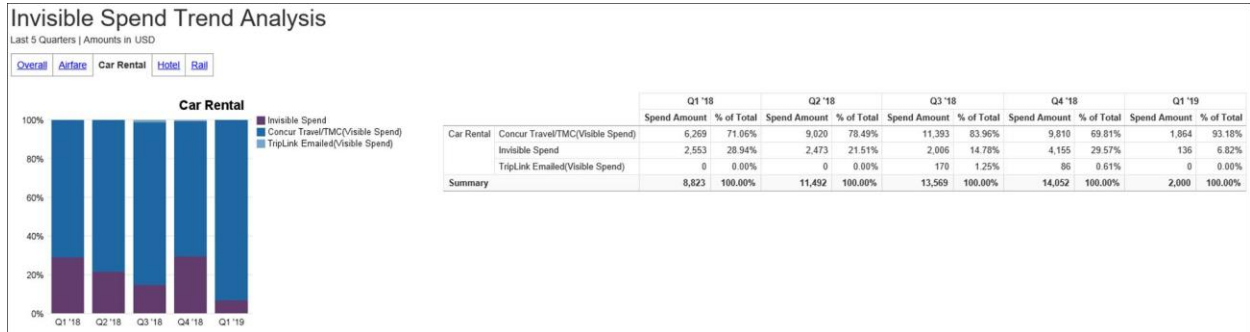


Airfare Page:

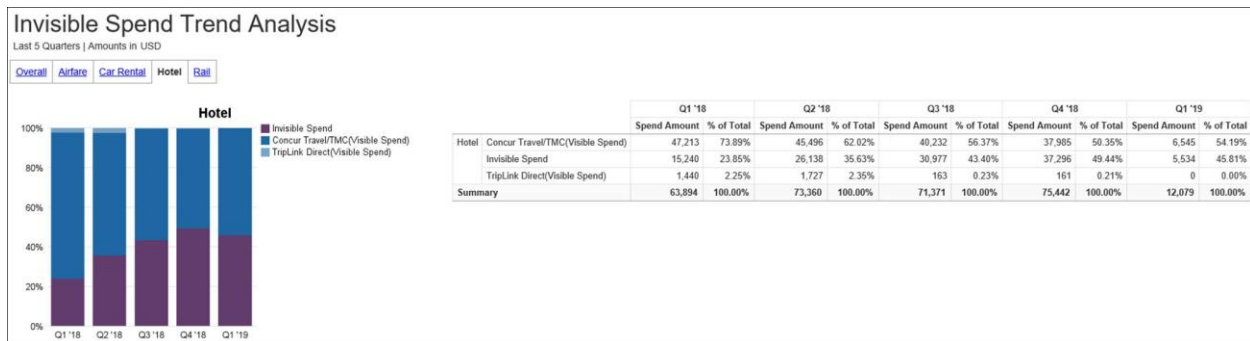


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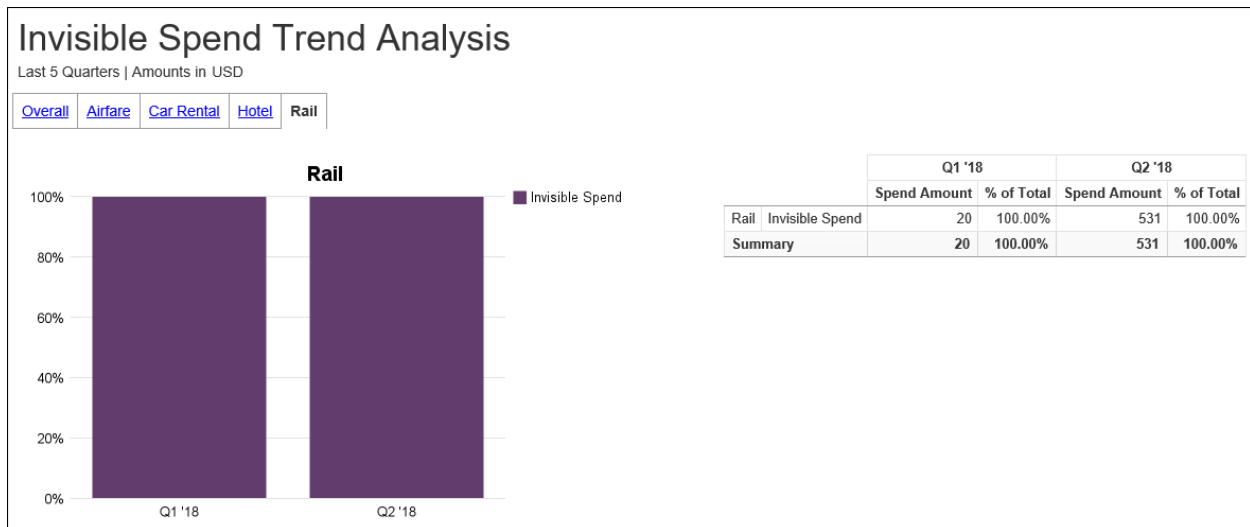
Car Rental Page:



Hotel Page:



Rail Page:



Report: TripLink Air Supplier Summary

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

This report lists are vendors (booking total, ticket count, and segment count) by supplier.

Report Prompts

TRIPLINK AIR SUPPLIER SUMMARY

Date Range

From:

To:

Outliers:

Retain
 Exclude

Amount<=

Amount>

Outliers = The exclusion of records with "cost data" outside the range specified above applies only to this report. Data related to traveler itineraries and duty of care is still available elsewhere in Concur.

Air Supplier:

Keywords:
 Type one or more keywords separated by spaces.

Options ▾

Results:

Select all Deselect all

Choice:

Select all Deselect all

Outliers

On occasion, itineraries may be associated with a cost that is outside the parameters typically used for reporting purposes. We have termed these data points as *outliers*, which are defined as *The exclusion when "cost data" is either equal to \$0 or more than \$20,000 (reporting currency).*

The options are:

- **Exclude:** Include all transactions that meet the other criteria but exclude the outliers; the defaults (in reporting currency) for outliers are 0 and 20,000 but can be modified
- **Retain:** Include all transactions that meet the other criteria

Report Output

This sample shows the TripLink Air Supplier Summary report using **retain** for outliers:

TRIPLINK AIR SUPPLIER SUMMARY			
Start Date Between Jan 1, 2013 and Apr 6, 2016 Amounts in USD			
Air Vendor	Booking Total	Ticket Count	Segment Count
Unknown Vendor	4,442.20	6	0
United	3,539.71	8	54
Delta	1,099.40	4	36
Alaska Airlines	909.80	2	15
Southwest	570.20	2	9
Bahamasair	500.00	1	0
US Airways	0.00	1	12
Overall - Total	11,061.31	24	126

This sample shows the TripLink Air Supplier Summary report using **exclude** for outliers:

TRIPLINK AIR SUPPLIER SUMMARY			
Start Date Between Jan 1, 2013 and Apr 6, 2016 Amounts in USD			
Records with "cost data" less than 0 or above 20,000 are excluded			
Air Vendor	Booking Total	Ticket Count	Segment Count
Unknown Vendor	4,442.20	6	0
United	3,539.71	6	54
Delta	1,099.40	2	36
Alaska Airlines	909.80	1	15
Southwest	570.20	2	9
Bahamasair	500.00	1	0
Overall - Total	11,061.31	18	114

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	'+ParamDisplayValue('startDateParam')	Displays the date range from the Start Date prompt on the Prompts page
Air Vendor(s)	'+ParamDisplayValue('pVendor')	Displays the air supplier(s) selected from the Air Supplier prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Air Vendor	<Transportation Vendor / Hotel Property>	case when ([Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property] = ' ') then ('Unknown Vendor') else ([Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]) end	Name of the hotel property/car rental/airline company
Booking Total	<Booking Total (reporting currency)>	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Sum of the booking amount and the booking tax, in the reporting currency
Ticket Count	<Ticket Count>	count(distinct [Travel].[Reservations and Tickets].[Trip Booking Key] for [Travel].[Reservations and Tickets].[Vendor Key])	Count of air tickets booked per vendor
Segment Count	<Air Segment Key>	count(distinct [Travel].[Air Segments].[Air Segment Key] for [Vendor Key])	Count of air flight segments booked per vendor

Report: TripLink Car Rental Supplier Summary

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

This report lists car rentals (# of rentals, # of days, and booking total) by supplier.

Report Prompts

TRIPLINK CAR RENTAL SUPPLIER SUMMARY

Date Range

Start Date:

From:

To:

Outliers:

Retain
 Exclude

Amount<=

Amount>

Outliers = The exclusion of records with "cost data" outside the range specified above applies only to this report. Data related to traveler itineraries and duty of care is still available elsewhere in Concur.

Rental Agency:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Select all Deselect all

Choice:

Select all Deselect all

Standard Reports by Folder
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Outliers

On occasion, itineraries may be associated with a cost that is outside the parameters typically used for reporting purposes. We have termed these data points as *outliers*, which are defined as *The exclusion when "cost data" is either equal to \$0 or more than \$20,000 (reporting currency).*

The options are:

- **Exclude:** Include all transactions that meet the other criteria but exclude the outliers; the defaults (in reporting currency) for outliers are 0 and 20,000 but can be modified
- **Retain:** Include all transactions that meet the other criteria

Report Output

TRIPLINK CAR RENTAL SUPPLIER SUMMARY				
Start Date Between Feb 5, 2001 and Sep 30, 2015 Amounts in USD				
Rental Agency	# of Rentals	# of Days	Booking Total	
Alamo	4	20	688.00	
National	2	4	350.00	
Unknown Car Vendor	1	3	150.00	
Avis	2	3	64.96	
Overall - Total	9	30	1,252.96	

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	ParamDisplayValue('startDateParam')	Displays the date range from the Start Date prompt on the Prompts page
Rental Agency	ParamDisplayValue('pVendor')	Displays the car rental agencies selected from the Rental Agency prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rental Agency	<Transportation Vendor / Hotel Property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
# of Rentals	<Number of Units>	[Travel].[Reservations and Tickets].[Number of Units]	Number cars rented reserved
# of Days	<Number of Days/Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of days a car was rented
Booking Total	<Booking Total (reporting currency)>	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Sum of the booking amount and the booking tax, in the reporting currency

Report: TripLink Details by Traveler

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

This report provides trip-level and segment-level details by employee. The report includes the employee ID and expense type, as well as itinerary, ticket, and booking information.

Report Prompts

TripLink Details by Traveler

Date Range

Start Date:

From:

To:

Outliers:

Retain
 Exclude

Amount<=

Amount>

Outliers = The exclusion of records with "cost data" outside the range specified above applies only to this report. Data related to traveler itineraries and duty of care is still available elsewhere in Concur.

Travel Type:

Air
 Car
 Hotel
 Rail

Select all Deselect all

Outliers

On occasion, itineraries may be associated with a cost that is outside the parameters typically used for reporting purposes. We have termed these data points as *outliers*, which are defined as *The exclusion when "cost data" is either equal to \$0 or more than \$20,000 (reporting currency).*

The options are:

- **Exclude:** Include all transactions that meet the other criteria but exclude the outliers; the defaults (in reporting currency) for outliers are 0 and 20,000 but can be modified
- **Retain:** Include all transactions that meet the other criteria

Report Output

TripLink Details by Traveler										
Start Date Between Nov 1, 2017 and Nov 30, 2017										
Travel Type(s): All										
Employee	Employee ID	Employee Email Address	Primary Traveler	Travel Type	Itinerary ID	Itinerary Source	Ticket ID	Created Date	Purchased Date	Booking Source
Never, William Joshua	223425243	jbright@commasavvy.com		Air	111068	plans@concur.com	1234567891122		Oct 11, 2017	Manual
	223425243	jbright@commasavvy.com		Hotel	111068	plans@concur.com			Oct 11, 2017	Manual
	223425243	jbright@commasavvy.com		Hotel	111068	plans@concur.com			Oct 11, 2017	Manual

Booking Source	Record Locator	Start Date	End Date	Origin	Destination	Hotel Nights / Car Rental Days	Car Rental / Hotel Property	Confirmation Number	Booking Total (reporting currency)	Segment Level			
									Segment ID	Departure Date	Arrival Date	Vendor	
Manual	Manual_0	Nov 22, 2017	Nov 24, 2017	Dallas/Fort Worth Intl Airport	Los Angeles Intl Airport	0			0.00	187854	Nov 22, 2017	Nov 25, 2017	British Airways
Manual	Manual_0	Nov 23, 2017	Nov 24, 2017	Richardson	Richardson	1	Righteous Hotel	2323	0.00				
Manual	Manual_0	Nov 24, 2017	Nov 25, 2017	Chicago	Chicago	1	Test Hotel Fun		0.00				

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	ParamDisplayValue('startDateParam')	Displays the date range from the Start Date prompt on the Prompts page
Travel Types	ParamDisplayValue('p_travel')	Displays the travel type categories selected from the Travel Type prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Union2].[Employee] [Travel].[Trips].[Employee]	Employee who booked the trip
Employee ID	<Employee ID>	[Union2].[Employee ID] [Travel].[Trips].[Employee ID]	Employee ID of the employee who booked the trip
Employee Email Address	<Employee Email Address>	[Union2].[Employee Email Address] [Travel].[Trips].[Employee Email Address]	Employee email address of the employee who booked the trip
Primary Traveler	<Primary Traveler>	[Union2].[Primary Traveler] [Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Travel Type	<Expense Type>	[Union2].[Expense Type] [Travel].[Reservations and Tickets].[Expense Type]	Type of reservation purchased (for example, air, car, hotel)
Itinerary ID	<Itinerary ID>	[Union2].[Itinerary ID] [Travel].[Reservations and Tickets].[Itinerary ID]	Unique character that identifies the Itinerary
Itinerary Source	<Itinerary Source>	[Union2].[Itinerary Source] [Travel].[Reservations and Tickets].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)
Ticket ID	<Ticket ID>	[Union2].[Ticket ID] [Travel].[Reservations and Tickets].[Ticket ID]	Ticket number for the reserved air booking

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Created Date	<Created Date>	[Union2].[Created Date] [Travel].[Reservation and Ticket Dates].[Created Date]	Date the trip was created (month day, year format)
Purchased Date	<Purchased Date>	[Union2].[Purchased Date] [Travel].[Reservation and Ticket Dates].[Purchased Date]	Date the trip was purchased (month day, year format)
Booking Source	<Booking Source>	[Union2].[Booking Source] [Travel].[Reservations and Tickets].[Booking Source]	Source of the booking (for example, Sabre, Apollo)
Record Locator	<Record Locator>	[Union2].[Record Locator] [Travel].[Reservations and Tickets].[Record Locator]	Unique six-digit character that identifies the trip
Start Date	<Start Date>	[Union2].[Start Date] [Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
End Date	<End Date>	[Union2].[End Date] [Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (month day, year format)
Origin	<Origin>	[Union2].[Origin] [Travel].[Reservations and Tickets].[Hotel Property City], [Travel].[Reservations and Tickets].[Car Pickup City], [Travel].[Trips].[Station One Name]	Full name of the origin station of the city pair (for example, Atlanta)
Destination	<Destination>	[Union2].[Destination] [Travel].[Reservations and Tickets].[Hotel Property City], [Travel].[Reservations and Tickets].[Car Dropoff City], [Travel].[Trips].[Station Two Name]	Full name of the destination station of the city pair (for example, Atlanta)
Hotel Nights / Car Rental Days	<# of Nights / Rental Days>	[Union2].[Transportation Vendor / Hotel Property] _days_between ([Travel].[Reservation and Ticket Dates].[End Date], [Travel].[Reservation and Ticket Dates].[Start Date])	Number of days between the start date of a reservation and the date the reservation completes

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Car Rental / Hotel Property	<# of Nights / Rental Days>	[Union2].[Transportation Vendor / Hotel Property] [Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Confirmation Number	<Confirmation Number>	[Union2].[Confirmation Number] [Travel].[Reservations and Tickets].[Confirmation Number]	Confirmation number for the reserved trip
Booking Total (reporting currency)	<Booking Total (reporting currency)>	[Union2].[Booking Total (reporting currency)] [Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Sum of the booking amount and the booking tax, in the reporting currency
Segment ID	<Segment ID>	[Union3].[Air Segment Legacy Key] [Travel].[Air Segments].[Air Segment Legacy Key], [Travel].[Rail Segments].[Rail Segment Legacy Key]	Allows users to match trips to which the segment has been assigned in Analysis/Intelligence with the same values in SAP Concur solutions
Departure Date	<Departure Date>	[Union3].[Departure Date] [Travel].[Air Segments].[Departure Date], [Travel].[Rail Segments].[Departure Date]	Departure date (month day, year format) of the associated air/rail segment
Arrival Date	<Arrival Date>	[Union3].[Arrival Date] [Travel].[Air Segments].[Arrival Date], [Travel].[Rail Segments].[Arrival Date]	Arrival date (month day, year format) of the associated air/rail segment
Vendor	<Vendor>	[Union3].[Vendor] [Travel].[Air Segments].[Vendor], [Travel].[Rail Segments].[Vendor]	Company providing the flight or rail for the associated travel segment

Report: TripLink Hotel Property Supplier Summary

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

This report lists hotel property (# of nights, # of rooms, and booking total) by supplier.

Report Prompts

TRIPLINK HOTEL PROPERTY SUPPLIER SUMMARY

Date Range

Start Date:

From:

To:

Outliers:

Outliers:

Retain
 Exclude

Amount<=

Amount>

Outliers = The exclusion of records with "cost data" outside the range specified above applies only to this report. Data related to traveler itineraries and duty of care is still available elsewhere in Concur.

Hotel Property:

Hotel Property:

Keywords:
Type one or more keywords separated by spaces.

Options ▾

Results:

Select all Deselect all

Insert →

← Remove

Choice:

Select all Deselect all

Standard Reports by Folder
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Outliers

On occasion, itineraries may be associated with a cost that is outside the parameters typically used for reporting purposes. We have termed these data points as *outliers*, which are defined as *The exclusion when "cost data" is either equal to \$0 or more than \$20,000 (reporting currency).*

The options are:

- **Exclude:** Include all transactions that meet the other criteria but exclude the outliers; the defaults (in reporting currency) for outliers are 0 and 20,000 but can be modified
- **Retain:** Include all transactions that meet the other criteria

Report Output

TRIPLINK HOTEL PROPERTY SUPPLIER SUMMARY				
Start Date Between Feb 5, 2001 and Sep 30, 2015 Amounts in USD				
Hotel Chain	Hotel Property	# of Nights	# of Rooms	Booking Total
	AmeriSuites	11	10	20,009.00
	Independent	4	1	123.00
- Total		15	11	20,132.00
Choice Brands	Comfort Inns	1	1	100.00
Choice Brands - Total		1	1	100.00
Hilton (All)	Hampton Inns	8	1	985.84
	Homewood Suites	1	1	88.00
Hilton (All) - Total		9	2	1,073.84
Intercontinental Hotels Group	Crowne Plaza	3	1	0.00
Intercontinental Hotels Group - Total		3	1	0.00
Marriott (All)	Fairfield Inns	1	1	0.00
Marriott (All) - Total		1	1	0.00
Overall - Total		29	16	21,305.84

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	ParamDisplayValue('startDateParam')	Displays the date range from the Start Date prompt on the Prompts page
Hotel Property	ParamDisplayValue('pVendor')	Displays the hotel properties selected from the Hotel Property prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Hotel Chain	<Hotel Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)
Hotel Property	<Transportation Vendor / Hotel Property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
# of Nights	<Number of Days/Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
# of Rooms	<Number of Units>	[Travel].[Reservations and Tickets].[Number of Units]	Number of rooms reserved
Booking Total	<Booking Total (reporting currency)>	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Sum of the booking amount and the booking tax, in the reporting currency



Report: TripLink Spend Summary by Traveler

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


This report lists totals by travelers (# of air tickets and total amount, # of car rental days and total amount, # of car hotel nights and total amount, and the sum of those)

Report Prompts



TRIPLINK SPEND SUMMARY BY TRAVELER

Date Range
Start Date:
From: 
To: 

Outliers:
 Retain
 Exclude
Amount<=
Amount>
Outliers = The exclusion of records with "cost data" outside the range specified above applies only to this report. Data related to traveler itineraries and duty of care is still available elsewhere in Concur.

Employee:
Keywords:
Type one or more keywords separated by spaces.
 
Options ▾
Results:

Select all Deselect all

Choice:

Select all Deselect all

Outliers

On occasion, itineraries may be associated with a cost that is outside the parameters typically used for reporting purposes. We have termed these data points as *outliers*, which are defined as *The exclusion when "cost data" is either equal to \$0 or more than \$20,000 (reporting currency).*

The options are:

- **Exclude:** Include all transactions that meet the other criteria but exclude the outliers; the defaults (in reporting currency) for outliers are 0 and 20,000 but can be modified
- **Retain:** Include all transactions that meet the other criteria

Report Output

TRIPLINK SPEND SUMMARY BY TRAVELER							
Start Date Between Jan 1, 2015 and Oct 28, 2015 Amounts in USD							
Employee	Employee ID	Employee Email Address	Air Tickets	Booking Amount Airfare	Rental Days	Number of Units Car Rental	
Bridges, Susan	MAN000102	sgerleman@youremail.com	16	1,237.38	0	0	0
Eastman, Dale A	77000031	luckytraveler3@gmail.com	1	258.20	0	0	0
Gillis, Joe X	RD0000002	joe.x.gillis@gmail.com	1	388.70	0	0	0
Klippenstein-Varamini, Marchelle Marie	ADV000001	marchellekdemo@gmail.com	0	0.00	0	0	0
Krillenberger, Jeff	DIS000101	jkanybiz@gmail.com	4	0.00	0	0	0

Total	Booking Amount Car	Hotel Nights	Number of Units Hotel	Booking Amount Hotel	TripLink Spend
0	0.00	6	3	405.00	1,642.38
0	0.00	6	3	1,129.68	1,387.88
0	0.00	7	5	782.42	1,171.12
0	0.00	4	3	996.33	996.33
0	0.00	3	2	678.29	678.29

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Start Date	ParamDisplayValue('startDateParam')	Displays the date range from the Start Date prompt on the Prompts page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Union2].[Employee] [Travel].[Trips].[Employee]	Employee who booked the trip
Employee ID	<Employee ID>	[Union2].[Employee ID] [Travel].[Trips].[Employee ID]	Employee ID of the employee who booked the trip
Employee Email Address	<Employee Email Address>	[Union2].[Employee Email Address] [Travel].[Trips].[Employee Email Address]	Employee email address of the employee who booked the trip
Air Tickets	<Count of Air Tickets>	[Union2].[Count of Air Tickets] count(distinct [Travel].[Reservations and Tickets].[Trip Booking Key] for [Travel].[Trips].[Employee ID]), 0, 0	Count of the number of keys generated by the reporting database that uniquely identifies each air booking
Booking Amount Airfare	<Booking Amount Airfare>	[Union2].[Booking Amount Airfare] [Travel].[Reservations and Tickets].[Booking Total (reporting currency)], 0, 0	Sum of the booking amount and tax for trips booked in the reporting currency
Rental Days	<Number of Days/Nights Car Rentals>	[Union2].[Number of Days/Nights Car Rental] 0, [Travel].[Reservations and Tickets].[Number of Days/Nights], 0	Number of days a car was rented
Number of Units Car Rental	<Number of Units Car Rental>	[Union2].[Number of Units Car Rental] 0, [Travel].[Reservations and Tickets].[Number of Units], 0	Number of cars rented
Booking Amount Car	<Booking Amount Car>	[Union2].[Booking Amount Car] 0, [Travel].[Reservations and Tickets].[Booking Total (reporting currency)], 0	Sum of the booking amount and tax for trips booked in the reporting currency
Hotel Nights / Car Rental Days	<Number of Days/Nights Hotel>	[Union2].[Number of Days/Nights Hotel] 0, 0, [Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Number of Units Hotel	<Number of Units Hotel>	[Union2].[Number of Units Hotel] 0, 0, [Travel].[Reservations and Tickets].[Number of Units]	Number of rooms reserved
Booking Amount Hotel	<Booking Amount Hotel>	[Union2].[Booking Amount Hotel] 0, 0, [Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Sum of the booking amount and tax for trips booked in the reporting currency
TripLink Spend	<TripLink Spend>	total([Union2].[Booking Amount Airfare]+[Union2].[Booking Amount Car]+[Union2].[Booking Amount Hotel] for [Union2].[Employee Key])	Sum of the all booking amount and tax for trips booked in the reporting currency