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Revision History

Date	Notes / Comments / Changes
January 21, 2022	Updated the copyright year; no other changes; cover date not updated
February 20, 2021	Updated the copyright year; no other changes
September 24, 2020	Updated the report image for the Itinerary Details report. The following labels were renamed: • **Departure Country** was renamed to **Departure Country/Region** • **Arrival Country** was renamed to **Arrival Country/Region** • **Country** was renamed to **Country /Region**
January 24, 2020	Updated the Data Item Expression information for the Employee and Employee Email Address columns on the Number of Trips By Arranger report.
January 18, 2020	Updated the Data Item Expression information for the Travel Arranger and Travel Arranger Email Address columns on the Employees Travelling report.
January 8, 2020	Changed copyright; no other content changes
May 11, 2019	Added information about the new **Currency** prompt and new **Reporting Currency** and **Booking Currency** columns for the Trip Approvals report, updated information for some of the other columns, and updated images of the report and **Prompts** page.
March 15, 2019	Updated the data item description for the **Passengers** column on the Itinerary Details report to include reference to additional passengers associated with a trip. Updated the image and Report Data Items – Ticket Segments table for the Ticket Details report to include the new **Class of Service**, **Fare Basis Code**, and **Ticket Status** columns that were added to the **Ticket Segments** section of the report.
February 28, 2019	Updated the Number of Trips by Traveler report description
February 9, 2019	Removed references to Insight Premium from the guide and updated copyright
March 17, 2018	Added additional information about report prompts and reports to the reports in the Trips folder
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
March 23 2016	Changed the text under the heading from **Travel Data** to **Travel / TripLink Data**; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

Chapter 23: Folder – Trips

Report: Car Receipt Details

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

This report allows users to quickly view details provided by car rental vendors who provide e-receipts. E-Receipts provide an additional level of detail directly from the vendor and can include information about optional costs incurred from the car rental (upgrades, GPS Units, etc). This report gives additional visibility to administrators who are tracking car rental expenses and drive compliance to corporate policy.

Report Prompts

Date Range Prompts

- **Date Field:** Used to select if the report should be run using the Rental Date or Return Date

- **Range:** Used to define the from/to data range of the Rental Date or Return Date

Options Prompts

- **Distance Units:** Used to select if the distance on the report should be shown in miles or kilometers

- **Car Rental Vendors:** Used to filter the report by car rental vendors

- **Return Locations:** Used to filter the report by car rental vendor return locations

- **Employee IDs:** Used to filter the report by Employee ID of employee(s) who rented vehicles

- **Renter Names:** Used to filter the report by name of employee(s) who rented vehicles

Report Output

Car Rec
Rental Date Between Ja
Distance

Car Rental Vendor	Employee ID	Renter Name	Rental Location	Rental Date	Return Date	Average Daily Rate	Total Days	Car Class Reserved
Alamo	TRA000001		Car Rental at Miami	Feb 17, 2015	Feb 20, 2015	59.99	3	D
Avis	1000		Car Rental at Chicago	Mar 31, 2015	Apr 1, 2015	67.00	1	E
Avis	AB100234		Car Rental at New York	Mar 15, 2015	Mar 17, 2015	39.99	2	D
Avis	DIS000101		Car Rental at Denver	Feb 3, 2015	Feb 6, 2015	74.00	3	I
Avis	DIS000101		Car Rental at Las Vegas	Mar 14, 2015	Mar 18, 2015	222.98	4	I
Avis	DIS000101		Car Rental at Los Angeles	Jan 13, 2015	Jan 15, 2015	70.00	2	I
Avis	DIS000102		Car Rental at Omaha	Apr 20, 2015	Apr 22, 2015	54.00	2	C
Avis	FIN000001		Car Rental at Newark	Mar 23, 2015	Mar 25, 2015	59.99	2	D
Avis	FIN000001		Car Rental at Newark	Mar 30, 2015	Apr 1, 2015	59.99	2	D
Avis	FIN000001		Car Rental at Newark	Apr 14, 2015	Apr 16, 2015	59.99	2	D
Avis	GBTAG000001		Car Rental at Sydney	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GBTAG000002		Car Rental at Sydney	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GBTAG000003		Car Rental at Sydney	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GBTAG000004		Car Rental at Hong Kong	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GBTAG000005		Car Rental at Hong Kong	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GBTAG000006		Car Rental at Singapore	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GBTAG000007		Car Rental at Singapore	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GBTAG000008		Car Rental at Sydney	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GBTAG000009		Car Rental at Hong Kong	Mar 23, 2015	Mar 26, 2015	59.99	3	D
Avis	GER000001		Car Rental at Chicago	Apr 21, 2015	Apr 25, 2015	33.50	4	C

ceipt Details
Jan 1, 2015 and May 5, 2015
ce Units: Miles

Car Class Rented	Receipt Currency	Estimated Cost	Actual Cost	Total Tax Amount	Distance Driven	Fuel Amount	LDW Amount	GPS Amount	Record Locator
D	USD	179.97	177.18	19.55	100		23.99	10.95	DEMO01
E	USD	67.00	189.16	20.87	100		23.99	10.95	7ZZFZC
D	USD	79.98	143.01	15.78	100		23.99	10.95	DEMO06
I	USD	222.00	568.46	62.71	-915		95.96	43.80	NDQU3I
I	USD	891.92	1,325.35	146.21	100		95.96	43.80	38BQPR
I	USD	140.00	312.24	34.45	46		47.98	21.90	L2P2FY
C	USD	108.00	366.88	40.47	100		71.97	32.85	HEEOQZ
D	USD	119.98	177.18	19.55	46		23.99	10.95	DEMO0Y
D	USD	119.98	177.18	19.55	-915		23.99	10.95	DEMO0Z
D	USD	119.98	177.18	19.55	46		23.99	10.95	DEMO10
D	USD	179.97	177.18	19.55	46		23.99	10.95	DEMO00
D	USD	179.97	177.18	19.55	-915		23.99	10.95	DEMO00
D	USD	179.97	177.18	19.55	100		23.99	10.95	DEMO00
D	USD	179.97	177.18	19.55	46		23.99	10.95	DEMO00
D	USD	179.97	177.18	19.55	100		23.99	10.95	DEMO00
D	USD	179.97	177.18	19.55	-915		23.99	10.95	DEMO00
D	USD	179.97	177.18	19.55	-915		23.99	10.95	DEMO00
D	USD	179.97	177.18	19.55	100		23.99	10.95	DEMO00
D	USD	179.97	177.18	19.55	-915		23.99	10.95	DEMO00
C	USD	134.00	439.63	48.50	100		119.95	54.75	ZJ664C

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Return Date / Rental Date	ParamDisplayValue('dateRangeParam')	Displays the selected **Rental Date** or **Return Date** option and the date range from the **Date Field** and **Range** prompts on the **Prompts** page
Distance Unit	ParamDisplayValue('distanceUnitsParam')	Displays the selected **Miles** or **Kilometers** option from the **Distance Unit** prompt on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Car Rental Vendor	<Vendor>	[Travel].[Rental Car Receipts].[Vendor]	Company providing the car rental (for example, Hertz) for the associated reservation
Employee ID	<Employee ID>	[Travel].[Trips].[Employee ID]..	Employee ID of the employee who booked the trip

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Renter Name	<Renter Name>	[Travel].[Rental Car Receipts].[Renter Name]	Name of the employee renting the car
Rental Location	<Rental Location Description>	[Travel].[Rental Car Receipts].[Rental Location Description]	Location the rental car was picked up from
Rental Date	<Rental Date>	[Travel].[Rental Car Receipts].[Rental Date]	Date the rental car was picked up
Return Date	<Return Date>	[Travel].[Rental Car Receipts].[Return Date]	Date the rental car was returned
Average Daily Rate	<Average Daily Rate>	[Travel].[Rental Car Receipts].[Average Daily Rate]	Average amount paid per day for the rental car
Total Days	<Total Days>	[Travel].[Rental Car Receipts].[Total Days]	Total number of days the rental car was used
Car Class Reserved	<Car Class Reserved>	[Travel].[Rental Car Receipts].[Car Class Reserved]	Class of car (for example, small) booked through Concur Travel
Car Class Rented	<Car Class Rented>	[Travel].[Rental Car Receipts].[Car Class Rented]	Class of car (for example, economy) actually driven by the employee
Receipt Currency	<Receipt Currency>	[Travel].[Rental Car Receipts].[Receipt Currency]	Currency the receipt is displayed in (for example, CAD)
Estimated Cost	<Estimated Cost>	[Travel].[Rental Car Receipts].[Average Daily Rate] * [Travel].[Rental Car Receipts].[Total Days]	Estimated cost of car rental based on average daily rate and total days
Actual Cost	<Invoice Amount>	[Travel].[Rental Car Receipts].[Invoice Amount]	Total amount charged by the rental car agency, including all additional expenses
Total Tax Amount	<Total Tax Amount>	[Travel].[Rental Car Receipts].[Total Tax Amount]	Total amount charged by the rental car agency for taxes

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Distance Driven	<Distance Driven>	CASE WHEN ?distanceUnitsParam? = 'M' and [Travel].[Rental Car Receipts].[Miles or KM Flag] = 'K' THEN [Travel].[Rental Car Receipts].[Distance Driven] * .62 WHEN ?distanceUnitsParam? = 'K' and [Travel].[Rental Car Receipts].[Miles or KM Flag] = 'M' THEN [Travel].[Rental Car Receipts].[Distance Driven] * 1.61 ELSE [Travel].[Rental Car Receipts].[Distance Driven]	Distance car was driven in miles or kilometers
Fuel Amount	<Fuel Amount>	END	Total amount charged by rental car agency for fuel in rental car
LDW Amount	<LDW Amount>	CASE WHEN [Travel].[Rental Car Receipt Details].[Charge Description] like '%Fuel%'	Total amount charged by rental car agency for Loss Damage Waiver insurance
GPS Amount	<GPS Amount>	THEN [Travel].[Rental Car Receipt Details].[Charge Amount] END	Total amount charged by rental car agency for GPS rental fees
Record Locator	<Record Locator>	CASE WHEN [Travel].[Rental Car Receipt Details].[Charge Description] like '%LDW%' OR	Unique six-digit character that identifies the trip

Report: Employees Travelling
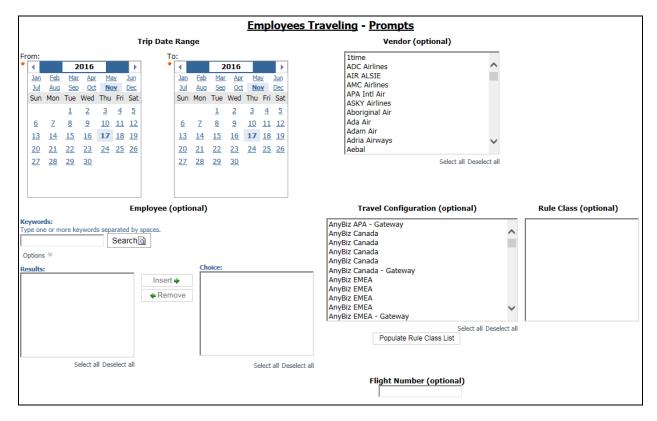
Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☐ Expense Data   ☑ Travel / TripLink Data

This report lists all employees traveling during a specified timeframe. A report row can be drilled into for a more complete itinerary. Managers and travel managers can get a quick view of who is traveling where.

It allows managers to accurately plan for an employee's arrival. It serves as a quick reference to identify employees traveling in case an emergency arises and they need to be located.

Report Prompts

- **Trip Date Range**: Used to define the from/to date range of the trip bookings

- **Vendor (optional):** Used to filter the report by the name of the airline company(ies)

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

- **Travel Configuration (optional):** 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 a list of rule classes used by the employee(s) booking the trip

- **Rule Class (optional):** Used to filter the report by the rule classes used by the employee(s) booking the trip

- **Flight Number (optional):** Used to filter the report by flight number(s)

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Trips between ('date') and ('date')	[Travel].[Trips].[Travel Configuration]	Displays the date range entered from the "Trip Date Range" prompt on the prompts page
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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Travel Configuration	\<Travel Configuration\>	[Travel].[Trips].[Travel Configuration]	Travel configuration used by the employee booking the trip
Rule Class	\<Rule Class\>	[Travel].[Trips].[Rule Class]	Rule class used by the employee booking the trip
Travel Arranger	\<Travel Arranger\>	[Travel].[Trips].[Booking Employee]	Employee who booked the trip
Traveler	\<Traveler\>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Departed	\<Departed\>	[Travel].[Trips].[Start Date]	Start date of the trip
Returns	\<Returns\>	[Travel].[Trips].[End Date]	End date of the trip
City Pair	\<City Pair\>	[Travel].[Trips].[City Pair]	Origin and destination of the city pair (for example, Seattle-Atlanta)
Travel Arranger Email Address	\<Travel Arranger Email Address\>	[Travel].[Trips].[Booking Employee Email Address]	Employee email address of the employee who booked the trip
Record Locator	\<Record Locator\>	[Travel].[Reservations and Tickets].[Record Locator]	Unique six-digit character that identifies the trip (for example, KUMBEI)

Report: Flight Segment Details

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

This reports provides a detailed look at all segments taken by employee over a given time period. Users will also have the option of selecting a single employee when running this report.

Report Prompts

Date Range Prompt

- **Departure Date:** Used to define the from/to date range of the trip departure(s)

Options Prompts

- **Primary Travelers:** Used to filter the report by name of employee(s) who traveled

- **Employee ID:** Used to filter the report by Employee ID of employee(s) who traveled

Report Output

Flight Segment Details
Departure Date: Between Jan 1, 2015 and Mar 5, 2018

Primary Traveler	Employee ID	Class of Service	Itinerary Source	Airline	Flight Number	Departure Date	Departure Airport	Departure Location	Arrival Airport	Arrival Location
Brown, Terry	TerryBrown	ECONOMY	Concur Travel	US Airways	650	Jul 9, 2015	LAX	Los Angeles, CALIFORNIA, US	PHL	Philadelphia, PENNSYLVANIA, US
Brown, Terry	TerryBrown	ECONOMY	Concur Travel	US Airways	755	Jul 11, 2015	PHL	Philadelphia, PENNSYLVANIA, US	LAX	Los Angeles, CALIFORNIA, US
Brown, Terry	TerryBrown	ECONOMY	Concur Travel	Alaska Airlines	1504	Feb 19, 2016	SFO	San Francisco, CALIFORNIA, US	LAX	Los Angeles, CALIFORNIA, US
Brown, Terry	TerryBrown	ECONOMY	Concur Travel	Alaska Airlines	320	Feb 19, 2016	SEA	Seattle, WASHINGTON, US	SFO	San Francisco, CALIFORNIA, US
Brown, Terry	TerryBrown	ECONOMY	Concur Travel	Alaska Airlines	331	Feb 20, 2016	SFO	San Francisco, CALIFORNIA, US	SEA	Seattle, WASHINGTON, US
Brown, Terry	TerryBrown	ECONOMY	Concur Travel	Alaska Airlines	4505	Feb 20, 2016	LAX	Los Angeles, CALIFORNIA, US	SFO	San Francisco, CALIFORNIA, US
Brown, Terry	TerryBrown	ECONOMY	Concur Travel	Alaska Airlines	1890	Feb 28, 2018	SFO	San Francisco, CALIFORNIA, US	LAX	Los Angeles, CALIFORNIA, US
Brown, Terry	TerryBrown	ECONOMY	Concur Travel	Alaska Airlines	1933	Mar 1, 2018	LAX	Los Angeles, CALIFORNIA, US	SFO	San Francisco, CALIFORNIA, US

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Departure Date	ParamDisplayValue('departureDateParam')	Displays the date range entered from the "Departure Date" 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 taking the trip
Employee ID	<Employee ID>	[Travel].[Trips].[Employee ID]	Employee ID of the employee who booked the trip
Class of Service	<Class of Service>	[Travel].[Air Segments].[Class of Service]	Class of service (for example, economy) associated with the air segment

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Itinerary Source	<Itinerary Source>	[Travel].[Trips].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)
Airline	<Vendor>	[Travel].[Air Segments].[Vendor]	Company providing the flight (for example, Southwest) for the associated air segment
Flight Number	<Flight Number>	[Travel].[Air Segments].[Flight Number]	Flight number (provided by the vendor) for the associated air segment
Departure Date	<Departure Date>	[Travel].[Air Segments].[Departure Date]	Departure date (month day, year format) of the associated air segment
Departure Airport	<Departure Station Code>	[Travel].[Air Segments].[Departure Station Code]	Three-letter identifier for the departure station
Departure Location	<Departure City>	[Travel].[Air Segments].[Departure City]	Location (city, state, country) of the departure station
Arrival Airport	<Arrival Station Code>	[Travel].[Air Segments].[Arrival Station Code]	Three-letter identifier for the arrival station
Arrival Location	<Arrival City>	[Travel].[Air Segments].[Arrival City]	Location (city, state, country) of the arrival station

Report: Itinerary Details
Available to: ☑ Analysis   ☑ Intelligence
        Uses: ☐ Expense Data   ☑ Travel / TripLink Data

The basic building block for all Travel reporting is the comprehensive itinerary. At any time, the traveler, manager, assistant, or administrator can view the traveler's itinerary and view a complete list of the accommodations that have been made for that trip.

A single itinerary can include any combination of Web-direct segments and GDS tickets. The itinerary provides all details required to pass airport security and includes such details as record locator numbers and ticket numbers.

Report Prompts

- **Record Locator:** Used to search by the record locator assigned to the trip(s)

Report Output

Itinerary Details
Record Locator: EBPQMO

Passengers

Purchased By	Booked By	Passengers	Is Primary ?
Smith, Jack	Smith, Jack Antonio	Smith, Jack	Y

Ticket Details

Employee	Ticket Status	Number of Days in Advance	Purchased Date	Fare	Taxes	Total Charges	Ticket Number	Itinerary Source
Smith, Jack	Active	82	Sep 23, 2015	226.04	0.00	271.20	3370941621506	Concur Travel

Air Segments

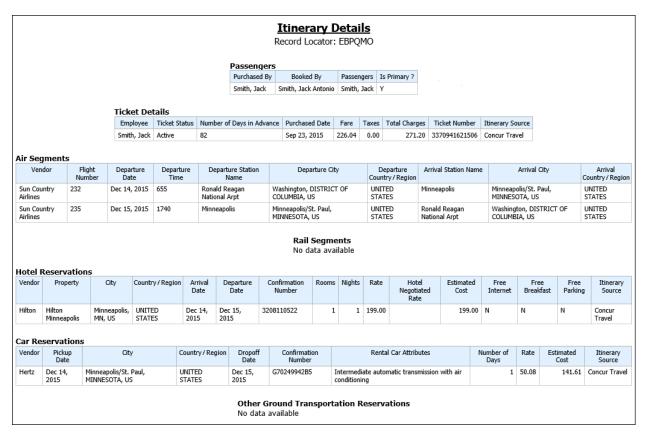| Vendor	Flight Number	Departure Date	Departure Time	Departure Station Name	Departure City	Departure Country / Region	Arrival Station Name	Arrival City	Arrival Country / Region
Sun Country Airlines	232	Dec 14, 2015	655	Ronald Reagan National Arpt	Washington, DISTRICT OF COLUMBIA, US	UNITED STATES	Minneapolis	Minneapolis/St. Paul, MINNESOTA, US	UNITED STATES
Sun Country Airlines	235	Dec 15, 2015	1740	Minneapolis	Minneapolis/St. Paul, MINNESOTA, US	UNITED STATES	Ronald Reagan National Arpt	Washington, DISTRICT OF COLUMBIA, US	UNITED STATES

Rail Segments
No data available

Hotel Reservations

Vendor	Property	City	Country / Region	Arrival Date	Departure Date	Confirmation Number	Rooms	Nights	Rate	Hotel Negotiated Rate	Estimated Cost	Free Internet	Free Breakfast	Free Parking	Itinerary Source
Hilton	Hilton Minneapolis	Minneapolis, MN, US	UNITED STATES	Dec 14, 2015	Dec 15, 2015	3208110522	1	1	199.00		199.00	N	N	N	Concur Travel

Car Reservations

Vendor	Pickup Date	City	Country / Region	Dropoff Date	Confirmation Number	Rental Car Attributes	Number of Days	Rate	Estimated Cost	Itinerary Source
Hertz	Dec 14, 2015	Minneapolis/St. Paul, MINNESOTA, US	UNITED STATES	Dec 15, 2015	G70249942B5	Intermediate automatic transmission with air conditioning	1	50.08	141.61	Concur Travel

Other Ground Transportation Reservations
No data available

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Record Locator	ParamDisplayValue('Record Locator')	Displays the record locator number entered from the **Record Locator** 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 – Itinerary Details

Passengers

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Purchased By	<Purchased By>	[Travel].[Trips].[Employee Last Name] + ', ' + [Travel].[Trips].[Employee First Name]	Legal first and last name for the traveling employee (for example, John Smith)
Booked By	<Booked By>	[Travel].[Trips].[Booking Employee]	Name of the employee who booked the trip (in Last Name, First Name format)
Passengers	<Passengers>	[Travel].[Trip Passengers].[Passenger]	Employee taking the trip (last name, first name format) and any additional passengers associated with the trip
Is Primary?	<Is Primary ?>	[Travel].[Trip Passengers].[Is Primary]	Shows if the employee is the primary traveler (Yes/No format)

Ticket Details

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee	<Employee>	[Travel].[Trips].[Employee Last Name] + ', ' + [Travel].[Trips].[Employee First Name]	Legal first and last name for the traveling employee (for example, John Smith)
Ticket Status	<Ticket Status>	[Travel].[Reservations and Tickets].[Ticket Status]	Current status of the reserved ticket (for example, Ticketed)
Number of Days in Advance	<Number of Days in Advance>	[Travel].[Reservations and Tickets].[Number of Days in Advance]	Number of days prior to the trip start date the trip was purchased
Purchased Date	<Purchased Date>	[Travel].[Reservation and Ticket Dates].[Purchased Date]	Date the trip was purchased (Month Day, Year format)
Fare	<Fare>	[Travel].[Reservations and Tickets].[Booking Amount]	Amount of the booking rate times the total number of days/nights (for example, five nights at 100.00 per night = booking amount of 500.00)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Taxes	<Taxes>	[Travel].[Reservations and Tickets].[Booking Tax]	Tax amount on the booking amount
Total Charges	<Total Charges>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
Ticket Number	<Ticket Number>	[Travel].[Reservations and Tickets].[Ticket ID]	Ticket number for the reserved air booking
Itinerary Source	<Itinerary Source>	[Travel].[Reservations and Tickets].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)

Air Segments

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Vendor	<Vendor>	[Travel].[Air Segments].[Vendor]	Company providing the flight (for example, Southwest) for the associated air segment
Flight Number	<Flight Number>	[Travel].[Air Segments].[Flight Number]	Flight number (provided by the vendor) for the associated air segment
Departure Date	<Departure Date>	[Travel].[Air Segments].[Departure Date]	Departure date (month day, year format) of the associated air segment
Departure Time	<Departure Time>	[Travel].[Air Segments].[Departure Time]	Departure time of the associated air segment
Departure Station Name	<Departure Station Name>	[Travel].[Air Segments].[Departure Station Name]	Full name of the departure station
Departure City	<Departure City>	[Travel].[Air Segments].[Departure City]	Location (city, state, country) of the departure station
Departure Country/Region	<Departure Country>	[Travel].[Air Segments].[Departure Country]	Full country/region name of the departure station
Arrival Station Name	<Arrival Station Name>	[Travel].[Air Segments].[Arrival Station Name]	Full name of the arrival station
Arrival City	<Arrival City>	[Travel].[Air Segments].[Arrival City]	Location (city, state, country) of the arrival station
Arrival Country/Region	<Arrival Country>	[Travel].[Air Segments].[Arrival Country]	Full country/region name of the arrival station

Rail Segments

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Vendor	<Vendor>	[Travel].[Rail Segments].[Vendor]	Company providing the rail (for example, Amtrak) for the associated rail segment
Train Number	<Train Number>	[Travel].[Rail Segments].[Train Number]	Flight Number (provided by the vendor) for the associated rail segment
Departure Date	<Departure Date>	[Travel].[Rail Segments].[Departure Date]	Departure date (month day, year format) of the associated rail segment
Departure Time	<Departure Time>	[Travel].[Rail Segments].[Departure Time]	Departure time of the associated rail segment
Departure Station Name	<Departure Station Name>	[Travel].[Rail Segments].[Departure Station Name]	Full name of the departure station
Departure City	<Departure City>	[Travel].[Rail Segments].[Departure City]	Location (city, state, country) of the departure station
Departure Country/Region	<Departure Country>	[Travel].[Rail Segments].[Departure Country]	Full country/region name of the departure station
Arrival Station Name	<Arrival Station Name>	[Travel].[Rail Segments].[Arrival Station Name]	Full name of the arrival station
Arrival City	<Arrival City>	[Travel].[Rail Segments].[Arrival City]	Location (city, state, country) of the arrival station
Arrival Country/Region	<Arrival Country>	[Travel].[Rail Segments].[Arrival Country]	Full country/region name of the arrival station

Hotel Reservations

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)
Property	<Property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
City	<City>	[Travel].[Reservations and Tickets].[Hotel Property City/Location]	Location (city, state, country) of the hotel property

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Country/Region	<Country>	[Travel].[Reservations and Tickets].[Hotel Property Country]	Full country/region name of the hotel property
Arrival Date	<Arrival Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
Departure Date	<Departure Date>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (Month Day, Year format)
Confirmation Number	<Confirmation Number>	[Travel].[Reservations and Tickets].[Confirmation Number]	Confirmation number for the reserved trip
Rooms	<Rooms>	[Travel].[Reservations and Tickets].[Number of Units]	Number cars rented/rooms reserved
Nights	<Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of day a car was rented/number of nights stayed at a hotel
Rate	<Rate>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)
Hotel Negotiated Rate	<Hotel Negotiated Rate>	[Travel].[Reservations and Tickets].[Hotel Negotiated Rate]	Negotiated rate for a hotel property
Estimated Cost	<Estimated Cost>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
Free Internet	<Free Internet>	[Travel].[Reservations and Tickets].[Is Free Internet]	Indicates if free internet is included in the hotel reservation
Free Breakfast	<Free Breakfast>	[Travel].[Reservations and Tickets].[Is Free Breakfast]	Indicates if free breakfast is included in the hotel reservation
Free Parking	<Free Parking>	[Travel].[Reservations and Tickets].[Is Free Parking]	Indicates if free parking is included in the hotel reservation
Itinerary Source	<Itinerary Source>	[Travel].[Reservations and Tickets].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)

Car Reservations

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Pickup Date	<Pickup Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
City	<City>	[Travel].[Reservations and Tickets].[Nearest Airport or Rail Station City/Location]	Location (city, state, country) of the closest airport or rail station
Country/Region	<Country>	[Travel].[Reservations and Tickets].[Nearest Airport or Rail Station Country]	Full country/region name of the closest airport or rail station
Dropoff Date	<Dropoff Date>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (Month Day, Year format)
Confirmation Number	<Confirmation Number>	[Travel].[Reservations and Tickets].[Confirmation Number]	Confirmation number for the reserved trip
Rental Car Attributes	<Rental Car Attributes>	[Travel].[Reservations and Tickets].[Rental Car Attributes]	Additional information about the reserved car (for example, 2-door)
Number of Days	<Number of Days>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of day a car was rented/number of nights stayed at a hotel
Rate	<Rate>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)
Estimated Cost	<Estimated Cost>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
Itinerary Source	<Itinerary Source>	[Travel].[Reservations and Tickets].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)

Other Ground Transportation Reservations

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Pickup Date	<Pickup Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
City	<City>	[Travel].[Reservations and Tickets].[Hotel Property City/Location]	Location (city, state, country) of the hotel property
Confirmation Number	<Confirmation Number>	[Travel].[Reservations and Tickets].[Confirmation Number]	Confirmation number for the reserved trip

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rate	<Rate>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)
Estimated Cost	<Estimated Cost>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax

Report Data Items – Receipts

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Guest Name>	[Travel].[Lodging Receipts].[Guest Name]	Name of the employee that stayed in the room
N/A	<Vendor>	[Travel].[Lodging Receipts].[Vendor]	Company providing the lodging (for example, Hilton) for the associated reservation
N/A	<Vendor City/Location>	[Travel].[Lodging Receipts].[Vendor City/Location]	Location (city, state, country) of the hotel property
Confirmation #	<Confirmation ID>	[Travel].[Lodging Receipts].[Confirmation ID]	Confirmation number from the hotel for the reservation
Folio #	<Folio Number>	[Travel].[Lodging Receipts].[Folio Number]	Folio number from the hotel for the reservation
Arrival Date	<Arrival Date>	[Travel].[Lodging Receipts].[Arrival Date]	Date the employee is scheduled to be checked into the hotel
Departure Date	<Departure Date>	[Travel].[Lodging Receipts].[Departure Date]	Date the employee is scheduled to be checked out of the hotel
Room Rate	<Daily Room Rate>	[Travel].[Lodging Receipts].[Daily Room Rate]	Cost per night for the room reserved
N/A	<Receipt Currency>	[Travel].[Lodging Receipts].[Receipt Currency]	Currency the receipt is displayed in (for example, CAD)
# Guests	<Number in Party>	[Travel].[Lodging Receipts].[Number in Party]	Number of guest that are staying in the reserved room
Transaction Date	<Transaction Date>	[Travel].[Lodging Receipt Line Items].[Transaction Date]	Date the hotel line item transaction occurred
Transaction ID	<Transaction ID>	[Travel].[Lodging Receipt Line Items].[Transaction ID]	Unique identifier for lodging receipt line item

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Description	<Description>	[Travel].[Lodging Receipt Line Items].[Description]	Displays the type of transaction that occurred (for example, Room Service, etc.)
Secondary Description	<Secondary Description>	[Travel].[Lodging Receipt Line Items].[Secondary Description]	Last four digits of the card used to pay for the line item transaction
Transaction Amount	<Transaction Amount>	[Travel].[Lodging Receipt Line Items].[Transaction Amount]	Amount the line item transaction cost
N/A	<Renter Name>	[Travel].[Rental Car Receipts].[Renter Name]	Name of the employee renting the car
N/A	<Vendor>	[Travel].[Rental Car Receipts].[Vendor]	Company providing the car rental (for example, Hertz) for the associated reservation
N/A	<Vendor City/Location>	[Travel].[Rental Car Receipts].[Vendor City/Location]	Location (city, state, country) of the car rental company
Rental	<Rental Date>	[Travel].[Rental Car Receipts].[Rental Date]	Date the rental car was picked up
Rental	<Rental Time>	[Travel].[Rental Car Receipts].[Rental Time]	Time the rental car was picked up
Rental	<Rental Location Description>	[Travel].[Rental Car Receipts].[Rental Location Description]	Location the rental car was picked up from
Return	<Return Date>	[Travel].[Rental Car Receipts].[Return Date]	Date the rental car was returned
Return	<Return Time>	[Travel].[Rental Car Receipts].[Return Time]	Time the rental car was returned
Return	<Rental Location Description>	[Travel].[Rental Car Receipts].[Return Location Description]	Location the rental car was picked up from
Odometer In	<Odometer In>	[Travel].[Rental Car Receipts].[Odometer In]	Number of miles on the odometer when the rental car was picked up
Out	<Odometer Out>	[Travel].[Rental Car Receipts].[Odometer In]	Number of miles on the odometer when the rental car was dropped off
Distance Driven	<Distance Driven>	[Travel].[Rental Car Receipts].[Distance Driven]	Total number of miles driven (odometer out – odometer in)
Car	<Car Description>	[Travel].[Rental Car Receipts].[Car Description]	Manufacture make and model of the car rented

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Class	<Car Class Reserved>	[Travel].[Rental Car Receipts].[Car Class Reserved]	Class of car (for example, small) booked through Concur Travel
Item Sequence Number	<Item Sequence Number>	[Travel].[Rental Car Receipt Details].[Item Sequence Number]	Order of transactions listed on the invoice
Rate Type	<Rate Type>	[Travel].[Rental Car Receipt Details].[Rate Type]	Rate method used for the line items on the reservation (for example, Per Rental, etc.)
Charge Description	<Charge Description>	[Travel].[Rental Car Receipt Details].[Charge Description]	Description of the line item expenses on the reservation (for example, GPS, Fuel, etc.)
Quantity	<Quantity>	[Travel].[Rental Car Receipt Details].[Quantity]	Number of items purchased during the reservation
Rate	<Rate>	[Travel].[Rental Car Receipt Details].[Rate]	Cost of the items purchased during the reservation
Charge Amount	<Charge Amount>	[Travel].[Rental Car Receipt Details].[Charge Amount]	Amount charged to the employee for the line item (Quantity * Rate)
Tax Code	<Tax Code>	[Travel].[Rental Car Receipt Details].[Tax Code]	Unique code applied to various tax agencies

Report: Number of Trips by Arranger

This report lists the travelers who have been most active and what their behavior patterns are with trip withdrawals.

Report Prompts

Date Range Prompt

- **Creation Date:** Used to select the from/to date range of the date when the trips were created

Scope Prompt

- **Booking Type:** Used to select method used to book travel – Concur Travel & Agency or Concur Travel

Options Prompts

- **Departments:** Used to filter the report by specific department(s) within the organization

- **Distance Unit:** Used to select if the distance on the report should be shown in miles or kilometers

- **Minimum Number of Trips:** Used to filter the report to exclude employees under a specified minimum threshold of trips (for example, to exclude employees with less than 5 trips, enter *6*

- **Minimum Total Air Spend:** Used to filter the report to exclude employees under a specified minimum threshold of total air spend (for example, to exclude employees with less than $1,000 in air spend, enter *1,001*

- **Minimum Total Distance Flown:** Used to filter the report to exclude employees under a specified minimum threshold of total distance flown (for example, to exclude employees who flew less than 300 miles, enter *301*

Report Output

Number of Trips by Arranger
Creation Date: Between Feb 5, 2008 and Feb 6, 2017
Distance Unit: Miles
Reporting Currency:

Employee	Employee Email Address	# of Trips	# of Withdrawn Trips	Total Air Spend	Total Distance Flown
Rudolph, Mark	Concur.Mark.Rudolph@gmail.com	1	0	339	2,742
Russell, Diane	Concur.Diane.Russell@gmail.com	1	0	339	0
Russo, Joanne	Concur.Joanne.Russo@gmail.com	1	0	339	2,742
Savage, Mackenzie R	scott.milne.demo2@gmail.com	2	20	12,930	90,312
Shepard, Kerry	Concur.Kerry.Shepard@gmail.com	1	0	339	0
Smith, Amy	upintheairclaire@icloud.com	0	8	2,566.08	22,043

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Creation Date	' ' + ParamDisplayValue('date_range')	Displays the date range entered from the **Creation Date** prompt on the **Prompts** page
Distance Unit	' ' + ParamDisplayValue('distanceUnit')	Displays the selected **Miles** or **Kilometers** option from the **Distance Unit** 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)

Data Item Label/Name	Data Item Expression	Data Item Description
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>	[Travel].[Trips].[Booking Employee]	Employee who booked the trip
Employee Email Address	<Employee Email Address>	[Travel].[Trips].[Booking Employee Email Address]	Employee email address of the employee who booked the trip
# of Trips	<Concur Travel Count>	CASE WHEN [Concur Travel Trips].[Concur Travel Count] is missing THEN 0 ELSE [Concur Travel Trips].[Concur Travel Count] END	Total count of unique trip keys generated by the reporting database that identifies each trip
# of Withdrawn Trips	<Withdrawn Trip Count>	CASE WHEN [Withdrawn].[Withdrawn Trip Count] is missing THEN 0 ELSE [Withdrawn].[Withdrawn Trip Count] END	Total count of unique trip keys generated by the reporting database that identifies trips that were withdrawn

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Air Spend	<Total Air Spend>	CASE WHEN [Withdrawn].[Total Air Spend] IS NOT MISSING AND [Concur Travel Trips].[Total Air Spend] IS NOT MISSING THEN [Withdrawn].[Total Air Spend] + [Concur Travel Trips].[Total Air Spend] WHEN [Withdrawn].[Total Air Spend] IS NOT MISSING AND [Concur Travel Trips].[Total Air Spend] IS MISSING THEN [Withdrawn].[Total Air Spend] WHEN [Withdrawn].[Total Air Spend] IS MISSING AND [Concur Travel Trips].[Total Air Spend] IS NOT MISSING THEN [Concur Travel Trips].[Total Air Spend] ELSE 0 END	Total amount paid for air, in the reporting currency
Total Distance Flown	<Total Distance Flown>	CASE WHEN [Withdrawn].[Total Distance Flown] IS NOT MISSING AND [Concur Travel Trips].[Total Distance Flown] IS NOT MISSING THEN [Withdrawn].[Total Distance Flown] + [Concur Travel Trips].[Total Distance Flown] WHEN [Withdrawn].[Total Distance Flown] IS NOT MISSING AND [Concur Travel Trips].[Total Distance Flown] IS MISSING THEN [Withdrawn].[Total Distance Flown] WHEN [Withdrawn].[Total Distance Flown] IS MISSING AND [Concur Travel Trips].[Total Distance Flown] IS NOT MISSING THEN [Concur Travel Trips].[Total Distance Flown] ELSE 0 END	Distance traveled in kilometers or miles

Report: Number of Trips by Traveler

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

This report tracks the number of trips by travelers with air travel. This report allows companies to track the air travel habits of their employees, including the traveler's total air booking amount and their total distance flown, as well as how many of the traveler's trips with air have been withdrawn.

Report Prompts

Date Range Prompt

- **Creation Date:** Used to select the from/to date range of the date when the trips were created

Scope Prompt

- **Booking Type:** Used to select method used to book travel – Concur Travel & Agency or Concur Travel

Options Prompts

- **Departments:** Used to filter the report by specific department(s) within the organization

- **Distance Unit:** Used to select if the distance on the report should be shown in miles or kilometers

- **Minimum Number of Trips:** Used to filter the report to exclude employees under a specified minimum threshold of trips (for example, to exclude employees with less than 5 trips, enter *6*

- **Minimum Total Air Spend:** Used to filter the report to exclude employees under a specified minimum threshold of total air spend (for example, to exclude employees with less than $1,000 in air spend, enter *1,001*

- **Minimum Total Distance Flown:** Used to filter the report to exclude employees under a specified minimum threshold of total distance flown (for example, to exclude employees who flew less than 300 miles, enter *301*

Report Output

Number of Trips by Traveler
Creation Date: Between Feb 2, 2009 and Feb 6, 2017
Distance Unit: Miles
Reporting Currency:

Primary Traveler	Employee Email Address	# of Trips	# of Withdrawn Trips	Total Air Spend	Total Distance Flown
Grange, Bob	concur.bob.grange@gmail.com	1	0	339	0
Green, Peter	peterg.concur@hotmail.com	3	53	68,321.3	194,770
Griffin, Kia	concur.demo.emails@gmail.com	0	1	290.2	754
Gunasegaram, David	stacy.walters.anybizent1@gmail.com	0	1	0	0
Haldeman, Helen	arian.white.demo4@gmail.com	0	2	663.2	1,954
Hansen, Erik	erik.hansen.demo1@gmail.com	1	1	986.67	4,572
Hansen, Jayden	scott.milne.demo@gmail.com	0	1	370.52	1,511
Hart, Lashonda	smilne.demo2@gmail.com	1	78	32,721.45	201,699
Hart, Lashonda	spelmanhart@gmail.com	3	78	36,917.92	215,813
Rudolph, Mark	healthcare1@gmail.com	0	3	1,078.4	5,750
Savage, Mackenzie R	healthcare2@gmail.com	0	3	988.6	4,102
Helfeld, Amy	stacy.walters.anybizent1@gmail.com	0	4	2,696.4	0
Helfeld, Amyh	amy.helfeld.anybizent1@youremail.com	5	22	10,847.7	73,547
Helfeld, Amyhelfeld	amy.helfeld.anybizent2@youremail.com	0	3	1,317.1	11,016
Humphrey, Steve	Concur.Steve.Humphrey@gmail.com	1	0	339	2,742
Jeff Krillenberger	jkanybiz@gmail.com	1	0	0	0
Joe Gillis	joe.x.gillis@gmail.com	0	1	443.2	172
Joe Gillis	lorenasdemo@gmail.com	0	1	416.2	2,020
John Smith	concurjamesbond@gmail.com	7	48	164	500
Smith, Amy	joe.x.gillis@gmail.com	0	1	189.18	1,830

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Creation Date	'' + ParamDisplayValue('date_range')	Displays the date range entered in the **Creation Date** prompt on the **Prompts** page
Distance Unit	'' + ParamDisplayValue('distanceUnit')	Displays the selected **Miles** or **Kilometers** option from the **Distance Unit** 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

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Primary Traveler	<Primary Traveler>	CASE WHEN [Concur Travel Trips].[Primary Traveler] IS NULL THEN [Withdrawn].[Primary Traveler] WHEN [Withdrawn].[Primary Traveler] IS NULL THEN [Concur Travel Trips].[Primary Traveler] ELSE [Concur Travel Trips].[Primary Traveler] END	Name of the traveler taking the trip
Employee Email Address	<Employee Email Address>	CASE WHEN [Concur Travel Trips].[Employee Email Address] IS NULL THEN [Withdrawn].[Employee Email Address] WHEN [Withdrawn].[Employee Email Address] IS NULL THEN [Concur Travel Trips].[Employee Email Address] ELSE [Concur Travel Trips].[Employee Email Address] END	Employee email address of the employee who booked the trip
# of Trips	<Concur Travel Count>	CASE WHEN [Concur Travel Trips].[Concur Travel Count] is missing THEN 0 ELSE [Concur Travel Trips].[Concur Travel Count] END	Total count of unique trip keys generated by the reporting database that identifies each trip

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
# of Withdrawn Trips	<Withdrawn Trip Count>	CASE WHEN [Withdrawn].[Withdrawn Trip Count] is missing THEN 0 ELSE [Withdrawn].[Withdrawn Trip Count] END	Total count of unique trip keys generated by the reporting database that identifies trips that were withdrawn
Total Air Spend	<Total Air Spend>	CASE WHEN [Withdrawn].[Total Air Spend] IS NOT MISSING AND [Concur Travel Trips].[Total Air Spend] IS NOT MISSING THEN [Withdrawn].[Total Air Spend] + [Concur Travel Trips].[Total Air Spend] WHEN [Withdrawn].[Total Air Spend] IS NOT MISSING AND [Concur Travel Trips].[Total Air Spend] IS MISSING THEN [Withdrawn].[Total Air Spend] WHEN [Withdrawn].[Total Air Spend] IS MISSING AND [Concur Travel Trips].[Total Air Spend] IS NOT MISSING THEN [Concur Travel Trips].[Total Air Spend] ELSE 0 END	Total amount paid for air, in the reporting currency

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Distance Flown	<Total Distance Flown>	CASE WHEN [Withdrawn].[Total Distance Flown] IS NOT MISSING AND [Concur Travel Trips].[Total Distance Flown] IS NOT MISSING THEN [Withdrawn].[Total Distance Flown] + [Concur Travel Trips].[Total Distance Flown] WHEN [Withdrawn].[Total Distance Flown] IS NOT MISSING AND [Concur Travel Trips].[Total Distance Flown] IS MISSING THEN [Withdrawn].[Total Distance Flown] WHEN [Withdrawn].[Total Distance Flown] IS MISSING AND [Concur Travel Trips].[Total Distance Flown] IS NOT MISSING THEN [Concur Travel Trips].[Total Distance Flown] ELSE 0 END	Distance traveled in kilometers or miles

Report: Ticket Details

Available to: ☑ Analysis   ☑ Intelligence

Uses: ☐ Expense Data   ☑ Travel / TripLink Data

This report is used as a drill-through for several Travel-based reports (example: Finance > Voided Air Tickets). If running as a stand-alone report, ensure that you have a specific PNR to view results.

Report Prompts

Provide values for the report you are about to run.

＊ Indicates a required field.

➔ Points to missing information.

Trip Booking Key

Provide a number:

＊
➔ [_____]

Trip Booking Key Prompt

- **Provide a number:** Used to define the key generated by the reporting database that uniquely identifies the trip booking

Report Output

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
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

Ticket Details

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Purchased by	<Employee>	[Travel].[Trips].[Employee Last Name] + ', ' + [Travel].[Trips].[Employee First Name]	Legal first and last name for the traveling employee (for example, John Smith)
Primary Passenger	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Status	<Ticket Status>	[Travel].[Reservations and Tickets].[Ticket Status]	Current status of the reserved ticket (for example, Ticketed)
Days Purchased in Advance	<Number of Days in Advance>	[Travel].[Reservations and Tickets].[Number of Days in Advance]	Number of days prior to the trip start date the trip was purchased

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Purchased Date	<Purchased Date>	[Travel].[Reservation and Ticket Dates].[Purchased Date]	Date the trip was purchased (Month Day, Year format)
Reference Number	<Confirmation Number>	[Travel].[Reservations and Tickets].[Confirmation Number]	Confirmation number for the reserved trip
Airfare	<Booking Amount>	[Travel].[Reservations and Tickets].[Booking Amount]	Amount of the booking rate times the total number of days/nights (for example, five nights at 100.00 per night = booking amount of 500.00)
Taxes	<Booking Tax>	[Travel].[Reservations and Tickets].[Booking Tax]	Tax amount on the booking amount
Total Charges	<Booking Total>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Ticket Number	<Ticket ID>	[Travel].[Reservations and Tickets].[Ticket ID]	Ticket number for the reserved air booking

Ticket Segments

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Airline	<Vendor>	[Travel].[Ticket Segments].[Vendor]	Company providing the flight (for example, Southwest) for the associated TICKET SEGMENT
Flight Number	<Flight Number>	[Travel].[Ticket Segments].[Flight Number]	Flight number (provided by the vendor) for the associated ticket segment
Class of Service	Information not yet available	Information not yet available	Information not yet available
Fare Basis Code	Information not yet available	Information not yet available	Information not yet available
Ticket Status	Information not yet available	Information not yet available	Information not yet available
Departure Date	<Departure Date>	[Travel].[Ticket Segments].[Departure Date]	Departure date (month day, year format) of the associated ticket segment

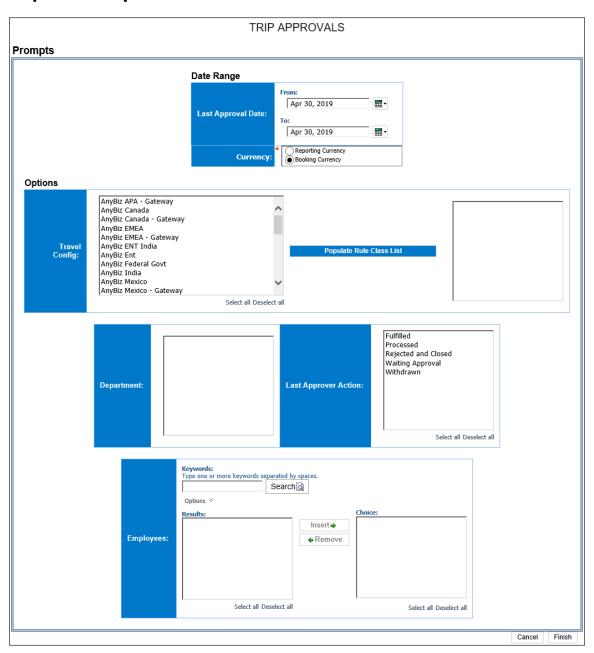| Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Departure Airport	<Departure Station Name>	[Travel].[Ticket Segments].[Departure Station Name]	Full name of the departure station
Departure City	<Departure City>	[Travel].[Ticket Segments].[Departure City]	Location (city, state, country) of the departure station
Departure Country	<Departure Country>	[Travel].[Ticket Segments].[Departure Country]	Full country name of the departure station
Arrival Airport	<Arrival Station Name>	[Travel].[Ticket Segments].[Arrival Station Name]	Full name of the arrival station
Arrival City	<Arrival City>	[Travel].[Ticket Segments].[Arrival City]	Location (city, state, country) of the arrival station
Arrival Country	<Arrival Country>	[Travel].[Ticket Segments].[Arrival Country]	Full country name of the arrival station

Report: Trip Approvals

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

This report provides an overview of the trips that have been approved or declined during a specified timeframe. Included in the analysis is the last approver and last approval action. This report helps identify any trips that are pending approval.

Report Prompts

TRIP APPROVALS

Prompts

Date Range

Last Approval Date:

From:
Apr 30, 2019

To:
Apr 30, 2019

Currency: * ○ Reporting Currency
● Booking Currency

Options

Travel Config:

AnyBiz APA - Gateway
AnyBiz Canada
AnyBiz Canada - Gateway
AnyBiz EMEA
AnyBiz EMEA - Gateway
AnyBiz ENT India
AnyBiz Ent
AnyBiz Federal Govt
AnyBiz India
AnyBiz Mexico
AnyBiz Mexico - Gateway

Select all Deselect all

Populate Rule Class List

Department:

Last Approver Action:

Fulfilled
Processed
Rejected and Closed
Waiting Approval
Withdrawn

Select all Deselect all

Employees:

Keywords:
Type one or more keywords separated by spaces.

Search

Options ⌄

Results:

Insert ➡
⬅ Remove

Choice:

Select all Deselect all   Select all Deselect all

Cancel   Finish

Date Range Prompt

- **Last Approved Date:** Used to define the from/to date range of the date when trips were last approved

- **Currency:** Determines whether the report is generated using the reporting currency or the trip booking currency. Defaults to *Booking Currency*. When *Booking Currency* is selected, the **Booking Currency** column is displayed on the report. When *Reporting Currency* is selected, the **Reporting Currency** column is displayed on the report.

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 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

- **Last Approver Action:** Used to filter the report by the action(s) taken by the last approving employee in the workflow of the trip

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

Report Output

TRIP APPROVALS
Last Approval Date: Between Jan 1, 2019 and May 2, 2019

Traveler Name	Trip Start Date	Booking Currency	Airfare Estimated Cost	Hotel Estimated Cost	Rental Car Estimated Cost
	Apr 29, 2019	USD	281.89	0.00	161.97
	Jan 15, 2019	USD	472.30	0.00	0.00

Rental Car Estimated Cost	Last Approved Date	Last Person to Approve	Last Approver Action	Record Locator
161.97	Apr 4, 2019		Fulfilled	CAXPFI
0.00	Jan 11, 2019		Fulfilled	RPOMQR

TRIP APPROVALS
Last Approval Date: Between Jan 1, 2019 and May 2, 2019

Traveler Name	Trip Start Date	Reporting Currency	Airfare Estimated Cost	Hotel Estimated Cost	Rental Car Estimated Cost
	Apr 29, 2019	USD	281.89	0.00	161.97
	Jan 15, 2019	USD	472.30	0.00	0.00

Rental Car Estimated Cost	Last Approved Date	Last Person to Approve	Last Approver Action	Record Locator
161.97	Apr 4, 2019		Fulfilled	CAXPFI
0.00	Jan 11, 2019		Fulfilled	RPOMQR

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Last Approval Date	ParamDisplayValue('Dates')	Displays the date range from the **Last Approval 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

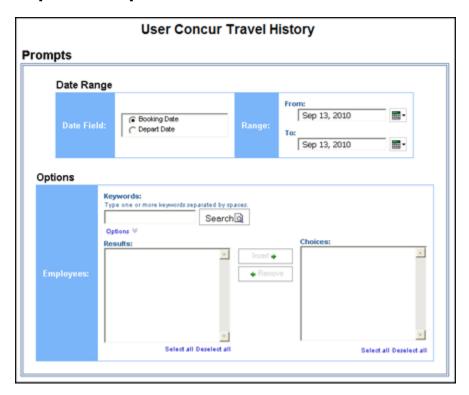| Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Traveler Name	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Trip Start Date	<Trip Start Date>	[Travel].[Trips].[Start Date]	Start date of the trip
Booking Currency	Information not yet available for this data item in this guide		Displays the currency code in which the booking currency is shown (for example, USD, CAD, GBP)
Reporting Currency	Information not yet available for this data item in this guide		Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
Airfare Estimated Cost	<Total Air Reservation Cost>	CASE WHEN [Travel].[Reservations and Tickets].[Expense Type Legacy Key] = 'AIR' THEN [Travel].[Reservations and Tickets].[Total Paid] ELSE 0 END	Total airfare cost of trip

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Hotel Estimated Cost	<Total Hotel Reservation Cost>	CASE WHEN [Travel].[Reservations and Tickets].[Expense Type Legacy Key] = 'HOTEL' THEN[Travel].[Reservations and Tickets].[Booking Total] ELSE 0 END	Total hotel cost of trip
Rental Car Estimated Cost	<Total Car Reservation Cost>	CASE WHEN [Travel].[Reservations and Tickets].[Expense Type Legacy Key] = 'CAR' THEN [Travel].[Reservations and Tickets].[Booking Total] ELSE 0 END	Total car rental cost of trip
Last Approved Date	<Last Approved Date>	[Travel].[Trips].[Last Approved Date]	Date of the latest approval in the workflow of the trip
Last Person to Approve	<Last Approving Employee>	[Travel].[Trips].[Last Approving Employee]	Name of the employee (approver) who last took action in the workflow of the trip
Last Approver Action	<Last Approver Action>	[Travel].[Trips].[Last Approver Action]	Action taken by the last approving employee in the workflow of the trip
Record Locator	<Record Locator>	[Travel].[Reservations and Tickets].[Record Locator]	Unique six-digit character that identifies the trip (for example, KUMBEI)

Report: User Concur Travel History

Available to: ☑ Analysis   ☑ Intelligence

This report provides the Travel Manager a snapshot of employee Concur Travel usage of a defined period of time.

Report Prompts

Date Range Prompts

- **Date Field:** Used to select if report should be run using the **Booking Date** or **Depart Date** option.
- **Range:** Used to define the from/to data range of the Booking Date or Depart Date

Options Prompt

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

Report Output

User Concur Travel History
Booking Date Between Dec 3, 2010 and Dec 6, 2016

Employee Last Name	Employee First Name	Employee ID	Booking Employee	Booking Date	Depart Date	Return Date	Last Approving Employee	Last Approver Action	Booking Source	Itinerary Source	Record Locator	Trip Status
Bell	Simon	UK000001	Bell, Simon Charles	Nov 6, 2013	Dec 17, 2013	Dec 20, 2013		Withdrawn	Galileo	Concur Travel	SGWJVA	Withdrawn
Bell	Simon	UK000001		May 10, 2014	May 20, 2014	May 22, 2014		Fulfilled	Manual	Concur Travel	DEMO06	Ticketed
Bell	Simon	UK000001		May 10, 2014	May 20, 2014	Jun 6, 2014		Fulfilled	Manual	Concur Travel	DEMO05	Ticketed
Bell	Simon	UK000001	Bell, Simon Charles	Jun 9, 2014	Jun 26, 2014	Jun 28, 2015		Withdrawn	Galileo	Concur Travel	514L6W	Withdrawn
Bell	Simon	UK000001	Bell, Simon Charles	Jul 15, 2014	Aug 19, 2014	Aug 20, 2014		Withdrawn	Galileo	Concur Travel	NPBWPM	Withdrawn
Bell	Simon	UK000001		Oct 25, 2014	Nov 4, 2014	Nov 19, 2014		Fulfilled	Manual	Concur Travel	DEMO08	Ticketed
Bell	Simon	UK000001		Oct 31, 2014	Nov 10, 2014	Nov 12, 2014		Fulfilled	Manual	Concur Travel	DEMO09	Ticketed
Bell	Simon	UK000001		Oct 31, 2014	Nov 10, 2014	Nov 17, 2014		Fulfilled	Manual	Concur Travel	DEMO07	Ticketed
Bell	Simon	UK000001		Nov 1, 2014	Nov 11, 2014	Nov 14, 2014		Fulfilled	Manual	Concur Travel	DEMO0A	Ticketed
Bell	Simon	UK000001	Bell, Simon Charles	Nov 20, 2014	Dec 17, 2014	Dec 19, 2014		Withdrawn	Galileo	Concur Travel	BR28ZA	Withdrawn
Bell	Simon	UK000001	Bell, Simon Charles	Nov 20, 2014	Dec 17, 2014	Dec 20, 2014		Withdrawn	Galileo	Concur Travel	BST8JA	Withdrawn
Bell	Simon	UK000001	Bell, Simon Charles	Nov 20, 2014	Jan 14, 2015	Jan 16, 2015		Withdrawn	Galileo	Concur Travel	CW98TI	Withdrawn
Bell	Simon	UK000001	Bell, Simon Charles	Nov 20, 2014	Jan 14, 2015	Jan 17, 2015		Withdrawn	Galileo	Concur Travel	D0VJMU	Withdrawn
Bell	Simon	UK000001	Bell, Simon Charles	Nov 21, 2014	Jan 7, 2015	Jan 10, 2015		Withdrawn	Galileo	Concur Travel	MNM6XY	Withdrawn
Bell	Simon	UK000001	Bell, Simon Charles	Nov 21, 2014	Jan 14, 2015	Jan 16, 2015		Withdrawn	Galileo	Concur Travel	N942SY	Withdrawn
Bell	Simon	UK000001		Feb 20, 2015	Mar 2, 2015	Mar 5, 2015		Fulfilled	Manual	Concur Travel	DEMO0B	Ticketed
Bell	Simon	UK000001		Apr 7, 2015	Apr 17, 2015	Apr 19, 2015		Fulfilled	Manual	Concur Travel	DEMO0C	Ticketed
Bell	Simon	UK000001		Apr 8, 2015	Apr 18, 2015	Apr 21, 2015		Fulfilled	Manual	Concur Travel	DEMO0D	Ticketed
Bell	Simon	UK000001	Bell, Simon Charles	Apr 20, 2015	Apr 27, 2015	Apr 30, 2015		Withdrawn	Galileo	Concur Travel	P8T37U	Withdrawn
Bell	Simon	UK000001	Bell, Simon Charles	Apr 21, 2015	Apr 27, 2015	Apr 30, 2015		Withdrawn	Galileo	Concur Travel	VXD0KM	Withdrawn

Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
N/A	ParamDisplayValue('dateFieldParam') + ' ' + ParamDisplayValue('dateRangeParam')	Displays the selected date field, Booking Date or Depart Date and date range entered from the **Date Field** and **Range** prompts on the **Prompts** page

Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Employee Last Name	<Employee Last Name>	[Travel].[Trips].[Employee Last Name]	Legal last name for the traveling employee (for example, Smith)
Employee First Name	<Employee First Name>	[Travel].[Trips].[Employee First Name]	Legal first name for the traveling employee (for example, John)
Employee ID	<Employee ID>	[Travel].[Trips].[Employee ID]	Employee ID of the employee who booked the trip
Booking Employee	<Booking Employee>	[Travel].[Trips].[Booking Employee]	Name of the employee who booked the trip (in Last Name, First Name format)
Booking Date	<Booking Date>	[Travel].[Trips].[Creation Date]	Date the trip was booked

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Depart Date	<Start Date>	[Travel].[Trips].[Start Date]	Start date of the trip
Return Date	<End Date>	[Travel].[Trips].[End Date]	End date of the trip
Last Approving Employee	<Last Approving Employee>	[Travel].[Trips].[Last Approving Employee]	Name of the employee (approver) who last took action in the workflow of the trip
Last Approver Action	<Last Approver Action>	[Travel].[Trips].[Last Approver Action]	Action taken by the last approving employee in the workflow of the trip
Booking Source	<Booking Source>	[Travel].[Trips].[Booking Source]	Source of the booking (for example, Sabre, Apollo)
Itinerary Source	<Itinerary Source>	[Travel].[Trips].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)
Record Locator	<Record Locator>	[Travel].[Trips].[Record Locator]	Unique six-digit character that identifies the trip
Trip Status	<Trip Status>	[Travel].[Trips].[Trip Status]	Current status of the trip (for example, Withdrawn, Ticketed)