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Uses: <input type="checkbox"/> Expense Data <input checked="" type="checkbox"/> Travel / TripLink Data	

## 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
November 14, 2020	Updated the <b>Prompts</b> page and report images for the Car Rental Details, Car Rental Summary, Hotel Details, and Hotel Summary reports. The Country and Countries labels were renamed to Country/Region and Countries/Region.
January 8, 2020	Changed copyright and updated the calculations for the Reserved Amount column on the Car Rental Expense Exceed Reserved Amount report.
May 11, 2019	Updated information and images for the Hotel Details and Hotel Summary reports, including the addition of the new <b>Hotel Estimated Cost</b> column and the removal of the <b>Total Hotel Spend</b> column.
March 15, 2019	Updated image of the Airfare Summary report's Prompts page and updated the information about the report's <b>Date, Date Range, and Ticket Status</b> prompts.
February 9, 2019	Removed references to Insight Premium from the guide
January 12, 2019	Changed copyright and updated the image of the Hotel Expense Exceeds Reserved Rate report
December 14, 2018	Added additional information about report prompts and reports to the following reports: <ul style="list-style-type: none"> <li>• Car Rental Expense Exceeds Reserved Amount</li> <li>• Car Rental Summary</li> <li>• Hotel Expense Exceeds Reserved Rate</li> </ul>
April 14, 2018	Added additional information about report prompts and reports to the Hotel Details and Hotel Summary reports
March 17, 2018	Added additional information about report prompts and reports to the reports in the Vendor folder
January 13 2018	Changed copyright; no other content changes
December 15 2016	Changed copyright; no other content changes
March 23 2016	Changed the text under the heading from <b>Travel Data</b> to <b>Travel / TripLink Data</b> ; no other content changes
August 14 2015	Moved from single book to individual "chapters" – no content changes

## Chapter 24: Folder – Vendor

### Report: Airfare Details

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

This report provides the level of detail that is captured and available to report against for air travel. The flight detail report lists all flights during a specified timeframe. There are additional choices for selecting airline, number of days in advance (range: 1-6, 7-13, 14-20, 21+) and booking source (Travel vs. agent). Once the report is generated, managers can click on a record locator to see additional details about that trip, which includes associated hotel and car reservations.

### Report Prompts

**Airfare Details**

**Prompts**

**Date Range**

**Purchased Date:** From:    
 To:

**Options**

**Trip Type:**  Include only TripLink Tickets

**Travel Config:**

- AnyBiz APA - Gateway
- AnyBiz Canada
- AnyBiz Canada
- AnyBiz Canada
- AnyBiz Canada
- AnyBiz Canada - Gateway
- AnyBiz EMEA
- AnyBiz EMEA
- AnyBiz EMEA
- AnyBiz EMEA
- AnyBiz EMEA - Gateway

Select all Deselect all

**Booking Source:**

- aa.com:Email
- ABC Travel Agency San Antonio, T
- Accor
- AddisonLee
- AerLingus
- AeTM
- Air Canada
- Airbnb
- AirCanada
- AirTran
- AirTran Airways

Select all Deselect all

**Vendor:**

**Keywords:**  
Type one or more keywords separated by spaces.

**Options** ▾

**Results:**

**Choice:**

Select all Deselect all

**Employees:**

**Keywords:**  
Type one or more keywords separated by spaces.

**Options** ▾

**Results:**

**Choice:**

Select all Deselect all

### Date Range Prompt

- **Purchased Date:** Used to filter the report by the date range of the trip purchased date (month day, year format)

**Options Prompts**

- **Trip Type:** Used to filter the report to include only TripLink Tickets
- **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
- **Booking Source:** Used to filter the report by the source(s) of the booking (for example, Sabre, Apollo)
- **Vendor:** Used to filter the report by the name of the airline company(ies)
- **Employees:** Used to filter the report by name of employee(s) who booked trips

**Report Output**

<b>Airfare Details</b> Purchased Date Between Jan 1, 2010 and Reporting Currency: USD						
Travel Configuration	Rule Class	Passenger Name	Airline	Ticket Number	Ticket Price	Total Paid
	Default Travel Class		American	0017726417238	0.00	
	Default Travel Class		United	0167726417239	0.00	
	Default Travel Class		Continental	0057726417240	0.00	
	Default Travel Class		Continental	0057726417241	0.00	
	Default Travel Class		United	0167726417242	0.00	
	Default Travel Class		Delta	0067726417243	0.00	
	Default Travel Class		Southwest	5262173410224	0.00	
	Default Travel Class		Alaska Airlines	0277726417245	0.00	
	Default Travel Class		American	0017726417244	0.00	
	Default Travel Class		Alaska Airlines	0277726417246	0.00	

Is  
10 and May 18, 2010  
USD

Total Paid	Days in Advance	Purchased Date	1st Travel Date	Booking Source	Record Locator
	10	Jan 1, 2010	Jan 11, 2010	Sabre	<a href="#">DTIEJA</a>
	16	Jan 2, 2010	Jan 18, 2010	Sabre	<a href="#">LLFXIV</a>
	12	Jan 2, 2010	Jan 14, 2010	Sabre	<a href="#">MFZGSY</a>
	40	Jan 2, 2010	Feb 11, 2010	Sabre	<a href="#">PDGLKI</a>
	13	Jan 2, 2010	Jan 15, 2010	Sabre	<a href="#">MMWUBZ</a>
	13	Jan 2, 2010	Jan 15, 2010	Sabre	<a href="#">MMWUBZ</a>
	18	Jan 2, 2010	Jan 20, 2010	Sabre	<a href="#">EDHLZN</a>
	8	Jan 3, 2010	Jan 11, 2010	Sabre	<a href="#">ORKLZG</a>
	22	Jan 3, 2010	Jan 25, 2010	Sabre	<a href="#">FGPNRG</a>
	3	Jan 3, 2010	Jan 6, 2010	Sabre	<a href="#">FWRTUZ</a>

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Purchased Date	ParamDisplayValue('purchasedDateParam')	Displays the date range entered in the <b>Purchased Date</b> prompt on the <b>Prompts</b> 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
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

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Passenger Name	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Airline	<Transportation Vendor / Hotel Property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Ticket Number	<Ticket ID>	[Travel].[Reservations and Tickets].[Ticket ID]	Ticket number for the reserved air booking
Ticket Price	<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
Total Paid	<Total Paid (reporting currency)>	[Travel].[Reservations and Tickets].[Total Paid (reporting currency)]	Amount actually being paid, in the reporting currency
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)
1st Travel Date	<1st Travel Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
Booking Source	<Booking Source>	[Travel].[Reservations and Tickets].[Booking Source]	Source of the booking (for example, Sabre, Apollo)
Itinerary Source	<Itinerary Source>	[Travel].[Reservations and Tickets].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)
Record Locator	<Record Locator>	[Travel].[Reservations and Tickets].[Record Locator]	Unique six-digit character that identifies the trip (for example, KUMBEI)

## Report: Airfare Summary

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

This report delivers multiple sections with various types of analysis of airfare bookings such as:

- The trend of average air fares during a specified timeframe
- Statistics by vendor including the number and value of tickets
- Analysis of advance purchase windows

This report provides the information to help analyze the choices that are providing the best fares and whether employees are taking advantage of those opportunities. It can better position an organization for supplier negotiations by learning which airlines are providing the top choices and top fares during a specified timeframe. This can be used to shape company policy and help in supplier negotiations.

## Report Prompts

### Airfare Summary

**Prompts**

**Date:** \*  Purchased Date  Start Date

**Date Range:**

**From:**

**To:**

**Ticket Status:** \*  Active

**Options**

**Travel Config:**

AnyBiz APA - Gateway  
 AnyBiz Canada  
 AnyBiz Canada  
 AnyBiz Canada  
 AnyBiz Canada  
 AnyBiz Canada  
 AnyBiz EMEA - Gateway  
 AnyBiz EMEA  
 AnyBiz EMEA  
 AnyBiz EMEA  
 AnyBiz EMEA  
 AnyBiz EMEA - Gateway

Select all Deselect all

**Top Travelers Specific Options**

<b>Number to Rank:</b>	<input type="text" value="10"/>
<b>Minimum Amount:</b>	<input type="text" value="0"/>
<b>Minimum Number of Tickets:</b>	<input type="text" value="0"/>

- **Date:** Used to filter the report by the purchase date or the trip start date. The **Date** prompt defaults to *Purchased Date*.
- **Date Range:** Used to filter the report by the date range of the trip purchase date (month day, Year format)
- **Ticket Status:** Determines whether the report displays data for active tickets or void tickets. When the check box is cleared, the report displays data for void tickets. The **Ticket Status** prompt defaults to *Active*.

### ***Options Prompts***

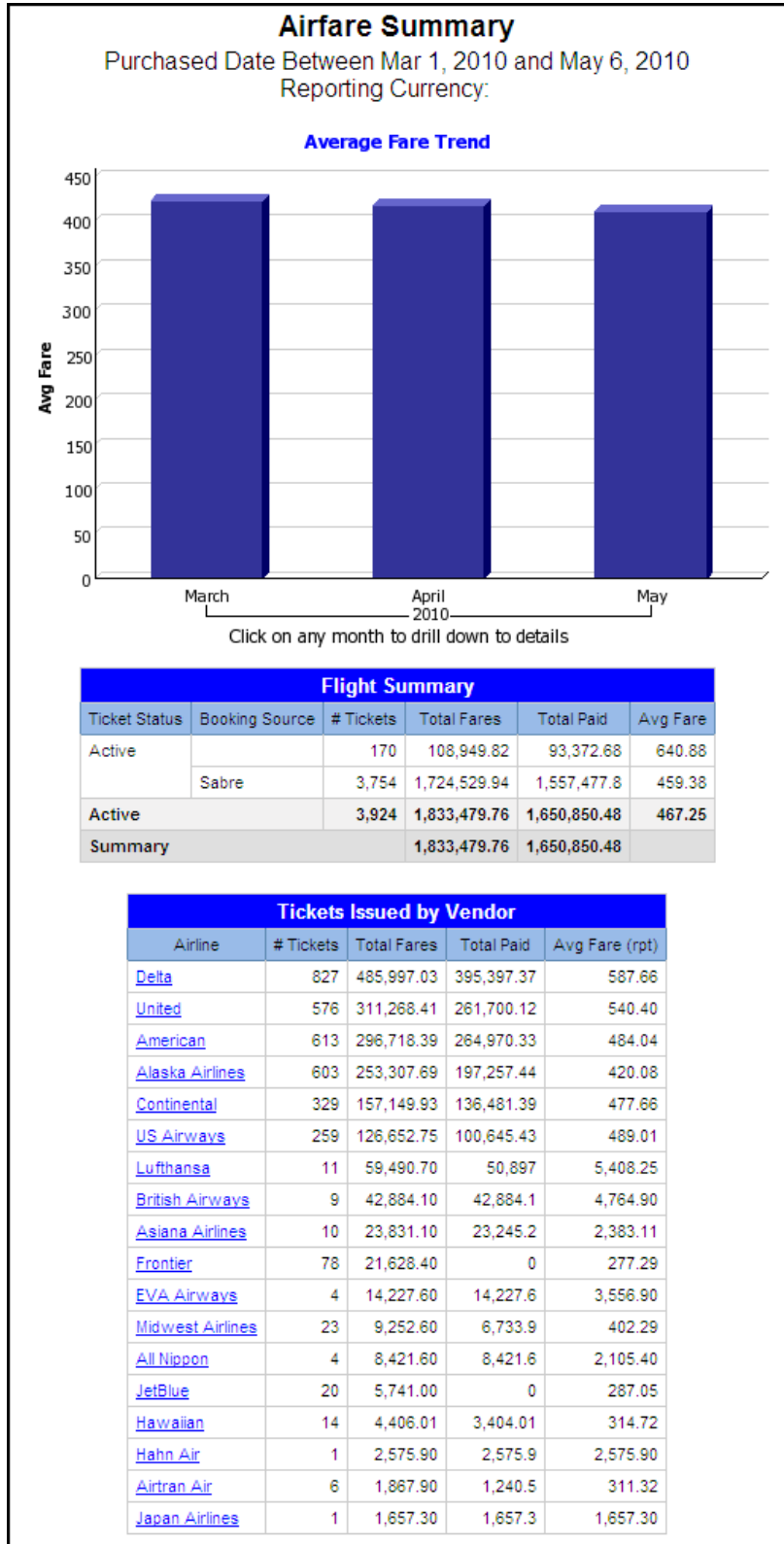
- **Travel Config:** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip
- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip

### ***Top Travelers Specific Options Prompts***

- **Number to Rank:** Used to define the number of top travelers to rank in the report (for example, to show the top 10 travelers, enter *10*); see also ('rank')
- **Minimum Amount:** Used to filter the report to exclude employees with trip amounts under a specified minimum threshold (for example, to exclude employees with trips less than \$500, enter *501*)
- **Minimum Number of Tickets:** Used to filter the report to exclude employees under a specified minimum threshold of tickets purchased (for example, to exclude employees with less than 10 tickets, enter *11*)



## Report Output

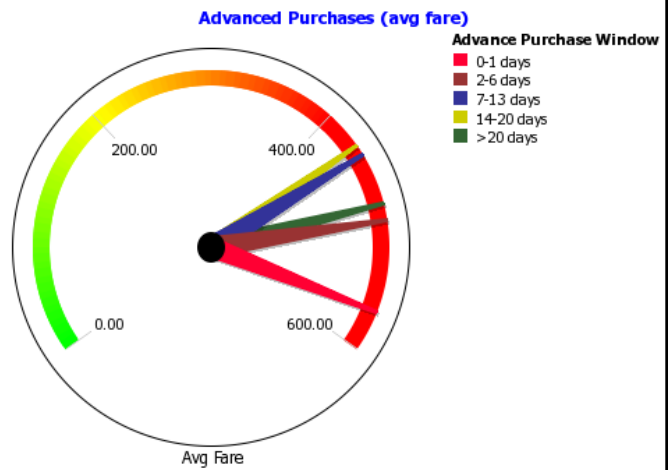


### Airfare Summary

Purchased Date Between Mar 1, 2010 and May 6, 2010  
Reporting Currency:

Tickets Issued by Vendor				
Airline	# Tickets	Total Fares	Total Paid	Avg Fare (rpt)
<a href="#">Air Canada</a>	3	1,607.20	1,607.2	535.73
<a href="#">Philippine</a>	4	1,136.00	638	284.00
<a href="#">Island Air Hawai</a>	6	1,079.26	754.87	179.88
<a href="#">Iberia</a>	2	889.60	889.6	444.80
<a href="#">Korean Air</a>	1	698.00	698	698.00
<a href="#">WestJet</a>	3	653.49	653.49	217.83
<a href="#">Mesa Airlines</a>	2	240.60	176.4	120.30
<a href="#">Mokulele Airline</a>	1	97.20	97.2	97.20
<a href="#">Southwest</a>	514	0.00	133,596.53	0.00
<b>Summary</b>		<b>1,833,479.76</b>	<b>1,650,850.48</b>	<b>467.25</b>

Advanced Purchase Report				
Advance Purchase Window	# Tickets	Total Fares	Total Paid	Avg Fare
<a href="#">0-1 days</a>	267	151,650.80	96,682.68	567.98
<a href="#">2-6 days</a>	812	401,770.67	338,176.12	494.79
<a href="#">7-13 days</a>	1,255	552,019.66	523,490.54	439.86
<a href="#">14-20 days</a>	751	324,188.75	301,553.35	431.68
<a href="#">&gt;20 days</a>	839	403,849.88	390,947.79	481.35



Top 10 Travelers				
Employee	# Tickets	Total Fares	Total Paid	Avg Fare
Employee	173	110,522.48	94,945.34	638.86
Employee	4	26,094.90	26,094.9	6,523.72
Employee	6	22,543.61	22,303.61	3,757.27
Employee	6	19,116.80	12,503	3,186.13
Employee	5	17,393.17	17,393.17	3,478.63
Employee	3	14,283.30	4,792.4	4,761.10

(Airfare Summary Report Output continued)

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Purchased Date	ParamDisplayValue('purchasedDateParam')	Displays the date range entered in the <b>Purchased Date</b> prompt on the <b>Prompts</b> 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
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

## Report Data Items

### *Average Fare Trend*

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Booking Amount (reporting currency)>	average([Travel].[Reservations and Tickets].[Booking Amount (reporting currency)])	Average amount of the booking in the reporting currency
N/A	<#Year#>	[Travel].[Reservation and Ticket Dates].[Purchased Year]	Calendar year the trip was purchased (for example, 2010)
N/A	<#Month#>	[Travel].[Reservation and Ticket Dates].[Purchased Month]	Calendar month name the trip was purchased (for example, January)

### *Flight Summary*

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Ticket Status	<Ticket Status>	[Travel].[Reservations and Tickets].[Ticket Status]	Current status of the reserved ticket (for example, Ticketed)
Booking Source	<Booking Source>	[Travel].[Reservations and Tickets].[Booking Source]	Source of the booking (for example, Sabre, Apollo)

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)
# Tickets	<# Tickets>	[Travel].[Reservations and Tickets].[Trip Booking Key]	Key generated by the reporting database that uniquely identifies the trip booking
Total Fares	<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
Total Paid	<Total Paid (reporting currency)>	[Travel].[Reservations and Tickets].[Total Paid (reporting currency)]	Amount actually being paid, in the reporting currency
Avg Fare	<Avg Fare>	average([Travel].[Reservations and Tickets].[Booking Total (reporting currency)])	Average sum of the booking amount and the booking tax in the reporting currency

### ***Tickets Issued by Vendor***

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Airline	<Vendor>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
# Tickets	<# Tickets>	[Travel].[Reservations and Tickets].[Trip Booking Key]	Key generated by the reporting database that uniquely identifies the trip booking
Total Fares	<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
Total Paid	<Total Paid (reporting currency)>	[Travel].[Reservations and Tickets].[Total Paid (reporting currency)]	Amount actually being paid, in the reporting currency
Avg Fare (rpt)	<Avg Fare>	average([Travel].[Reservations and Tickets].[Booking Total (reporting currency)])	Average sum of the booking amount and the booking tax in the reporting currency

**Advance Purchase Report**

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Advance Purchase Window	<Advance Purchase Window>	[Travel].[Reservations and Tickets].[Advance Purchase Window]	Range of days the trip was purchased in advance (for example, 0-1, 1-3)
# Tickets	<# Tickets>	[Travel].[Reservations and Tickets].[Trip Booking Key]	Key generated by the reporting database that uniquely identifies the trip booking
Total Fares	<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
Total Paid	<Total Paid (reporting currency)>	[Travel].[Reservations and Tickets].[Total Paid (reporting currency)]	Amount actually being paid, in the reporting currency
Avg Fare	<Avg Fare>	average([Travel].[Reservations and Tickets].[Booking Total (reporting currency)])	Average sum of the booking amount and the booking tax in the reporting currency

**Advanced Purchases (avg fare)**

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
N/A	<Avg Fare>	average([Travel].[Reservations and Tickets].[Booking Total (reporting currency)])	Average sum of the booking amount and the booking tax in the reporting currency
N/A	<Advance Purchase Window>	[Travel].[Reservations and Tickets].[Advance Purchase Window]	Range of days the trip was purchased in advance (for example, 0-1, 1-3)

**Top ('rank') Travelers**

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Primary Traveler	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
# Tickets	<# Tickets>	[Travel].[Reservations and Tickets].[Trip Booking Key]	Key generated by the reporting database that uniquely identifies the trip booking

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Total Fares	<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
Total Paid	<Total Paid (reporting currency)>	[Travel].[Reservations and Tickets].[Total Paid (reporting currency)]	Amount actually being paid, in the reporting currency
Avg Fare	<Avg Fare>	average([Travel].[Reservations and Tickets].[Booking Total (reporting currency)])	Average sum of the booking amount and the booking tax in the reporting currency

## Report: Car Rental Details

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

This report provides a detailed description of car rental expenditures during a specified timeframe, enabling an organization to:

- Learn with whom the company is spending the most money and who is providing the most competitive rates for car rentals. Companies can leverage this information to negotiate service commitments
- Understand how much the company or individuals are spending on rental cars

## Report Prompts

**CAR RENTAL DETAILS**

**Prompts**

**Date Range**

**Pickup Date:** From: Oct 1, 1996 To: Oct 7, 2020

**Options**

<b>Itinerary Source:</b>	Agency Amadeus E-Travel Concur Travel Connect Partner Open Booking Travel Request Offline Travel Supplier TripIt	<b>Travel Config:</b>	AnyBiz APA - Gateway AnyBiz Canada AnyBiz Canada AnyBiz Canada AnyBiz Canada AnyBiz Canada - Gateway AnyBiz EMEA AnyBiz EMEA AnyBiz EMEA AnyBiz EMEA - Gateway
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<b>Vendor:</b>	ATESA Able Ace Advantage Alamo All American Allstate Americar Austrian AutoEurope Avis	<b>Vendor Countries/Region:</b>	AFGHANISTAN ALBANIA ALGERIA AMERICAN SAMOA ANDORRA ANGOLA ANGUILLA ANTARCTICA ANTIGUA AND BARBUDA ARGENTINA ARMENIA	<b>Booking Source:</b>	aa.com:Email ABC Travel Agency San Antonio, T Accor AddisonLee AerLingus AeTM Air Canada Airbnb AirCanada AirTran AirTran Airways
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**Employees:**

Keywords: Type one or more keywords separated by spaces:

Options:

Results:  Choice:

### Date Range Prompt

- **Pickup Date:** Used to filter the report by the date range of the car rental pickup dates (month day, year format)

### Options Prompts

- **Itinerary Source:** Used to filter the report by the source(s) of the itinerary (for example, Concur Travel, TripIt)
- **Travel Config:** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip
- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip
- **Vendor:** Used to filter the report by the name of the car rental company(ies)
- **Vendor Countries/Region:** Used to filter the report by the countries/region where the car rentals were obtained
- **Booking Source:** Used to filter the report by the source(s) of the booking (for example, Sabre, Apollo)
- **Employees:** Used to filter the report by name of employee(s) who booked trips

### Report Output

CAR RENTAL DETAILS							
Pickup Date Between Jan 1, 2020 and Oct 9, 2020							
Reporting Currency: USD							
Travel Configuration	Rule Class	Traveler Name	Car Rental Vendor	City	Country/Region	Pickup Date	Dropoff Date
	US GENERAL				ITALY	Jan 1, 2020	Jan 2, 2020
	US GENERAL				UNITED STATES	Jan 1, 2020	Jan 2, 2020
	US GENERAL				UNITED STATES	Jan 1, 2020	Jan 5, 2020
	US GENERAL				UNITED STATES	Jan 1, 2020	Jan 9, 2020
	US GENERAL				UNITED STATES	Jan 1, 2020	Jan 6, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 4, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 4, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 3, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 3, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 3, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 3, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 3, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 2, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 2, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 7, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 8, 2020
	US GENERAL				UNITED STATES	Jan 2, 2020	Jan 8, 2020



Dropoff Date	Rate per Day	Days	Cars	Car Rental Type	Estimated Cost	Booking Source	Itinerary Source	Record Locator
Jan 2, 2020	55.59	1	1		87.43	Sabre	Concur Travel	
Jan 2, 2020	39.00	1	1		51.04	Sabre	Concur Travel	
Jan 5, 2020	39.50	4	1		302.43	Sabre	Concur Travel	
Jan 9, 2020	37.90	8	1		500.65	Sabre	Concur Travel	
Jan 6, 2020	31.50	5	1		205.60	Sabre	Concur Travel	
Jan 4, 2020	31.50	2	1		88.72	Sabre	Concur Travel	
Jan 4, 2020	20.32	2	1		89.25	Sabre	Concur Travel	
Jan 3, 2020	33.50	1	1		75.96	Sabre	Concur Travel	
Jan 3, 2020	34.00	1	1		46.65	Sabre	Concur Travel	
Jan 3, 2020	34.00	1	1		53.40	Sabre	Concur Travel	
Jan 3, 2020	18.60	1	1		61.44	Sabre	Concur Travel	
Jan 3, 2020	34.00	1	1		46.65	Sabre	Concur Travel	
Jan 3, 2020	46.64	1	1		62.94	Sabre	Concur Travel	
Jan 2, 2020	70.00	1	1		77.90	Sabre	Concur Travel	
Jan 2, 2020	32.50	1	1		47.68	Sabre	Concur Travel	
Jan 7, 2020	37.95	5	1		299.52	Sabre	Concur Travel	
Jan 8, 2020	60.00	6	1		404.87	Sabre	Concur Travel	
Jan 8, 2020	43.46	6	1		399.99	Sabre	Concur Travel	

### Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Pickup Date	'' + ParamDisplayValue('Start Date')	Displays the date range entered in the <b>Pickup Date</b> prompt on the <b>Prompts</b> page
Year	'' + ParamDisplayValue('year')	Displays the year(s) entered in the <b>Pickup Date</b> prompt on the <b>Prompts</b> page
Month	'' + ParamDisplayValue('month')	Displays the month(s) entered in the <b>Pickup Date</b> prompt on the <b>Prompts</b> page
Vendor	'' + ParamDisplayValue('Vendor')	Displays the vendor(s) entered in the <b>Vendor</b> prompt on the <b>Prompts</b> page

Data Item Label/Name	Data Item Expression	Data Item Description
Country/Region	'' + ParamDisplayValue('Vendor Country')	Displays the country(ies) entered in the <b>Vendor Countries/Region</b> prompt on the <b>Prompts</b> page
Booking Source	'' + ParamDisplayValue('Booking Source')	Displays the booking source(s) entered in the <b>Booking Source</b> prompt on the <b>Prompts</b> 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
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
Traveler Name	<Traveler Name>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Car Rental Vendor	<Car Rental Vendor>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
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
Pickup Date	<Pickup Date>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
Dropoff Date	<Dropoff Date>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (month day, Year format)

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Rate per Day	<Booking Rate (reporting currency)>	[Travel].[Reservations and Tickets].[Booking Rate (reporting currency)]	Daily/Nightly rate (for example, 100.00 per night) in the reporting currency
Days	<Days>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of day a car was rented/number of nights stayed at a hotel
Cars	<Cars>	[Travel].[Reservations and Tickets].[Number of Units]	Number cars rented/rooms reserved
Car Rental Type	<Car Rental Type>	[Travel].[Reservations and Tickets].[Rental Car Attributes]	Additional information about the reserved car (for example, 2-door)
Estimated Cost	<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
Booking Source	<Booking Source>	[Travel].[Reservations and Tickets].[Booking Source]	Source of the booking (for example, Sabre, Apollo)
Itinerary Source	<Itinerary Source>	[Travel].[Reservations and Tickets].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)
Record Locator	<Record Locator>	[Travel].[Reservations and Tickets].[Record Locator]	Unique six-digit character that identifies the trip (for example, KUMBEI)

## Report: Car Rental Expense Exceeds Reserved Amount

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

This report compares the reserved rate to the actual rate charged for car rentals.

### Report Prompts

#### Car Rental Expense Exceeds Reserved Amount

**Prompts**

**Date Range**

Sent for Payment Date:	From:	<input type="text" value="May 18, 2010"/>
	To:	<input type="text" value="May 18, 2010"/>

**Tax Info**

Average Tax Percentage:	<input type="text" value="20"/>
-------------------------	---------------------------------

**Options**

Employees:	<b>Keywords:</b> Type one or more keywords separated by spaces.	
	<input type="text"/> <input type="button" value="Search"/>	
	<b>Options</b>	
	<b>Results:</b>	
	<div style="display: flex; justify-content: space-around;"><div style="border: 1px solid gray; padding: 5px; text-align: center;">Insert </div><div style="border: 1px solid gray; padding: 5px; text-align: center;"> Remove</div></div>	<b>Choices:</b>
	<a href="#">Select all</a> <a href="#">Deselect all</a>	<a href="#">Select all</a> <a href="#">Deselect all</a>

### Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date(s) the car rental expenses were paid

### Tax Info Prompt

- **Average Tax Percentage:** Used to filter the report by the defined average tax rate of the car rental expenses (for example, for expenses with an average tax percentage of 20%, enter 20)

### Options Prompt

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

### Report Output

<b>Car Rental Expense Exceeds Reserved Amount</b> Sent for Payment Date Between Jan 1, 2010 and May 18, 2010 Average Tax Rate: 20% Reporting Currency: USD										
Employee	Report Name	Report ID	Transaction Date	Vendor	City/Location	Expense Type	Payment Type	Amount Difference	Expense Amount	Reserved Amount
<name>	<name>	02470D630E2B48ACA53B	Mar 11, 2010	Hertz	Pittsburgh	Car Rental - 67110010	CBCP Corp Card	78.66	231.66	153.00
<b>Employee ID: &lt;employee id&gt;</b>								<b>78.66</b>	<b>231.66</b>	<b>153.00</b>
<name>	<name>	609F899CEF2E4163BF78	Mar 12, 2010	AVIS RENT-A-CAR 1	Seattle	Car Rental - 67110010	CBCP Corp Card	96.72	278.71	181.99
<b>Employee ID: &lt;employee id&gt;</b>								<b>96.72</b>	<b>278.71</b>	<b>181.99</b>
<name>	<name>	6140A67759C540D3A87F	Mar 25, 2010	HERTZ RENT-A-CAR	Atlanta	Car Rental - 67110010	CBCP Corp Card	95.07	309.07	214.00
<b>Employee ID: &lt;employee id&gt;</b>								<b>95.07</b>	<b>309.07</b>	<b>214.00</b>

### Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	'' + ParamDisplayValue('sentForPaymentDate Param')	Displays the date range entered from the <b>Sent for Payment Date</b> prompt on the <b>Prompts</b> page
Average Tax Percentage	ParamDisplayValue('taxRateParam') + '%'	Displays the percentage amount entered from the <b>Average Tax Percentage</b> prompt on the <b>Prompts</b> page
Reporting Currency	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run

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
Employee	<Employee>	[Details].[Employee]	Employee last name, first name, and middle initial
Employee ID	<Employee ID>	[Details].[Employee ID]	Unique number or code that identifies the employee
Report Name	<Report Name>	[Details].[Report Name]	Employee-entered name of the expense report
Report ID	<Report ID>	[Details].[Report ID]	Unique system-assigned code that identifies the expense report
Transaction Date	<Transaction Date>	[Details].[Transaction Date]	Date that the expense was incurred
Vendor	<Vendor>	[Details].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Details].[City/Location]	City/location where the expense was incurred
Expense Type	<Expense Type>	[Details].[Expense Type]	Expense type assigned to the expense
Payment Type	<Payment Type>	[Details].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Amount Difference	<Amount Difference>	[Details].[Expense Amount (rpt)] - [Details].[Reserved Amount]	Difference between the actual amount of the expense and the total amount of the reservation, converted as needed to the reporting currency

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Expense Amount	<Expense Amount (rpt)>	[Details].[Expense Amount (rpt)]	Amount of the expense, converted as needed to the reporting currency
Reserved Amount	<Reserved Amount>	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Total amount of the reservation, converted as needed to the reporting currency

## Report: Car Rental Summary

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

This report provides information by car rental company during a specified timeframe and displays the number of rentals, the number of rental days and average, minimum and maximum rates as well as the total value of rentals booked. This type of information allows an organization to:

- Analyze company trends for planning purposes
- Evaluate which vendors are providing the most competitive rates

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**NOTE:** Companies can leverage this information for negotiation of supplier contracts.

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- See the company's average transaction price for car rentals
- Determine how much was spent for car rentals during a specified timeframe



## Report Prompts

**CAR RENTAL SUMMARY**

**Prompts**

**Date Range**

**Pickup Date:**

From:

To:

**Options**

**Travel Config:**

Select all Deselect all

**Vendor Countries/Region:**

AFGHANISTAN  
 ALBANIA  
 ALGERIA  
 AMERICAN SAMOA  
 ANDORRA  
 ANGOLA  
 ANGUILLA  
 ANTARCTICA  
 ANTIGUA AND BARBUDA  
 ARGENTINA  
 ARMENIA

Select all Deselect all

**Rank:**

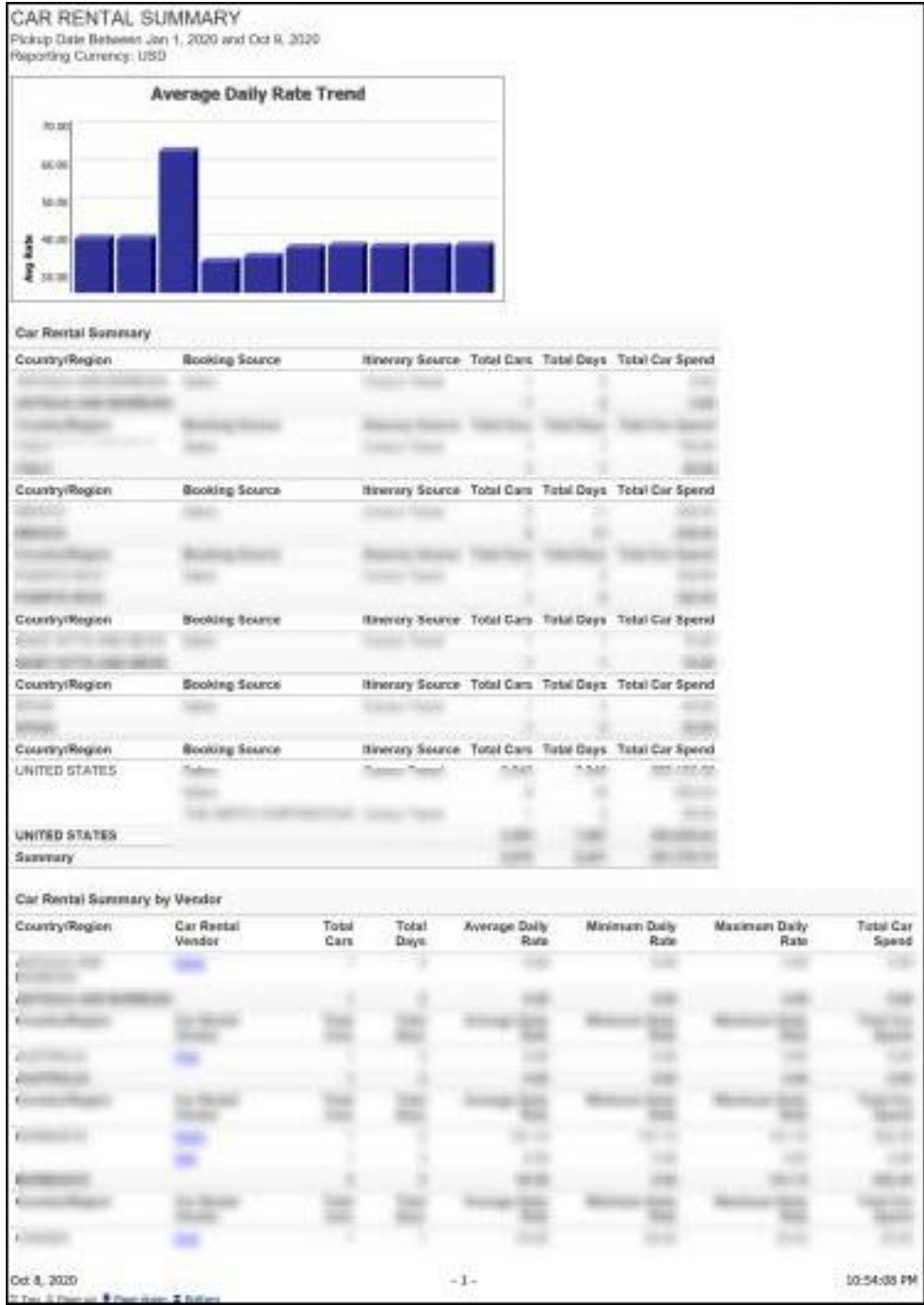
### **Date Range Prompt**

- **Pickup Date:** Used to filter the report by the date(s) the car rental began (month day, year format)

### **Options Prompts**

- **Travel Config:** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip
- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip
- **Vendor Countries/Region:** Used to filter the report by the countries/region where the car rentals were obtained
- **Rank:** Used to filter the report by the defined top number of items in that category (for example, to show the top 10 car rental vendors, enter "10"); see also ('rank')

## Report Output



## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Pickup Date	' ' + ParamDisplayValue('Start Date')	Displays the date range entered from the <b>Pickup Date</b> prompt on the <b>Prompts</b> 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
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

## Report Data Items

### *Average Daily Rate Trend*

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Average Rate>	average([Travel].[Reservations and Tickets].[Booking Rate])	Average daily/nightly rate (for example, 100.00 per night)
N/A	<#Year#>	[Travel].[Reservation and Ticket Dates].[Year]	Calendar year (for example, 2010)
N/A	<#Month#>	[Travel].[Reservation and Ticket Dates].[Month]	Calendar month name (for example, January)

### *Car Rental Summary*

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Country/Region	<Country>	[Travel].[Reservations and Tickets].[Nearest Airport or Rail Station Country]	Full country/region name of the closest airport or rail station
Booking Source	<Booking Source>	[Travel].[Reservations and Tickets].[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)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Cars	<Total Cars>	CASE [Travel].[Reservations and Tickets].[Number of Units] WHEN 0 THEN 1 ELSE [Travel].[Reservations and Tickets].[Number of Units] END	Number cars rented
Total Days	<Total Days>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of days a car was rented
Total Car Spend	<Total Car Spend>	[Total Cars] * [Total Days] * [Travel].[Reservations and Tickets].[Booking Rate (reporting currency)]	Total number of cars rented * total days car was rented * the daily rate to get the total car spend in the reporting currency

**Car Rental Summary by Vendor**

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Country/Region	<Country>	[Travel].[Reservations and Tickets].[Nearest Airport or Rail Station Country]	Full country/region name of the closest airport or rail station
Car Rental Vendor	<Car Rental Vendor>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Total Cars	<Total Cars>	CASE [Travel].[Reservations and Tickets].[Number of Units] WHEN 0 THEN 1 ELSE [Travel].[Reservations and Tickets].[Number of Units] END	Number cars rented
Total Days	<Total Days>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of days a car was rented
Average Daily Rate	<Average Daily Rate>	average([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Average daily/nightly rate (for example, 100.00 per night) in the reporting currency
Minimum Daily Rate	<Minimum Daily Rate>	minimum([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Minimum daily/nightly rate (for example, 100.00 per night) in the reporting currency

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Maximum Daily Rate	<Maximum Daily Rate>	maximum([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Maximum daily/nightly rate (for example, 100.00 per night) in the reporting currency
Total Car Spend	<Total Car Spend>	[Total Cars] * [Total Days] * [Travel].[Reservations and Tickets].[Booking Rate (reporting currency)]	Total number of cars rented * total days car was rented * the daily rate to get the total car spend in the reporting currency

### Top ('rank') Rate Instances

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rank	<Rank>	rank([Daily Rate])	Average amount paid per day for the rental car
Daily Rate	<Daily Rate>	maximum([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)] for [Trip Booking Key])	Maximum daily/nightly rate in the reporting currency of each key generated by the reporting database that uniquely identifies the trip booking
Employee	<Employee>	[Travel].[Trips].[Employee Last Name] + ', ' + [Travel].[Trips].[Employee First Name]	Legal last name for the traveling employee (for example, Smith), Legal first name for the traveling employee (for example, John)
Car Rental Vendor	<Car Rental Vendor>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Vendor City/Location	<Vendor City/Location>	[Travel].[Reservations and Tickets].[Nearest Airport or Rail Station City/Location]	Location (city, state, country) of the closest airport or rail station
From	<From>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
To	<To>	[Travel].[Reservation and Ticket Dates].[End Date]	Time the trip completes

## Report: City Pairs Rank

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

This report supplies statistics about the top-ranked combinations of departure and arrival city combinations booked during a specified timeframe. This information can provide great insight into commonly taken trip routes and input into planning for managing the travel program and choosing preferred airline providers.

### Report Prompts

#### City Pairs Rank - Prompts

**Date Range**

**From:**

**To:**

<p><b>Booking Currency (optional)</b></p> <div style="border: 1px solid gray; padding: 2px;">                 ADP AED AFA AFN ALL AMD ANG AOA AON ARS AUD             </div> <p style="text-align: center;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<p><b>Travel Configuration (optional)</b></p> <div style="border: 1px solid gray; padding: 2px;">                 Apollo Test Config J291 Southwest Bookings Near &amp; Far Systems Near &amp; Far Systems Near &amp; Far Systems Near &amp; Far Systems Near &amp; Far Systems Near &amp; Far Systems Near &amp; Far Systems Near &amp; Far Systems Near &amp; Far Systems             </div> <p style="text-align: center;"><a href="#">Select all</a> <a href="#">Deselect all</a></p>	<p><b>Rule Class (optional)</b></p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: center;"><input type="button" value="Populate Rule Class List"/></p>
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**Number to Rank (optional)**

- **Date Range:** Used to define the from/to date range of the purchase date of the trip bookings
- **Booking Currency (optional):** Used to filter the report by the currency(ies) the trip was booked in (for example, CAD)
- **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
- **Number to Rank (optional):** Used to define the number of top city pairs to rank in the report (for example, to show the top 10 city pairs, enter 10)

## Report Output

<b>City Pairs Rank</b>					
Purchase Date Between Jan 1, 2007 and Dec 31, 2009					
Rank	City Pair	# of Tickets	Booking Currency	Total Paid	Average Paid
1	Ordaz Arpt - Seattle	3	USD	1,319.62	439.87
2	Atlanta - San Antonio	1	USD	466.59	466.59
2	Atlanta - San Francisco Intl Arpt	1	USD	474.21	474.21
2	Baltimore - Minneapolis	1	USD	407.32	407.32
2	Charles De Gaulle Intl Arpt - Washington Dulles Intl	1	USD	638.07	638.07

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Purchase Date	ParamDisplayValue('Dates')	Displays the date range entered in the <b>Date Range</b> prompt on the <b>Prompts</b> page
N/A	AsOfDate()	Displays the date the report was run
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

## Report Data Items

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rank	<Rank>	rank([# of Tickets])	Rank of trip bookings using the trip booking key generated by the reporting database
City Pair	<City Pair>	[Travel].[Trips].[City Pair]	Origin and destination of the city pair (for example, Seattle-Atlanta)

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
# of Tickets	<# of Tickets>	[Travel].[Reservation and Ticket Dates].[Trip Booking Key]	Key generated by the reporting database that uniquely identifies the trip booking
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, USD, CAD, GBP)
Total Paid	<Total Paid>	[Travel].[Reservations and Tickets].[Total Paid]	Amount actually being paid
Average Paid	<Average Paid>	[Travel].[Reservations and Tickets].[Total Paid]	Average amount actually being paid



## Report: Hotel Details

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

With this report, an organization can better position itself for supplier negotiations by analyzing which vendors and markets are providing the most competitive prices. The report user can understand how much the organization or individuals are spending on hotel accommodations during a specified timeframe.

### Report Prompts

**HOTEL DETAILS**

**Prompts**

**Date Range**

From:

To:

Currency:  Reporting Currency  Booking Currency

**Options**

**Vendor Countries/Regions:**

- AFGHANISTAN
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA

[Select all](#) [Deselect all](#)

**Booking Sources:**

- aa.com:Email
- ABC Travel Agency San Antonio, T
- Accor
- AddisonLee
- AerLiquis
- AeTM
- Air Canada
- Airbnb
- AirCanada
- AirTran
- AirTran Airways

[Select all](#) [Deselect all](#)

**Trip Type:**

Include only TripLink Tickets

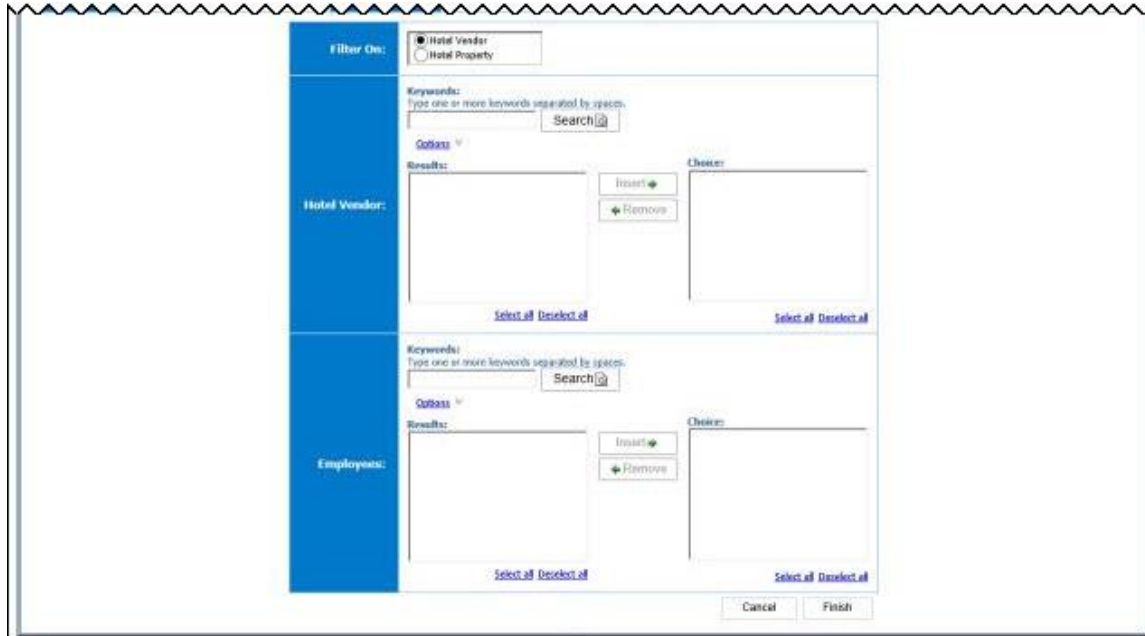
**Travel Configs:**

- AnyBiz APN - 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 Rate Class List](#)

**Filter On:**  Hotel Vendor  Hotel Property



### **Date Range Prompt**

- **Travel Start Date:** Used to filter the report by the date range of the travel start date (month day, Year format)
- **Currency:** Determines whether the report is generated using the reporting currency or the trip booking currency. Defaults to *Reporting 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**

- **Vendor Countries/Region:** Used to filter the report by the countries/region where the hotel property is located
- **Booking Sources:** Used to filter the report by the source(s) of the booking (for example, Sabre, Apollo)
- **Trip Type:** Used to filter the report to include only TripLink Tickets
- **Travel Configs:** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip
- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip
- **Filter On:** Used to filter the report on "Hotel Vendor" or "Hotel Property"
- **Hotel Vendor:** Used to select the name(s) of the Hotel Vendor or Hotel Property to filter the report by
- **Employees:** Used to filter the report by name of employee(s) who booked trips

### Report Output

**HOTEL DETAILS**  
 Travel Start Date Between Jan 1, 2020 and Oct 9, 2020

Travel Configuration	Rule Class	Primary Traveler	Booking Source	Itinerary Source	Vendor	Property	Preferred	Location
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			N	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US GENERAL		Sabre	Concur Travel			Y	
	US	FED AND MARK JAMES	Sabre	Concur			Y	

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## Chapter 24: Folder – Vendor

Location	Country/Region	Arrive	Depart	Nights	Rooms	Reporting Currency	Hotel Negotiated Rate	Booking Rate	Hotel Estimated Cost	Record Location
	UNITED STATES	Jan 1, 2020	Jan 3, 2020	2	1	USD		127.2	254.40	
	UNITED STATES	Jan 2, 2020	Jan 4, 2020	2	1	USD		79	158.00	
	UNITED STATES	Jan 2, 2020	Jan 3, 2020	1	1	USD		98	98.00	
	UNITED STATES	Jan 2, 2020	Jan 3, 2020	1	1	USD		112	112.00	
	UNITED STATES	Jan 2, 2020	Jan 3, 2020	1	1	USD		87	87.00	
	UNITED STATES	Jan 2, 2020	Jan 3, 2020	1	1	USD		102	102.00	
	UNITED STATES	Jan 2, 2020	Jan 3, 2020	1	1	USD		79	79.00	
	UNITED STATES	Jan 5, 2020	Jan 6, 2020	1	1	USD		127	127.00	
	UNITED STATES	Jan 5, 2020	Jan 7, 2020	2	1	USD		255	510.00	
	UNITED STATES	Jan 6, 2020	Jan 8, 2020	2	1	USD		159	318.00	
	UNITED STATES	Jan 6, 2020	Jan 9, 2020	3	1	USD		183	549.00	
	UNITED STATES	Jan 6, 2020	Jan 7, 2020	1	1	USD		189	189.00	
	UNITED STATES	Jan 6, 2020	Jan 9, 2020	3	1	USD		167	501.00	
	UNITED STATES	Jan 6, 2020	Jan 9, 2020	3	1	USD		159	477.00	
	UNITED STATES	Jan 6, 2020	Jan 8, 2020	2	1	USD		269	538.00	
	UNITED STATES	Jan 6, 2020	Jan 9, 2020	3	1	USD		167	501.00	
	UNITED STATES	Jan 6, 2020	Jan 10, 2020	4	1	USD		167	668.00	
	UNITED STATES	Jan 6, 2020	Jan 9, 2020	3	1	USD		175	525.00	
	UNITED STATES	Jan 6, 2020	Jan 7, 2020	1	1	USD		175	175.00	

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Travel Start Date	'' + ParamDisplayValue('Start Date')	Displays the date range entered in the <b>Travel Start Date</b> prompt on the <b>Prompts</b> 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
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
Primary Traveler	<Primary Traveler>	[Travel].[Trips].[Primary Traveler]	Name of the traveler taking the trip
Booking Source	<Booking Source>	[Travel].[Reservations and Tickets].[Booking Source]	Source of the booking (for example, Sabre, Apollo)
Itinerary Source	<Itinerary Source>	[Travel].[Reservations and Tickets].[Itinerary Source]	Source of the itinerary (for example, Concur Travel, TripIt)
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)
Property	<Transportation Vendor / Hotel Property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Preferred	<Preferred>	[Travel].[Reservations and Tickets].[Is Preferred Vendor]	Indicates if the reserved vendor is one of company's preferred vendors
Location	<City>	[Travel].[Reservations and Tickets].[Hotel Property City/Location]	Location (city, state, country) of the hotel property
Country/Region	<Country>	[Travel].[Reservations and Tickets].[Hotel Property Country]	Full country/region name of the hotel property
Arrive	<Arrive>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
Depart	<Depart>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (month day, year format)
Nights	<Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
Rooms	<Rooms>	[Travel].[Reservations and Tickets].[Number of Units]	Number cars rented/rooms reserved
Reporting Currency	<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)

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
Hotel Negotiated Rate	<Hotel Negotiated Rate>	[Travel].[Reservations and Tickets].[Hotel Negotiated Rate]	Negotiated rate for a hotel property
Booking Rate	<Rate per Night>	[Travel].[Reservations and Tickets].[Booking Rate]	Daily/Nightly rate (for example, 100.00 per night)
Hotel Estimated Cost	Information not yet available for this data item in this guide		
Record Locator	<Record Locator>	[Travel].[Reservations and Tickets].[Record Locator]	Unique six-digit character that identifies the trip (for example, KUMBEI)
N/A	<Total(Nights)>	[Nights]	Total report sum of all "Nights"
N/A	<Total(Rooms)>	[Rooms]	Total report sum of all "Rooms"
N/A	Information not yet available for this data item in this guide		<p>Total report sum of "Hotel Estimated Cost".</p> <p>This total is only displayed on the report when <i>Reporting Currency</i> is selected for the <b>Currency</b> prompt on the <b>Prompts</b> page.</p> <p>When <i>Booking Currency</i> is selected for the <b>Currency</b> prompt, the column total is not displayed at the bottom of the report because the booking currency can be in different currencies.</p>

## Report: Hotel Expense Exceeds Reserved Rate

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

This report lists all hotel expenses sent for payment within a selected timeframe, for which the expense amount is greater than a negotiated rate in Travel. With this information, an administrator can alert the company's travelers to be more aware of negotiated rates being honored and contact the properties to ensure future savings and potentially to get credits.

### Report Prompts

### Hotel Expense Exceeds Reserved Rate

**Prompts**

**Date Range**

Sent for Payment Date:	From:	<input type="text" value="May 18, 2010"/>
	To:	<input type="text" value="May 18, 2010"/>

**Options**

Average Tax Percentage:	<input type="text" value="20"/>
-------------------------	---------------------------------

**Keywords:**  
 Type one or more keywords separated by spaces.

[Options](#) ▾

Employees:	<b>Results:</b>	<input type="button" value="Insert"/> <input type="button" value="Remove"/>	<b>Choices:</b>
	<div style="border: 1px solid gray; height: 100px;"></div>		<div style="border: 1px solid gray; height: 100px;"></div>
	<a href="#">Select all</a> <a href="#">Deselect all</a>		<a href="#">Select all</a> <a href="#">Deselect all</a>

### Date Range Prompt

- **Sent for Payment Date:** Used to filter the report by the date(s) the hotel expenses were paid

### Options Prompts

- **Average Tax Percentage:** Used to filter the report by the defined average tax rate of the hotel expenses (for example, for expenses with an average tax percentage of 20%, enter 20)
- **Employees:** Used to filter the report by name of employee(s) who booked trips

### Report Output

Hotel Expense Exceeds Reserved Rate										
Sent for Payment Date Between Jan 1, 2015 and Jan 11, 2019										
Average Tax Percentage: 15%										
Reporting Currency: USD										
Employee	Report Name	Report ID	Transaction Date	Vendor	City/Location	Country	Payment Type	Amount Difference	Expense Amount	Reservation Rate
Gerleman, Sarah	Trip from Kansas City to Dallas	02BADA51592D4A9B8FB8	Apr 9, 2015	Courtyards	Dallas	UNITED STATES	Cash	277.45	456.45	179.00
<b>Employee ID: MAN000101</b>								<b>277.45</b>	<b>456.45</b>	<b>179.00</b>
German, Jens	Berlin Meetings	E6D405A50F2C4AD48B8C	Nov 11, 2014	TravelCLICK	Nürnberg	GERMANY	Corporate Card IBCP (Offsets)	35.75	217.20	181.45
<b>Employee ID: GER000001</b>								<b>35.75</b>	<b>217.20</b>	<b>181.45</b>
Milne, Scott	Trip from Newark to Mexico City	A47207F9D02140C7B3F6	Sep 23, 2014	Hilton Hotels	Mexico City	MEXICO	Corporate Card IBCP (Offsets)	29.00	204.00	175.00
	Trip from Newark to Mexico City	A47207F9D02140C7B3F6	Sep 24, 2014	Hilton Hotels	Mexico City	MEXICO	Corporate Card IBCP (Offsets)	29.00	204.00	175.00
<b>Employee ID: FIN000001</b>								<b>58.00</b>	<b>408.00</b>	<b>350.00</b>
O'Neill, Paul	8.6.15 Report	A588B8F084CD430E8DD6	Jun 1, 2015	Hilton Hotels	Washington	UNITED STATES	Corporate Card IBCP (Offsets)	5.20	180.20	175.00
	8.6.15 Report	A588B8F084CD430E8DD6	Jun 2, 2015	Hilton Hotels	Washington	UNITED STATES	Corporate Card IBCP (Offsets)	5.20	180.20	175.00
<b>Employee ID: SAL000003</b>								<b>10.40</b>	<b>360.40</b>	<b>350.00</b>
<b>Summary</b>								<b>381.60</b>	<b>1,442.05</b>	<b>1,060.45</b>

### Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Sent for Payment Date	' ' + ParamDisplayValue('Date Sent for Payment')	Displays the date range entered from the <b>Sent for Payment Date</b> prompt on the <b>Prompts</b> page
Average Tax Percentage	' ' + ParamDisplayValue('Tax Rate') + '%'	Displays the percentage amount entered from the <b>Average Tax Percentage</b> prompt on the <b>Prompts</b> page
Reporting Currency	[Expense].[Entry Information].[Reporting Currency]	Displays the currency code in which the reporting currency is shown (for example, USD, CAD, GBP)
N/A	AsOfDate()	Displays the date the report was run



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
Employee	<Employee>	[Expense].[Report Header Information].[Employee Last Name] + ', ' + [Expense].[Report Header Information].[Employee First Name]	Legal last name, first name for the traveling employee (for example, Smith, John)
Report Name	<Report Name>	[Expense].[Report Header Information].[Report Name]	Employee-entered name of the expense report
Report ID	<Report ID>	[Expense].[Report Header Information].[Report ID]	Unique system-assigned code that identifies the expense report
Transaction Date	<Transaction Date>	[Expense].[Entry Information].[Transaction Date]	Date that the expense was incurred
Vendor	<Vendor>	[Expense].[Entry Information].[Vendor]	Vendor associated with the expense
City/Location	<City/Location>	[Expense].[Entry Information].[City/Location]	City or location where the expense was incurred
Country	<Country>	[Expense].[Entry Information].[Country]	Country where the expense was incurred
Payment Type	<Payment Type>	[Expense].[Entry Information].[Payment Type]	Method by which the employee paid for the expense, such as cash or a credit card
Amount Difference	<Amount Difference>	[Expense Amount] - [Reservation Rate]	Difference between the actual amount of the expense and the total amount of the reservation, converted as needed to the reporting currency

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Expense Amount	<Expense Amount>	CASE WHEN [Expense].[Entry Information].[Has Lodging Tax] > 0 AND ?Tax Rate? > 0 THEN [Expense].[Entry Information].[Expense Amount (rpt)]*(1-(?Tax Rate?/100)) ELSE [Expense].[Entry Information].[Expense Amount (rpt)] END	Amount of the expense, converted as needed to the reporting currency
Reservation Rate	<Reservation Rate>	[Expense].[Entry Information].[Reservation Rate]	Total amount of the reservation, converted as needed to the reporting currency
Employee ID	<Employee ID>	[Expense].[Report Header Information].[Employee ID]	Unique number or code that identifies the employee

## Report: Hotel Summary

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

This report provides information by hotel vendor during a specified timeframe and displays the number of rooms, the number of nights and average, minimum and maximum rates as well as total value of rooms booked.

With this report, the travel manager can analyze the hotels that are providing the most competitive rates in each country and can quickly analyze market trends. This can better position the organization for supplier negotiations. It enables the report user to determine the maximum rates paid versus minimum rates.

The Top Ten reports are a great reference to learn where the company is spending the most money for hotel accommodations. This information can be use when making policy decisions.

## Report Prompts

HOTEL SUMMARY

**Prompts**

Date Range

Travel Start Date:

From:

To:

**Options**

Travel Configs:

- 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

Vendor Countries/Region:

- AFGHANISTAN
- ALBANIA
- ALGERIA
- AMERICAN SAMOA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTARCTICA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA

Select all Deselect all

Show Top:

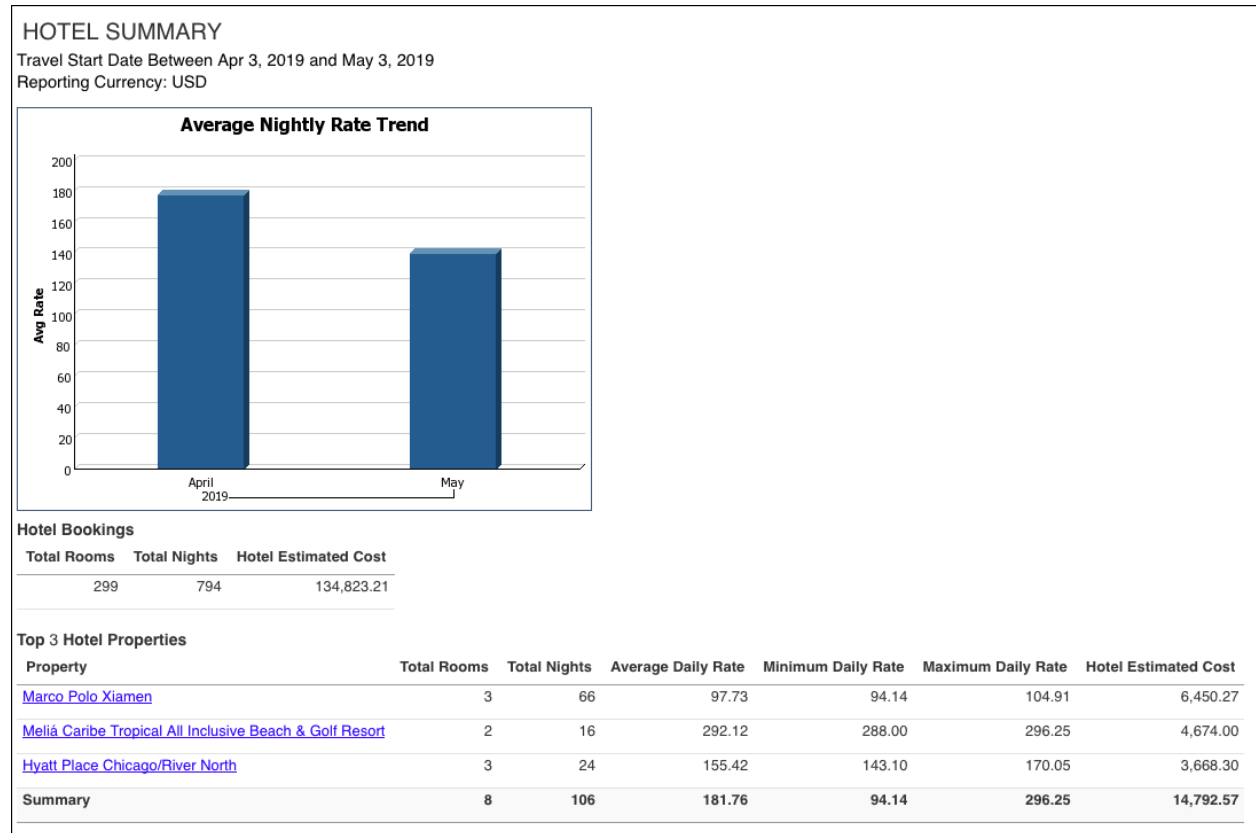
### **Date Range Prompt**

- **Travel Start Date:** Used to filter the report by the date range of the trip start date (month day, year format)

### **Options Prompts**

- **Travel Configs:** Used to filter the report by the travel configuration(s) used by the employee(s) booking the trip
- **Populate Rule Class List:** Used to populate and select from a list of rule classes used by the employee(s) booking the trip
- **Vendor Countries/Region:** Used to filter the report by the countries/region where the hotel property is located
- **Show Top:** Used to filter the report by the defined number of top items in that category (for example, to show the top 10 hotel properties and top 10 destinations, enter 10), see also ('rank')

## Report Output



Chapter 24: Folder – Vendor

Hotel Top 3 Destinations					
Location	Country/Region	Total Nights	Hotel Estimated Cost	Average Daily Rate	
<a href="#">Chicago, IL, US</a>	UNITED STATES	84	13,285.99	153.50	
<a href="#">Greensboro, NC, US</a>	UNITED STATES	52	6,999.10	137.14	
<a href="#">Xiamen, CN</a>	CHINA	66	6,450.27	97.73	
<b>Summary</b>		<b>202</b>	<b>26,735.36</b>	<b>129.46</b>	

Rate Instances3 Top					
Rate	Employee	Vendor	Location	From	To
411.00		Renaissance Intl	Atlanta, GA, US	Apr 8, 2019	Apr 10, 2019
389.00			New Orleans, LOUISIANA, US	Apr 22, 2019	Apr 29, 2019
344.87		Marriott	Dorval, CA	Apr 16, 2019	Apr 18, 2019

Hotel Summary by Vendor						
Vendor	Total Rooms	Total Nights	Average Daily Rate	Minimum Daily Rate	Maximum Daily Rate	Hotel Estimated Cost
	98	221	170.57	0.00	389.00	43,794.65
<a href="#">Hyatt</a>	30	107	149.81	62.07	299.00	15,981.89
<a href="#">Marco Polo Htls</a>	3	66	97.73	94.14	104.91	6,450.27
<a href="#">Marriott</a>	30	58	214.47	111.21	344.87	12,026.27
<a href="#">Courtyard</a>	8	33	171.12	99.00	224.00	5,524.00
<a href="#">TravelCLICK</a>	14	33	157.86	120.00	247.20	4,881.00
<a href="#">Embassy Suites</a>	10	30	190.02	143.94	239.04	5,835.42
<a href="#">Residence Inns</a>	6	30	185.68	119.00	239.00	5,015.20
<a href="#">Holiday Inn</a>	5	22	153.41	140.25	175.00	3,299.15
<a href="#">Hilton Garden Inn</a>	11	18	161.36	97.84	221.48	2,844.77

Hotel Summary by Vendor						
Vendor	Total Rooms	Total Nights	Average Daily Rate	Minimum Daily Rate	Maximum Daily Rate	Hotel Estimated Cost
<a href="#">W Hotels</a>	1	2	216.00	216.00	216.00	432.00
<a href="#">Westin</a>	2	2	152.50	149.00	156.00	305.00
<a href="#">Country Inn</a>	1	1	136.22	136.22	136.22	136.22
<a href="#">Pegasus Connect Plus</a>	1	1	269.10	269.10	269.10	269.10
<a href="#">Quality Inns</a>	1	1	190.66	190.66	190.66	190.66
<a href="#">Ramada Hotels</a>	1	1	124.00	124.00	124.00	124.00
<a href="#">Synxis Res Svcs</a>	1	1	207.00	207.00	207.00	207.00
<b>Summary</b>	<b>299</b>	<b>794</b>	<b>170.58</b>	<b>0.00</b>	<b>411.00</b>	<b>134,823.21</b>

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
Travel Start Date	'' + ParamDisplayValue('Dates')	Displays the date range entered in the <b>Travel Start Date</b> prompt on the <b>Prompts</b> 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
N/A	PageNumber()	Displays the page number of the corresponding page
N/A	AsOfTime()	Displays the time the report was run

## Report Data Items

### *Average Nightly Rate Trend*

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
N/A	<Average Rate>	average([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Average daily/nightly rate (for example, 100.00 per night) in the reporting currency
N/A	<#Year#>	[Travel].[Reservation and Ticket Dates].[Year]	Calendar year (for example, 2010)
N/A	<#Month#>	[Travel].[Reservation and Ticket Dates].[Month]	Calendar month name (for example, January)

### *Hotel Bookings*

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Total Rooms	<Total Rooms>	CASE [Travel].[Reservations and Tickets].[Number of Units] WHEN 0 THEN 1 ELSE [Travel].[Reservations and Tickets].[Number of Units] END	Number of rooms reserved
Total Nights	<Total Nights>	[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
Hotel Estimated Cost	Information not yet available for this data item in this guide	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Information not yet available for this data item in this guide

### ***Top ('rank') Hotel Properties***

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Property	<Transportation Vendor / Hotel Property>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Total Rooms	<Total Rooms>	CASE [Travel].[Reservations and Tickets].[Number of Units] WHEN 0 THEN 1 ELSE [Travel].[Reservations and Tickets].[Number of Units] END	Number of rooms reserved
Total Nights	<Total Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
Average Daily Rate	<Average Daily Rate>	average([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Average daily/nightly rate (for example, 100.00 per night) in the reporting currency
Minimum Daily Rate	<Minimum Daily Rate>	minimum([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Minimum daily/nightly rate (for example, 100.00 per night) in the reporting currency
Maximum Daily Rate	<Maximum Daily Rate>	maximum([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Maximum daily/nightly rate (for example, 100.00 per night) in the reporting currency
Hotel Estimated Cost	Information not yet available for this data item in this guide	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Information not yet available for this data item in this guide

### ***Hotel Top ('rank') Destinations***

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Location	<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
Total Nights	<Total Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
Hotel Estimated Cost	Information not yet available for this data item in this guide	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Information not yet available for this data item in this guide
Average Daily Rate	<Average Daily Rate>	average([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Average daily/nightly rate (for example, 100.00 per night) in the reporting currency

### **Rate Instances ('rank') Top**

Data Item Label	Data Item Name	Data Item Expression	Data Item Description
Rate	<Rate>	[Travel].[Reservations and Tickets].[Booking Rate (reporting currency)]	Daily/Nightly rate (for example, 100.00 per night) in the reporting currency
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)
Vendor	<Vendor>	[Travel].[Reservations and Tickets].[Hotel Vendor]	Parent company of the vendor (for example, Hilton Intl)
Location	<City>	[Travel].[Reservations and Tickets].[Hotel Property City/Location]	Location (city, state, country) of the hotel property
From	<From>	[Travel].[Reservation and Ticket Dates].[Start Date]	Date the trip begins (month day, year format)
To	<To>	[Travel].[Reservation and Ticket Dates].[End Date]	Date the trip completes (month day, year format)

### **Hotel Summary by Vendor**

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)

<b>Data Item Label</b>	<b>Data Item Name</b>	<b>Data Item Expression</b>	<b>Data Item Description</b>
Total Rooms	<Total Rooms>	CASE [Travel].[Reservations and Tickets].[Number of Units] WHEN 0 THEN 1 ELSE [Travel].[Reservations and Tickets].[Number of Units] END	Number of rooms reserved
Total Nights	<Total Nights>	[Travel].[Reservations and Tickets].[Number of Days/Nights]	Number of nights stayed at a hotel
Average Daily Rate	<Average Daily Rate>	average([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Average daily/nightly rate (for example, 100.00 per night) in the reporting currency
Minimum Daily Rate	<Minimum Daily Rate>	minimum([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Minimum daily/nightly rate (for example, 100.00 per night) in the reporting currency
Maximum Daily Rate	<Maximum Daily Rate>	maximum([Travel].[Reservations and Tickets].[Booking Rate (reporting currency)])	Maximum daily/nightly rate (for example, 100.00 per night) in the reporting currency
Hotel Estimated Cost	Information not yet available for this data item in this guide	[Travel].[Reservations and Tickets].[Booking Total (reporting currency)]	Information not yet available for this data item in this guide

## Report: Top City Pairs

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

This report prompts for the number of top city pairs to analyze and whether to analyze a selected list of airlines or all airlines within a date range. The resulting report provides visibility for each of the top city pair into booking values, numbers of trips, and average fares by airline.

### Report Prompts

### Top City Pairs - Prompts

<p style="text-align: center;"><b>Purchased Date</b></p> <p><b>From:</b>  <input style="width: 100%;" type="text" value="Mar 8, 2018"/> </p> <p><b>To:</b>  <input style="width: 100%;" type="text" value="Mar 8, 2018"/> </p> <p style="text-align: center;"><b>Airline (optional)</b></p> <div style="border: 1px solid gray; padding: 5px; min-height: 150px;"> <ul style="list-style-type: none"> <li>Sky Express</li> <li>Sky Work Airlines</li> <li>SkyEurope</li> <li>Skynet Airlines</li> <li>Skyservice</li> <li>Skystar Airways</li> <li>Skytrans Regional</li> <li>Skyway Airlines</li> <li>Skyways</li> <li>Skywest (Utah)</li> <li>Skywest Air (AU)</li> </ul> </div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>	<p style="text-align: center;"><b>Include the Top 'x' City Pairs</b></p> <p>* <input style="width: 100%;" type="text" value="10"/></p> <p style="text-align: center;"><b>Advance Purchase Window (optional)</b></p> <div style="border: 1px solid gray; padding: 5px; min-height: 150px;"> <ul style="list-style-type: none"> <li>0-1 days</li> <li>2-6 days</li> <li>7-13 days</li> <li>14-20 days</li> <li>&gt;20 days</li> </ul> </div> <p style="text-align: center; font-size: small;">Select all Deselect all</p>
---	---

- **Purchased Date:** Used to filter the report by the date range of the trip purchased date (month day, year format)
- **Include the Top 'x' City Pairs:** Used to define the number of top city pairs to filter the report on (for example, to show the top 10 city pairs, enter 10)

- **Airline (optional):** Used to filter the report by the name of the airline company(ies)
- **Advance Purchase Window (optional):** Used to filter the report by the number of days the trip was purchased in advance (for example, for trips purchased no less than 14 days in advance, select *14-20 days*)

## Report Output

<b>Top 10 City Pairs</b> All Fares Purchased Between Jan 1, 2015 and Mar 8, 2018								
Booking Currency	City Pair	Station One Name	Station Two Name	Distance	Airline	Total Fare	# Trips	Avg Fare
	John Wayne Arpt - Dallas Ft Worth Intl	John Wayne Arpt	Dallas Ft Worth Intl	1,203	<a href="#">US Airways</a>	0.00	1	0.00
	<b>John Wayne Arpt - Dallas Ft Worth Intl</b>					<b>0.00</b>	<b>1</b>	<b>0.00</b>
	Kansas City - Philadelphia	Kansas City	Philadelphia	1,036	<a href="#">US Airways</a>	0.00	1	0.00
	<b>Kansas City - Philadelphia</b>					<b>0.00</b>	<b>1</b>	<b>0.00</b>
	Phoenix - Seattle	Phoenix	Seattle	1,108	<a href="#">Alaska Airlines</a>	0.00	1	0.00
	<b>Phoenix - Seattle</b>					<b>0.00</b>	<b>1</b>	<b>0.00</b>
						<b>0.00</b>	<b>3</b>	<b>0.00</b>
USD	-			0	<a href="#">American Airlines</a>	1,478.00	2	739.00
					<a href="#">American Airlines</a>	920.00	1	920.00
					<a href="#">Delta</a>	745.50	1	745.50
					<a href="#">Delta</a>	799.00	1	799.00
					<a href="#">US Airways</a>	1,606.20	1	1,606.20
						<b>5,548.70</b>	<b>6</b>	<b>924.78</b>
	Atlanta - San Francisco Intl Arpt	Atlanta	San Francisco Intl Arpt	2,135	<a href="#">Delta</a>	885.20	1	885.20
					<a href="#">Delta</a>	1,288.20	1	1,288.20
	<b>Atlanta - San Francisco Intl Arpt</b>					<b>2,173.40</b>	<b>2</b>	<b>1,086.70</b>
	Seattle - New York (All Airports)	Seattle	New York (All Airports)	2,404	<a href="#">Alaska Airlines</a>	731.00	1	731.00
	<b>Seattle - New York (All Airports)</b>					<b>731.00</b>	<b>1</b>	<b>731.00</b>
	Atlanta - Las Vegas	Atlanta	Las Vegas	1,743	<a href="#">Delta</a>	686.20	1	686.20
	<b>Atlanta - Las Vegas</b>					<b>686.20</b>	<b>1</b>	<b>686.20</b>
USD						<b>9,139.30</b>	<b>10</b>	<b>913.93</b>

## Report Header and Footer

Data Item Label/Name	Data Item Expression	Data Item Description
All Fares Purchased	ParamDisplayValue('Purchased Date')	Displays the date range entered in the <b>Purchased Date</b> prompt on the <b>Prompts</b> page
Top "X" City Pairs	ParamDisplayValue('rank')	Displays the value from the <b>Include the Top 'x' City Pairs</b> prompt on the <b>Prompts</b> 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
Booking Currency	<Booking Currency>	[Travel].[Reservations and Tickets].[Booking Currency]	Currency the trip was booked in (for example, CAD)
City Pair	<City Pair>	[Travel].[Trips].[City Pair]	Origin and destination of the city pair (for example, Seattle-Atlanta)
Station One Name	<Station One Name>	[Travel].[Trips].[Station One Name]	Full name of the origin station of the city pair (for example, Seattle-Tacoma)
Station Two Name	<Station Two Name>	[Travel].[Trips].[Station Two Name]	Full name of the destination station of the city pair (for example, Atlanta)
Distance	<Distance>	[Travel].[Trips].[Distance]	Distance between the origin and destination cities, in miles
Airline	<Airline>	[Travel].[Reservations and Tickets].[Transportation Vendor / Hotel Property]	Name of the hotel property/car rental/airline company
Total Fare	<Total Fare>	[Travel].[Reservations and Tickets].[Booking Total]	Sum of the booking amount and the booking tax
# Trips	<# Trips>	[Travel].[Reservations and Tickets].[Trip Booking Key]	Key generated by the reporting database that uniquely identifies the trip booking
Avg Fare	<Avg Fare>	average([Travel].[Reservations and Tickets].[Booking Total])	Average sum of the booking amount and the booking tax in the reporting currency