Travel: Travel Reporting

User Guide

Last Updated: August 30, 2021

Applies to these Concur solutions:

- ☐ Expense
  - ☐ Professional/Premium edition
    - ☐ Integrated with Professional/Premium Travel
    - ☐ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Travel
    - ☐ Stand-alone
  - ☐ Concurforce

- ☒ Travel
  - ☒ Professional/Premium edition
    - ☒ Integrated with Professional/Premium Expense
    - ☒ Integrated with Professional/Premium Request
    - ☒ Stand-alone
  - ☒ Standard edition
    - ☒ Integrated with Standard Expense
    - ☒ Stand-alone

- ☐ Invoice Management
  - ☐ Professional/Premium edition
    - ☐ Integrated with Professional/Premium Expense
    - ☐ Stand-alone
  - ☐ Standard edition
    - ☐ Integrated with Standard Expense
    - ☐ Stand-alone

- ☐ Authorization Request (formerly Travel Request)
  - ☐ Professional/Premium edition
    - ☐ Integrated with Professional/Premium Expense
    - ☐ Integrated with Professional/Premium Travel
    - ☐ Stand-alone

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Revision History for this Guide

Date	Notes / Comments / Changes
January 26, 2022	Updated the copyright year; no other changes; cover date not updated
August 30, 2021	Removed note re: Mask Medical Data, which is no longer applicable.
April 24, 2020	Added note to Guest Travel Booking; report is only available to companies in the US Datacenter.
February 14, 2020	Updated the copyright; no other changes; cover date not updated
July 15, 2019	Updated Itinerary Source and Record Locator section under Available Travel Data
March 27, 2019	Removed reference to the Flight Summary report
November 16, 2018	Removed reference to the Meeting reports guide
November 5, 2018	Several reports retired
July 18, 2017	Removed Car Rental Receipt Details report and Hotel Receipt Detail report, since they are no longer used
June 1, 2017	Updated the description for the Flight Segment Details report
August 1, 2016	Removed a reference to SWABIZ (retired as of July 31 2016)
December 17, 2015	Added additional information about assigning permissions
August 25, 2015	Added Browser Report Updated Expiring Credit Cards
May 9, 2014	Changed references to Open Booking; now called TripLink Changed references to Analysis/Intelligence; now called Concur Insight
December 23, 2013	No content changes for December; updated cover and copyright
November 25, 2013	As of September, the Amtrak Direct Connect Cancellations report has been available in Standard Edition
September 6, 2013	Full revision

Travel Reporting

Section 1: About this Guide

In this Guide

This guide describes the real-time Concur Travel reports:

- General
- Travel

Professional and Standard Edition ONLY

This guide describes reports for Professional Edition and Standard Edition. The descriptions on the following pages indicate if the report applies to Professional, Standard, or both.

NOT in this Guide

There are other features and reporting solutions offered by SAP Concur. That information is ***not*** included in this guide. Instead, they have their own guides, as noted below:

- **Other features:** This **Reporting** section of Concur Travel includes other reports. They include:
  - ♦ **TripLink** (formerly Open Booking)**:** These reports appear only if your company uses TripLink. Refer to the *TripLink User Guide*.
  - ♦ **Mobile:** These reports appear only if your company uses Concur for Mobile. Refer to the *SAP Concur's Mobile App – Reports* guide.
- **Other product editions:** Other editions, such as Small Business Edition, are ***not*** addressed here. Refer to the documentation for the other editions.
- **Intelligence/Analysis (Cognos):** This guide ***does not*** include information about the reports generated or managed in SAP Concur Analysis/Intelligence (using Cognos). For information those reports, refer to the Analysis/ Intelligence guides.

Available Travel Data

Travel provides reports on trips, regardless of whether the trip was booked online or through an agency (assuming the TMC has set up offline reporting for the site). Travel updates reports in real time and includes information from every stage of the process – from the initial build of a Passenger Name Record (PNR) through all ticketing transactions. Additionally, the data that Travel collects directly from a vendor or consolidator for online transactions includes all necessary details about the trip should you need to make changes to the tickets purchased. This data collection provides a valuable opportunity to analyze the difference in fares presented on websites and in the Global Distribution System (GDS).

Concur Travel compiles reports from underlying databases that are updated by an automated feed process with information found in trip itineraries. This allows you to make decisions based on the latest information available.

Itinerary Source and Record Locator

Certain Travel reports include *Indirect Concur TripLink* and *Direct Concur TripLink* in the **Itinerary Source** search dropdown.

With *Indirect Concur TripLink*, user email is forwarded to plans@concur.com.

With *Direct Concur TripLink*, a user books a reservation on a connected TripLink supplier site and the supplier posts it via a Concur Travel API.

NOTE: The Itinerary Source for a booking is how SAP Concur received the booking. The Booking Source is where the booking originated, which is usually a GDS or travel supplier name.

Be aware that for *TripIt* and *TripLink* itineraries, the **Record Locator** column on these Travel reports may display Manual, Manual_0, Manual_1, etc. in lieu of an actual record locator. This occurs when the email parser cannot parse the booking source name (supplier). When there is more than one such email for the same trip (example: if both car and hotel emails have parsing issues), we append _0, _1, _2 at the end of 'Manual' to distinguish them from each other.

With *TripIt*, user email is forwarded to plans@tripit.com.

Available Output Formats

For most reports, you can view them on-screen and download them in HTML, Microsoft® Excel, Microsoft® Access, CSV, TXT, XML, and PDF format. Some reports may have additional output options.

Section 2: Assign Permissions, Assign Reports, and Access Reporting

Professional Edition

This is a two-step process.

- The User Admin (or Permissions Admin) assigns the *Report Admin* permission to one or more users and the *Report User* permission to one or more users.
- Then, the Report Admin assigns specific reports to the Report User.

Once these steps are complete, the **Reporting** link and the assigned reports appear in SAP Concur for the Report User.

Assign Report Admin and Report User Permissions

The User Admin (or Permissions Admin) assigns the *Report Admin* and the *Report User* permission to one or more users.

To assign the reporting permissions:

1. Click **Administration** > **Company** (on the sub-menu) > **Company Admin**.

NOTE: Depending on your permissions, the page may appear immediately after you click **Administration**.

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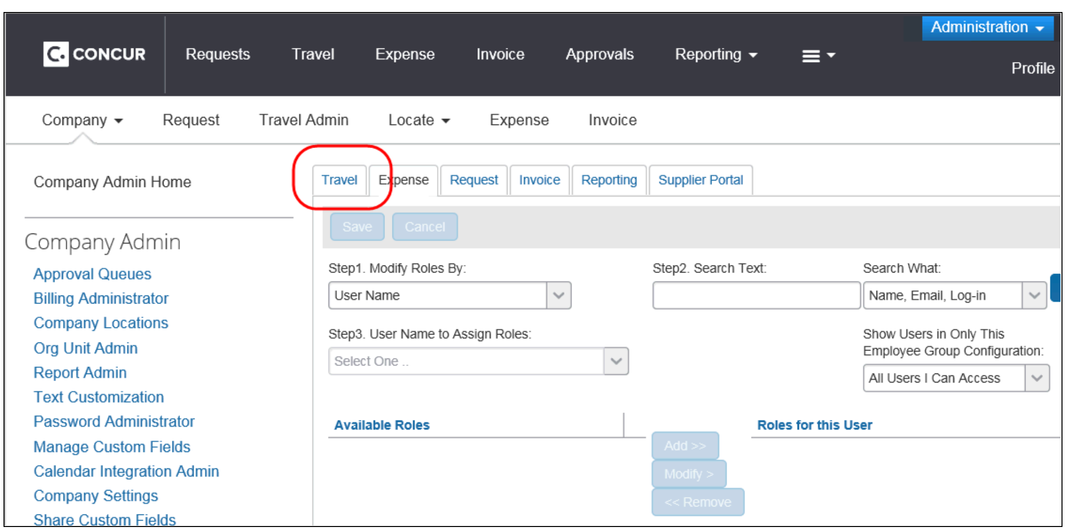
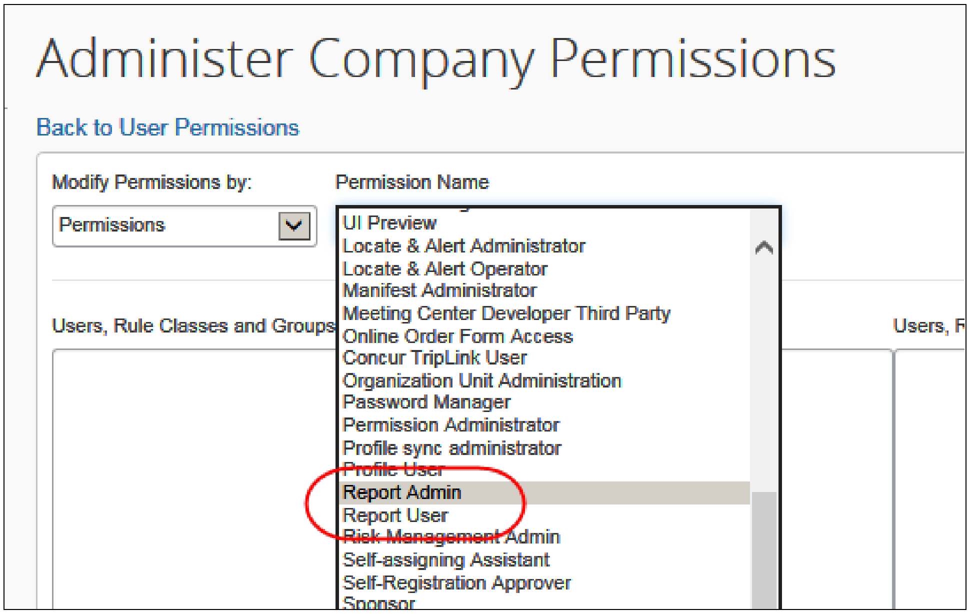
2. In the **User Administration** section of the left menu, click **User Permissions**.

3. Click the **Travel** tab.



4. On the **Administer Company Permissions** page, in the **Modify Permission by** list, click *Permissions*, *Groups*, *Rule Classes*, or *Users*.



- Assign the *Report Admin* permission to one or more users. These Report Admins will assign reports to Report Users.
- Assign the *Report User* permission to one or more users. These Report Users will access and use the reports.

For more information about User Admin, refer to the *User Admin User Guide.*

Assign Report Access by Report Name

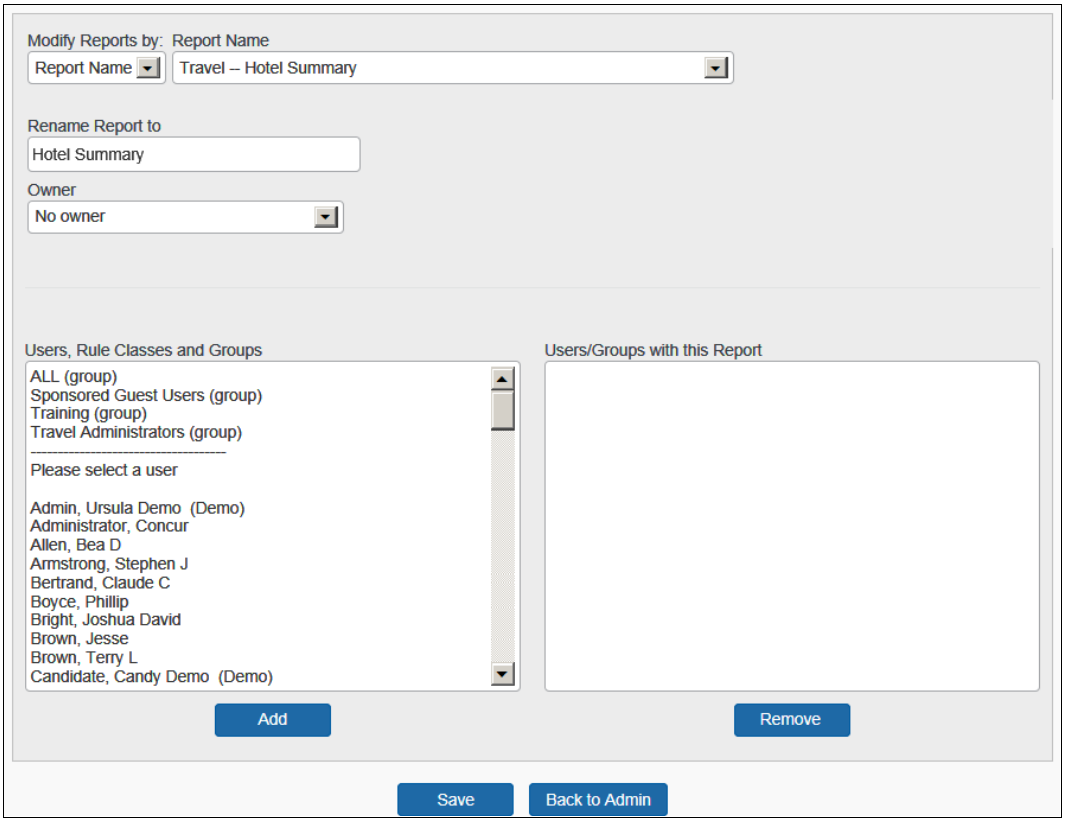
To assign report access by report name:

1. Click **Administration** > **Company** (on the sub-menu) > **Company Admin**.

NOTE: Depending on your permissions, the page may appear immediately after you click **Administration**.

2. In the **Company Admin** section of the left menu, click **Report Admin**. The **Administer Report Permissions** page appears.
3. In the **Modify Reports by** list, click *Report Name* (if it is not already selected).

4. In the **Report Name** list, click the desired report. This page appears.



5. In the **Rename Report to** field, enter the new name, if desired.

NOTE: The report name you enter here appears to report users.

6. In the **Owner** list, select the report owner, if any.

7. In the **Users, Rule Classes and Groups** section (left side), select the desired users, rules classes, or groups.

8. Click **Add**.

9. Click **Save**.

Assign Report Access by Group

To assign report access by group:

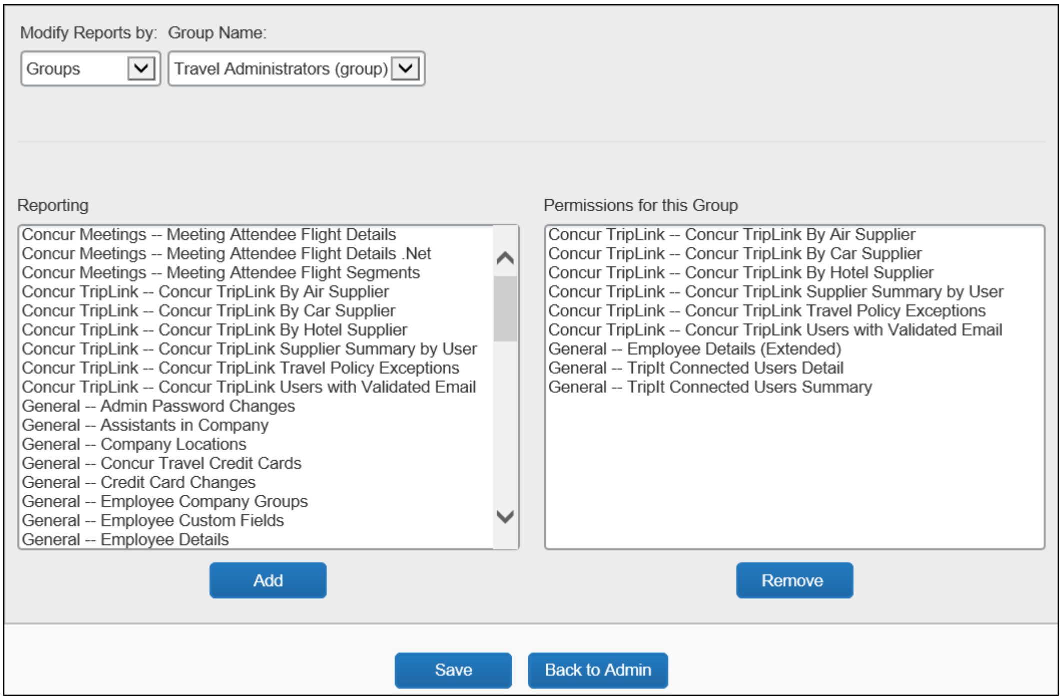
1. Click **Administration** > **Company** (on the sub-menu) > **Company Admin**.

NOTE: Depending on your permissions, the page may appear immediately after you click **Administration**.

2. In the **Company Admin** section of the left menu, click **Report Admin**. The **Administer Report Permissions** page appears.

3. In the **Modify Reports by** list, click *Groups*.

4. In the **Group Name** list, click the desired group. This page appears.



5. In the **Reporting** section (left side), click the desired reports.

6. Click **Add**.

7. Click **Save**.

Assign Report Access by Rule Class

To assign report access by rule class:

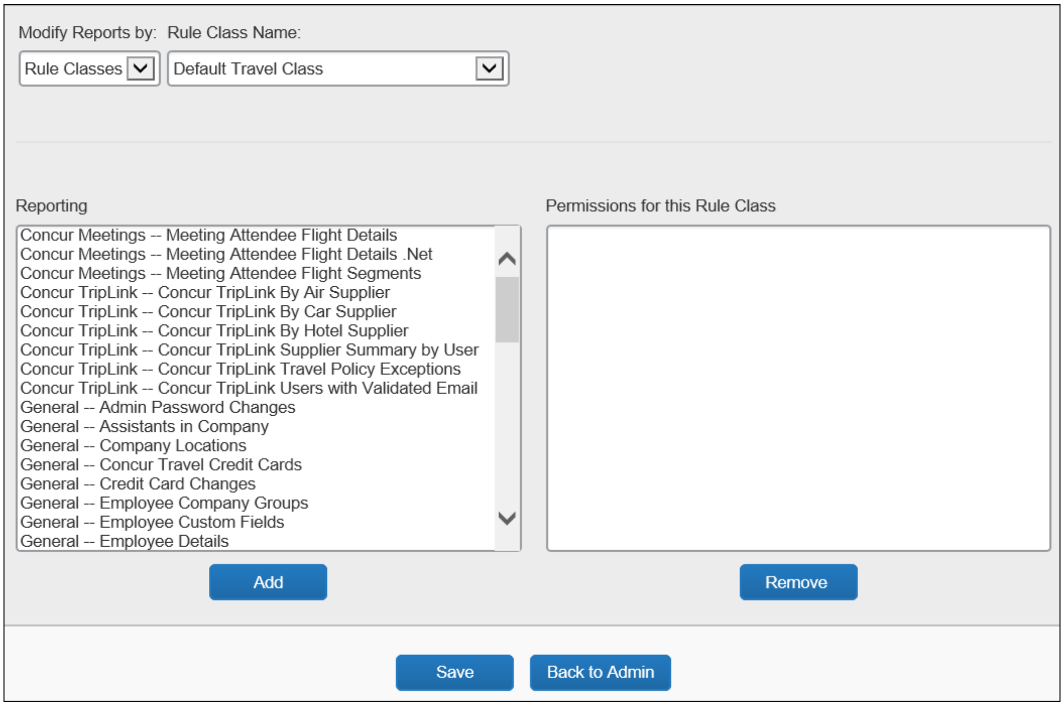
1. Click **Administration** > **Company** (on the sub-menu) > **Company Admin**.

NOTE: Depending on your permissions, the page may appear immediately after you click **Administration**.

2. In the **Company Admin** section of the left menu, click **Report Admin**. The **Administer Report Permissions** page appears.

3. In the **Modify Reports by** list, click *Rule classes*.

4. In the **Rule Class Name** list, click the desired group. This page appears.



5. In the **Reporting** section (left side), select the desired reports.

6. Click **Add**.

7. Click **Save**.

Assign Report Access by User

To assign report access by user:

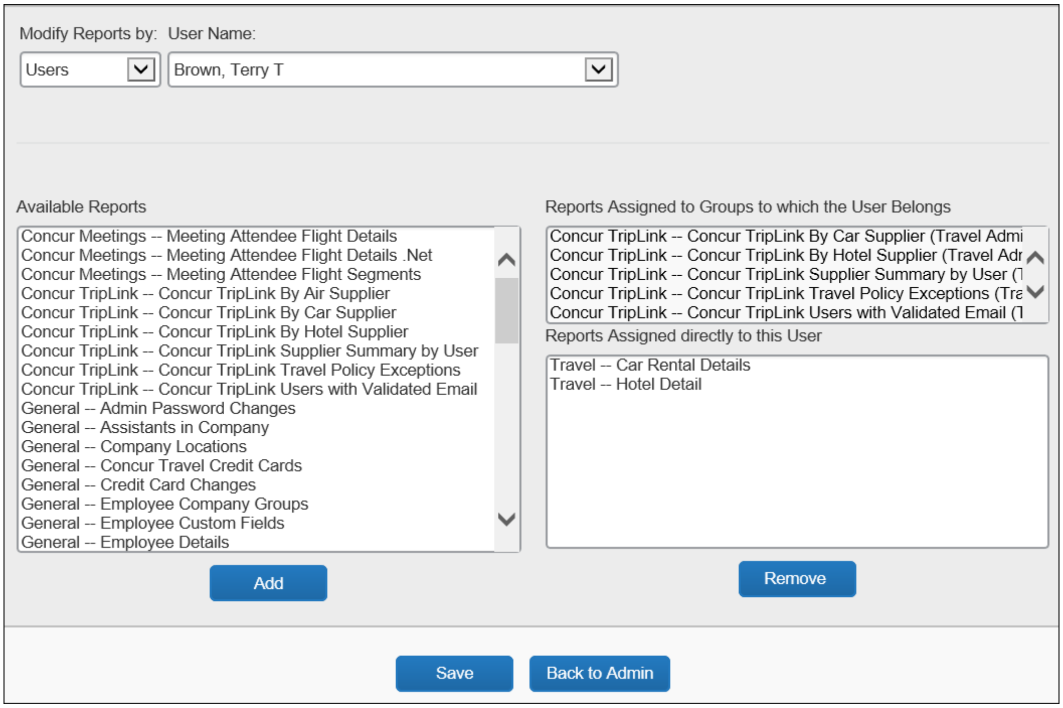
1. Click **Administration** > **Company** (on the sub-menu) > **Company Admin**.

NOTE: Depending on your permissions, the page may appear immediately after you click **Administration**.

2. In the **Company Admin** section of the left menu, click **Report Admin**. The **Administer Report Permissions** page appears.

3. In the **Modify Reports by** list, click *Users*.

4. In the **User Name** list, select the desired user. This page appears.



5. In the **Available Reports** section (left side), select the desired reports.

6. Click **Add**.

7. Click **Save**.

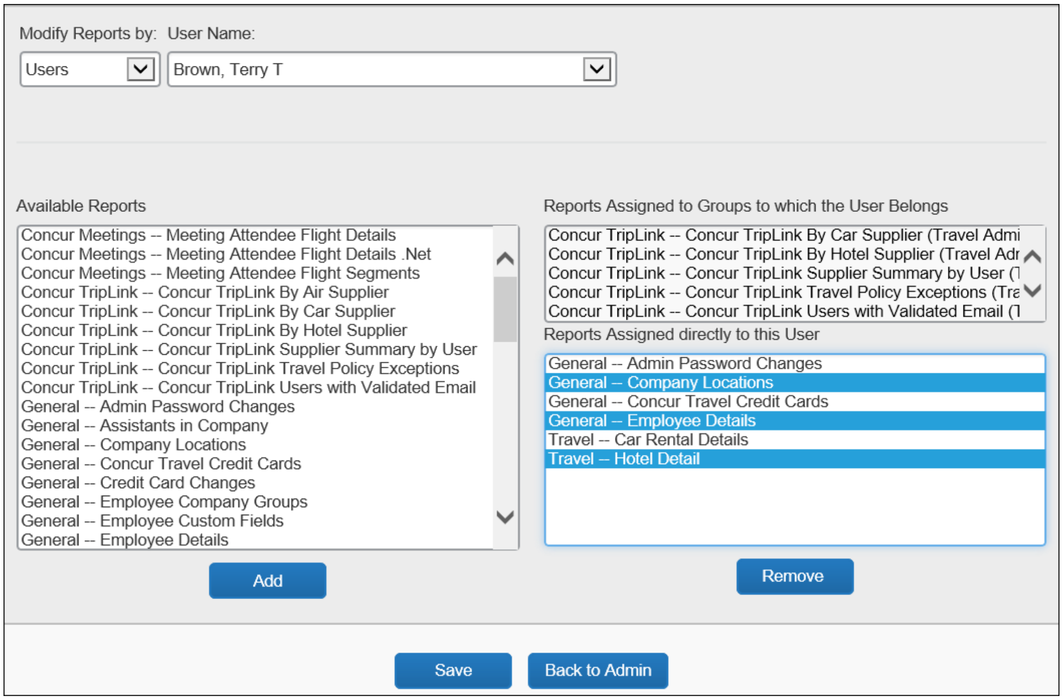
Remove Report Access

➤ ***To remove access:***

1. In the **Company Admin** section of the left menu, click **Report Admin**.

2. As described above, click the desired report name, group, rule class, or user.

3. Click one or more reports.



4. Click **Remove**.

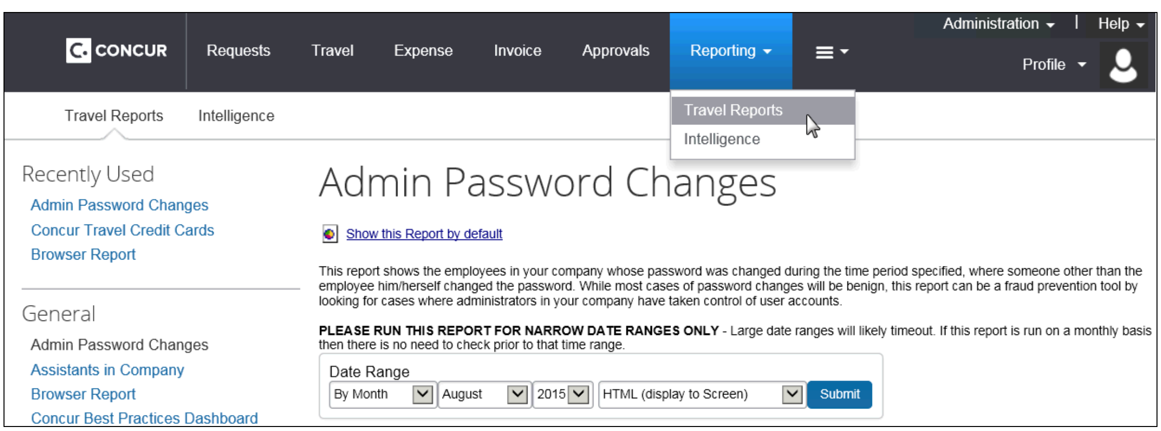
5. Click **Save**.

Rename Reports

Refer to *Assigning Report Access by Report Name* in this guide.

Access Reporting

The Report User can now clicks **Reporting** > **Travel Reports** to view the assigned reports.



Standard Edition

The admin assigns the *Report User* permission to one or more users. Then, the **Reporting** link and all reports appear in SAP Concur for the Report User.

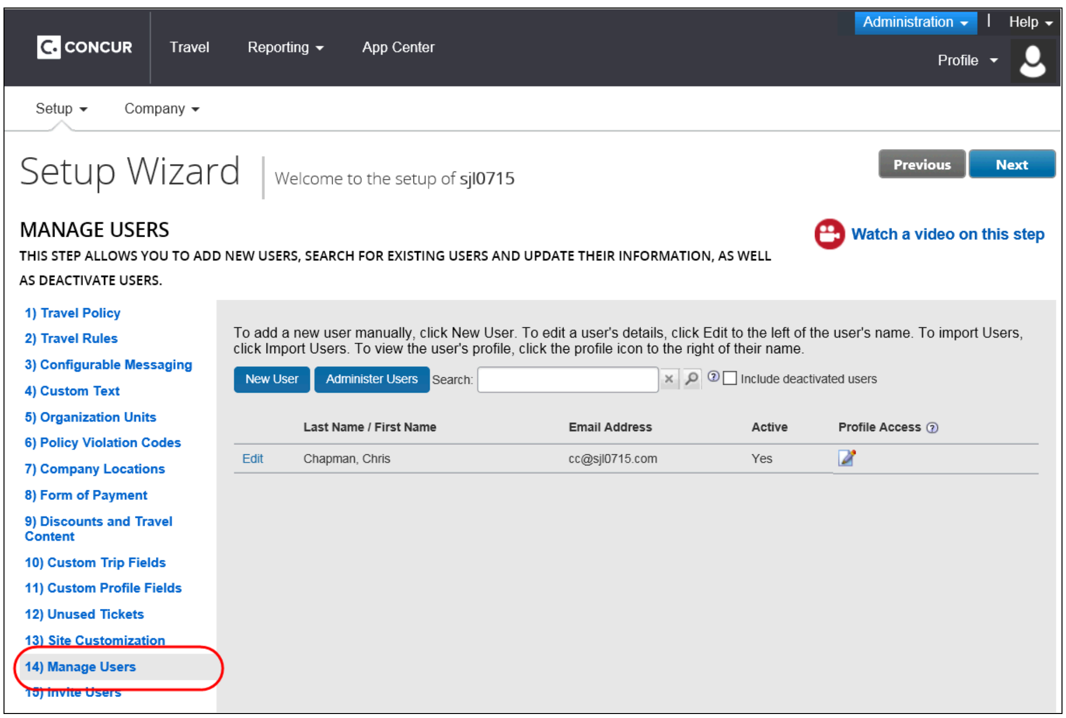
NOTE: In the Standard Edition, the Report User sees ***all*** reports. (Unlike the Professional edition where specific reports are assigned to the Report User.)

Assign Permissions

To assign the reporting permissions:

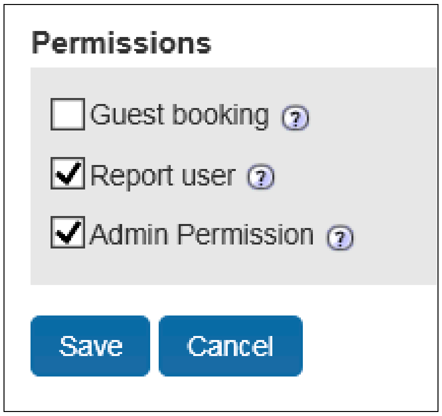
1. In the Travel Setup Wizard, click the **Manage Users** setup step.

NOTE: For integrated Travel and Expense customers, the **Users** step is part of the Expense Setup Wizard.



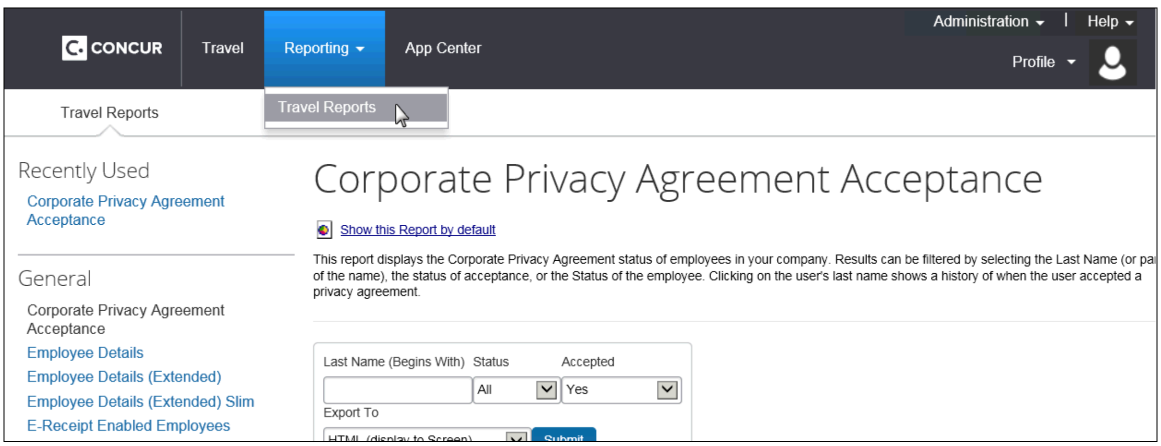
2. On the **Manage Users** page, the admin locates the desired user and clicks **Edit**.

3. In the **Permissions** section, select (enable) the **Report user** check box.



Access Reporting

The Report User can now click **Reporting** > **Travel Reports** to view the reports.



Section 3: Reports – Travel Section

You may not have access to all of these reports.

Report	Available to	Description	Report User Choices
Air Adoption By Month	☑ Professional ☑ Standard	Shows the number of non-voided tickets purchased through SAP Concur and purchased directly by month The percentage shown is the percentage of tickets booked in Concur Travel.	Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink) Date range Display/export format
Amtrak Summary Report	☑ Professional ☐ Standard	Shows Amtrak booking details; includes booking date, company name, Agency config name, Amtrak record locator, corporate discount code, base fare, currency, origin/destination, etc.	Date range Display/export format
Car Rental Details	☑ Professional ☑ Standard	Shows car rental details; includes traveler, dates, rates, car type, etc. **Business Significance:** • Learn with whom your company is spending the most money and who is providing the most competitive rates for car rentals. Leverage this information to negotiate service commitments. • Understand how much your company or each department is spending on rental cars.	Vendor (or all vendors) Country (or all countries) Booking source (All, Concur, or agent) Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink) Date range Display/export format
Company E-Receipt Opt Ins	☑ Professional ☑ Standard	Shows the employee opted-in status along with individual cards and opt-in status; includes name, employee ID, rule class, credit card (last 4 digits), etc.	Display/export format

Report	Available to	Description	Report User Choices
Concur Adoption (all segment types)	☑ Professional ☑ Standard	Shows the number of Concur and agent-booked trips (all segment types, including air, rail, car, and hotel) and the calculated online adoption rate Withdrawn trips are excluded from the totals.	Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink) Date range Display/export format
Employees Traveling Today	☑ Professional ☑ Standard	Shows the Concur Travel users in your company who are traveling today or for a specified time period; includes name, dates, department, cell number, emergency contact, etc. **Business Significance:** • Managers and Travel Managers can get a quick view of who is traveling where. • Allows Managers to accurately plan for an employee's arrival. • A quick reference to emergency contact information if something were to happen to one of the employees traveling. • A good tool for understanding travel trends by department.	Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink) Date range Display/export format The **Airline** and **Flight Number** search fields apply only to air travel.
Flight Detail	☑ Professional ☑ Standard	Shows each individual ticket purchased; includes name, purchase date, travel date, price, etc. Note the following: • This report includes ticketing details in the GDS PNRs and for Direct Connects where we save the ticket number directly when it's booked. However, for GDS bookings of non-ARC carriers, SAP Concur does not receive the ticket number and these bookings would not appear on the flight details report. • Voided tickets are not included.	Vendor (or all vendors) Advance purchase Booking source (All, Concur, or agent) Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink) Date range

Report	Available to	Description	Report User Choices
		• If an itinerary involves a split ticket where multiple tickets are issued for the traveler, each ticket appears on its own line. • If an itinerary involves travel by multiple passengers – so that there are multiple tickets issued – then each ticket appears on its own line, and the passenger listed for all tickets will be the primary passenger on that itinerary. • Click the link in the **Record Locator** column to view details on the entire itinerary, including car and hotel and a full passenger list. • The *price* of a ticket is the fare plus all taxes. The *amount paid* is the amount of cash paid for the ticket. The amount paid is typically equal to the price, unless an exchange or other voucher is used as part of the payment. The amount paid is only displayed for tickets where that information is available.	Display/export format

Report	Available to	Description	Report User Choices
Guest Travel Bookings	☑ Professional ☑ Standard	Shows bookings made by a profiled user with the guest travel permission for a non-profiled traveler – typically a recruit or contractor This report can be run for the entire company or by configuration and will capture all guest travel bookings, new or previously made on the site. Note that this report is only available to companies within the US Datacenter. Includes the following information: • Guest traveler last name • Guest traveler first name • Guest traveler middle name • Guest traveler email address • Guest traveler phone number • Travel Configuration • Date Booked • Booked by (profiled traveler's name) • Trip Request Status • Record Locator (hyperlink to the trip details)	Company/ Configuration Date range Display/export format

Report	Available to	Description	Report User Choices
Hotel Detail	☑ Professional ☑ Standard	Shows hotel details; includes name, location, dates, cost, etc. **Business Significance:** • Better position your company for supplier negotiations by analyzing which vendors and markets are providing the most competitive prices. • Understand how much your company or departments are spending on hotel accommodations during a chosen time period. • Compare purchases made with Concur Travel and without.	Vendor (or all vendors) Country (or all countries) Booking source (All, Concur, or agent) Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink) Date range Display/export format
International Travel Spend	☑ Professional ☐ Standard	Includes employee name, origin, destination, vendor, amount, etc.	Travel start date Display/export format
Premium Class Travel Spend	☑ Professional ☐ Standard	Includes employee name, origin, destination, fare, lowest fare available, etc.	Travel start date Display/export format
Rail Detail	☑ Professional ☑ Standard	Shows each individual ticket purchased; includes name, purchase date, travel date, price, employee ID, etc. Note the following: • Voided tickets are not included. • If an itinerary involves a split ticket where multiple tickets are issued for the traveler, each ticket appears on its own line. • If an itinerary involves travel by multiple passengers – so that there are multiple tickets issued – then each ticket appears on its own line, and the passenger listed for all tickets will be the primary passenger on that itinerary. • Click the link in the **Record Locator** column to view details on the entire itinerary, including car and	Vendor (or all vendors) Advance purchase Booking source (All, Concur, or agent) Date range Display/export format

Report	Available to	Description	Report User Choices
		hotel and a full passenger list. • The *price* of a ticket is the fare plus all taxes. The *amount paid* is the amount of cash paid for the ticket. The amount paid is typically equal to the price, unless an exchange or other voucher is used as part of the payment. The amount paid is only displayed for tickets where that information is available.	
Southwest Credit Monitoring	☑ Professional ☐ Standard	Shows unused Southwest ticket credit details; includes name, credit amount, record locators, etc. Note the following: • This report makes it possible to see trips made by users in Concur Travel where a credit exists but was not applied. This may occur for certain trips because the credit is tied to a particular customer and should not be used but, in most cases, it results in a lost savings. • This report shows what ticket credit could have been used to pay for the record locators listed in the last column (not what was applied to that trip). • If a traveler uses their ticket credit outside of Concur Travel, it needs to be removed from their profile manually to prevent it from displaying in this report as a credit that should have been used.	Display/export format
Taxi/Limo Detail	☑ Professional ☐ Standard	Shows ground transportation (limo, taxi) for vendors such as Deem and Taxi Magic; includes name, pick-up date/location, rates, amount, etc. Note that we will have either an hourly rate or an estimated amount but never both.	Vendor (or all vendors) Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink) Date range Display/export format

Report	Available to	Description	Report User Choices
Travel Assistants	☑ Professional ☐ Standard	Lists your company's travel assistants Downloaded information; does not appear on the screen	Name Status (all, active, not active) Display/export format
Travel Policy Exceptions	☑ Professional ☑ Standard	Shows all trips booked in Concur that violated rules at the time of booking; includes name, dates, violation code, etc. Note the following: • Withdrawn/Canceled trips are not included. • If your company is configured for automated reporting from the GDS, click the link in the **Record Locator** column to access the current itinerary for the trip. • This report shows one line per rules violation. This means that the same trip can appear multiple times if the trip had multiple rules violations. • The "Quoted Segment Price" is the price quoted in Concur for the air, car, or hotel segment that violated the rule listed. **Business Significance:** • Analyze policy violations to learn where to adapt the travel booking process to those trends. For example, Travel Managers can analyze which exceptions are coming up most frequently, they can then determine whether to make those exceptions universal or keep them one-off. • This is a good source of reference when a Manager needs to re-visit an expense that was in violation of company policies. • Understand why Travel users might be declining lower fares.	Date range Display/export format

Report	Available to	Description	Report User Choices
Travel Spend Summary	☑ Professional ☐ Standard	Shows total travel spend; includes total tickets/ spend, premium tickets/spend, coach tickets/spend	Travel start date Display/export format
Trip Approvals	☑ Professional ☐ Standard	Shows approval information for trips approved during the specified date range; includes name, date, approvers, etc.	Date range Display/export format
Trips Needing Approval	☑ Professional ☑ Standard	Shows all trips that still need approval; includes name, approval information, etc. Note the following: • By default, the report includes only trips where the date of first travel is on or after today. However, all other trips needing approval can be viewed by selecting *All Trips* from the **Trips to Include** list. • Trips with no date of first travel are typically trips that were withdrawn by an agent and, thus, have no segments on the itinerary. This can be confirmed by viewing the itinerary. • For audit trail reasons, the traveler needs to withdraw the trip from My Requests before this report will show the trip as no longer needing approval.	Trips to include Display/export format
Unused Tickets	☑ Professional ☑ Standard	Shows active unused tickets details; includes login ID, email address, fare, fees, expiration date, etc.	Display/export format
User Concur Travel History	☑ Professional ☑ Standard	Shows trips for a given time period; includes name, dates, approvers, etc. If you are a travel administrator and the trip still needs approval, you can approve the trip by clicking the **View Request** link. Note the following: • Click the **Record Locator** link to view the current version of the itinerary.	Name (or blank for All) Company (or blank for All) Trip request status Booking source (All, Concur, or agent) Date range Display/export format

Report	Available to	Description	Report User Choices
		• Click the **View Request** link to view the current version of the Concur Travel request, including complete approval history and manager comments. • For the **Trip Request Status** column, remember that cars and hotels are reserved as soon as the booking is completed. "Awaiting Ticketing" means that the air tickets have not been issued, but the car/hotel has been reserved. "Ticketed/Reserved" means that the air tickets have been issued if there are any needed for that trip, and car/hotel has been reserved. Trips that have no air segments will go straight to "Ticketed/Reserved" when the approval occurs. • Reminder: Travelers need to cancel rejected trips themselves in order to cancel the hotel and car reservations. • Only trips booked online through Concur and agent-booked trips where we could determine the user are included. Agent-booked trips that we could not map to a user account are not included because those trips have no workflow to monitor.	
User Supplied Hotels	☑ Professional ☐ Standard	Shows information on hotels that were not reserved through the agency or reservation system but instead were manually provided by the traveler; includes name, hotel, dates, rates, reason, etc. Note the following: • Frequently these are conference hotels or meeting hotels, but some of these will be hotels where the traveler simply booked outside of the agency channel.	Date range Display/export format
Voided Tickets	☑ Professional	Shows each individual ticket voided during the time	Vendor (or all vendors)

Report	Available to	Description	Report User Choices
	☑ Standard	period specified; includes name, amount, dates, etc. Note the following: • If an itinerary contains multiple voided tickets for the traveler, each ticket appears on its own line. • If an itinerary involves travel by multiple passengers – so that there were multiple tickets voided – then each ticket appears on its own line, and the passenger listed for all tickets will be the primary passenger on that itinerary. • Click the link in the **Record Locator** column to view details on the entire itinerary, including car and hotel and a full passenger list. • The *price* of a ticket is the fare plus all taxes. The *amount paid* is the amount of cash paid for the ticket. The *amount paid* is typically equal to the *price*, unless an exchange or other voucher is used as part of the payment. The *amount paid* is only displayed for tickets when that information is available. **Business Significance:** • Allows Travel Managers to easily manage credits and lost dollars due to voided tickets. • Provides Managers a source of reference when they need to re-visit a voided ticket.	Advance purchase Booking source (All, Concur, or agent) Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink) Date range Display/export format

Section 4: Reports – General Section

You may not have access to all of these reports.

Report	Available to	Description	Report User Choices
Admin Password Changes	☑ Professional ☐ Standard	Shows the Travel users in your company whose password was changed during the time period specified; includes name, login ID, date, changed b, etc. **Business Significance:** • While most cases of password changes will be benign, this report can be a fraud prevention tool by looking for cases where administrators in your company have taken control of user accounts.	Date range Display/export format
Assistants in Company	☑ Professional ☐ Standard	Shows your company's assistants; includes name and ID of assistant, name and ID of user being assisted, etc.	Display/export format
Company Locations	☑ Professional ☐ Standard	Shows all company locations used in Travel; includes name, location, phone, etc.	Display/export format
Concur Travel Credit Cards	☑ Professional ☐ Standard	Shows details of credit cards used in Concur Travel; includes name, card type, expiration date, allow/ default for hotel/air/rail/car/limo, last 4 digits, etc.	Name Status (all, active, not active) Display/export format
Employee Company Groups	☑ Professional ☐ Standard	Shows all groups defined in Travel; includes name, login ID, etc.	Name Status (all, active, not active) Display/export format
Employee Custom Fields	☑ Professional ☐ Standard	Shows custom profile field values of Travel users in your company; includes name, login ID, custom fields	Name Status (all, active, not active) Display/export format

Report	Available to	Description	Report User Choices
Employee Details	☑ Professional ☑ Standard	Shows details of Travel users in your company; includes general user details.	Name Status (all, active, not active) Display/export format
Employee Details (Extended)	☑ Professional ☑ Standard	Shows details of Travel users in your company; includes general user details and travel preferences Returns up to 2500 rows.	Name Status (all, active, not active) Display/export format
Employee Details (Extended) Slim	☑ Professional ☑ Standard	Shows abbreviated details of Travel users in your company; includes general user details Returns up to 2500 rows.	Name Status (all, active, not active) Display/export format
E-Receipt Enabled Employees	☑ Professional ☑ Standard	Shows all Travel users in your company and whether they are e-receipt enabled; includes name, travel class, e-receipt status, etc.	Company Name Display/export format
Frequent-Traveler Programs	☑ Professional ☐ Standard	Shows the Travel users in your company with frequent traveler programs; includes name, program number, company, etc.	Name Status (all, active, not active) Display/export format
Report Permissions	☑ Professional ☐ Standard	Shows Report Users by report; includes name	Report Display/export format
TripIt Connected Users Detail	☑ Professional ☐ Standard	Shows the names of the employees at a company who have enabled TripIt integration for Travel; includes name, login ID, connection authorized (yes/no); etc.	Customer Display/export format
TripIt Connected Users Summary	☑ Professional ☐ Standard	Shows how many employees at a company have enabled TripIt integration for Travel; includes total users, count of connected users, count of not connected users	Customer Display/export format

Report	Available to	Description	Report User Choices
User Permissions Changed	☑ Professional ☐ Standard	Shows changed user permissions and the user who made the change; includes name, permission, changed by, etc.	Permission name Action taken (all, inserted, deleted) Date range Display/export format
User Preference Changes Version 2	☑ Professional ☑ Standard	Shows modifications to user preferences; includes name, preference change, etc. Note the following: • User preference changes can be searched only by their exact login ID within a date range. • It will return top 10 changes for the user.	Login ID Date range Display/export format
User Profile Changes Version 2	☑ Professional ☑ Standard	Shows modifications to user profiles; includes name, profile change, etc. Note the following: • User profile changes can be searched only by their exact login ID within a date range. • The top 10 changes for the user are returned.	Login ID Date range Display/export format