

Concur Travel: Travel Reporting

User Guide

Last Updated: March 27, 2019

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

Table of Contents

Section 1: About this Guide	1
In this Guide.....	1
NOT in this Guide	1
Available Travel Data	2
Available Output Formats	2
Section 2: Assign Permissions, Assign Reports, and Access Reporting	2
Professional Edition	2
Standard Edition	10
Section 3: Reports – Travel Section	12
Air Adoption By Month	12
Amtrak Summary Report.....	12
Car Rental Details.....	12
Company E-Receipt Opt Ins	12
Concur Adoption (all segment types)	13
Employees Traveling Today	13
Flight Detail	13
Guest Travel Bookings	15
Hotel Detail	16
International Travel Spend	16
Premium Class Travel Spend.....	16
Rail Detail.....	16
Southwest Credit Monitoring	17
Taxi/Limo Detail	17
Travel Assistants	18
Travel Policy Exceptions	18
Travel Spend Summary	19
Trip Approvals.....	19
Trips Needing Approval	19
Unused Tickets.....	19
User Concur Travel History	19
User Supplied Hotels.....	20
Voided Tickets.....	20
Section 4: Reports – General Section	22
Admin Password Changes	22
Assistants in Company	22
Company Locations.....	22
Concur Travel Credit Cards	22
Employee Company Groups	22
Employee Custom Fields.....	22
Employee Details.....	23
Employee Details (Extended)	23

Employee Details (Extended) Slim	23
E-Receipt Enabled Employees	23
Frequent-Traveler Programs	23
Report Permissions	23
TripIt Connected Users Detail.....	23
TripIt Connected Users Summary	23
User Permissions Changed.....	24
User Preference Changes Version 2.....	24
User Profile Changes Version 2.....	24

Revision History for this Guide

Date	Notes / Comments / Changes
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.

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.

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:**

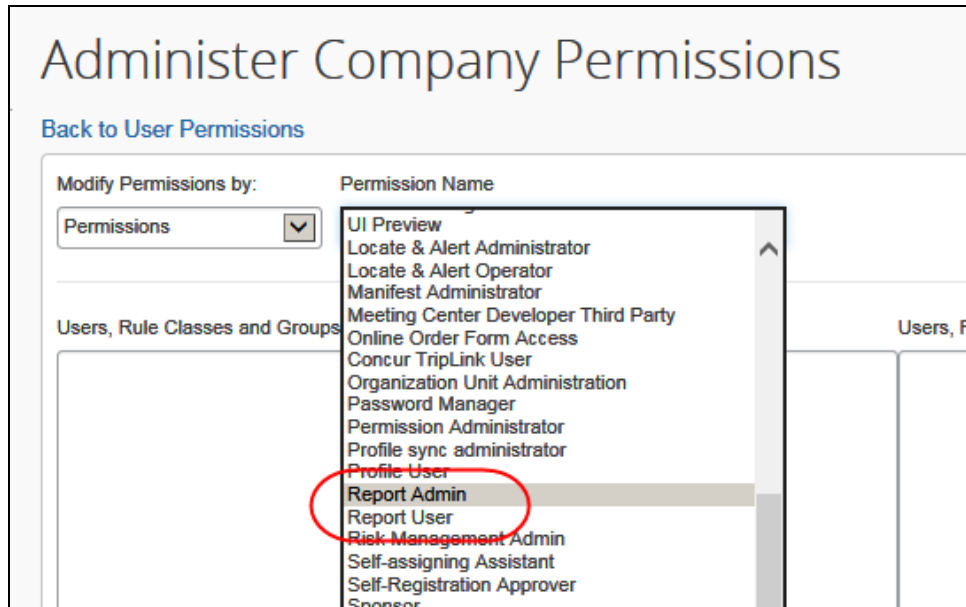
1. Click **Administration** > **Company** (on the sub-menu) > **Company Admin**.

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

2. In the **User Administration** section of the left menu, click **User Permissions**.
3. Click the **Travel** tab.

The screenshot displays the SAP Concur Administration interface. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', 'Reporting', and 'Administration'. The 'Administration' dropdown is open, showing 'Company', 'Request', 'Travel Admin', 'Locate', 'Expense', and 'Invoice'. The 'Company Admin Home' section is active, with a sub-menu containing 'Travel', 'Expense', 'Request', 'Invoice', 'Reporting', and 'Supplier Portal'. The 'Travel' tab is highlighted with a red circle. Below this, the 'Company Admin' section is visible, with a 'Save' button and a 'Cancel' button. The main content area shows 'Step1. Modify Roles By:' with a 'User Name' dropdown, 'Step2. Search Text:' with a search input and 'Search What:' dropdown, and 'Step3. User Name to Assign Roles:' with a 'Select One ..' dropdown. There are also 'Available Roles' and 'Roles for this User' sections with 'Add >>', 'Modify >', and '<< Remove' buttons.

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).

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

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

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

- In the **Owner** list, select the report owner, if any.
- In the **Users, Rule Classes and Groups** section (left side), select the desired users, rules classes, or groups.
- Click **Add**.
- Click **Save**.

Assign Report Access by Group

▶ ***To assign report access by group:***

- 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*.

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

Modify Reports by: Rule Class Name:

Rule Classes Default Travel Class

Reporting

Concur Meetings -- Meeting Attendee Flight Details
 Concur Meetings -- Meeting Attendee Flight Details .Net
 Concur Meetings -- Meeting Attendee Flight Segments
 Concur TripLink -- Concur TripLink By Air Supplier
 Concur TripLink -- Concur TripLink By Car Supplier
 Concur TripLink -- Concur TripLink By Hotel Supplier
 Concur TripLink -- Concur TripLink Supplier Summary by User
 Concur TripLink -- Concur TripLink Travel Policy Exceptions
 Concur TripLink -- Concur TripLink Users with Validated Email
 General -- Admin Password Changes
 General -- Assistants in Company
 General -- Company Locations
 General -- Concur Travel Credit Cards
 General -- Credit Card Changes
 General -- Employee Company Groups
 General -- Employee Custom Fields
 General -- Employee Details

Permissions for this Rule Class

Add Remove

Save Back to Admin

- In the **Reporting** section (left side), select the desired reports.
- Click **Add**.
- Click **Save**.

Assign Report Access by User

▶ ***To assign report access by user:***

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

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

- In the **Company Admin** section of the left menu, click **Report Admin**. The **Administer Report Permissions** page appears.
- In the **Modify Reports by** list, click *Users*.

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

Modify Reports by: User Name:
Users [v] Brown, Terry T [v]

Available Reports

- Concur Meetings -- Meeting Attendee Flight Details
- Concur Meetings -- Meeting Attendee Flight Details .Net
- Concur Meetings -- Meeting Attendee Flight Segments
- Concur TripLink -- Concur TripLink By Air Supplier
- Concur TripLink -- Concur TripLink By Car Supplier
- Concur TripLink -- Concur TripLink By Hotel Supplier
- Concur TripLink -- Concur TripLink Supplier Summary by User
- Concur TripLink -- Concur TripLink Travel Policy Exceptions
- Concur TripLink -- Concur TripLink Users with Validated Email
- General -- Admin Password Changes
- General -- Assistants in Company
- General -- Company Locations
- General -- Concur Travel Credit Cards
- General -- Credit Card Changes
- General -- Employee Company Groups
- General -- Employee Custom Fields
- General -- Employee Details

Reports Assigned to Groups to which the User Belongs

- Concur TripLink -- Concur TripLink By Car Supplier (Travel Adm) [^]
- Concur TripLink -- Concur TripLink By Hotel Supplier (Travel Adr) [^]
- Concur TripLink -- Concur TripLink Supplier Summary by User (1) [v]
- Concur TripLink -- Concur TripLink Travel Policy Exceptions (Tr) [v]
- Concur TripLink -- Concur TripLink Users with Validated Email (1) [v]

Reports Assigned directly to this User

- Travel -- Car Rental Details
- Travel -- Hotel Detail

Add Remove

Save Back to Admin

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.

Modify Reports by: User Name:
 Users

Available Reports

- Concur Meetings -- Meeting Attendee Flight Details
- Concur Meetings -- Meeting Attendee Flight Details .Net
- Concur Meetings -- Meeting Attendee Flight Segments
- Concur TripLink -- Concur TripLink By Air Supplier
- Concur TripLink -- Concur TripLink By Car Supplier
- Concur TripLink -- Concur TripLink By Hotel Supplier
- Concur TripLink -- Concur TripLink Supplier Summary by User
- Concur TripLink -- Concur TripLink Travel Policy Exceptions
- Concur TripLink -- Concur TripLink Users with Validated Email
- General -- Admin Password Changes
- General -- Assistants in Company
- General -- Company Locations
- General -- Concur Travel Credit Cards
- General -- Credit Card Changes
- General -- Employee Company Groups
- General -- Employee Custom Fields
- General -- Employee Details

Reports Assigned to Groups to which the User Belongs

- Concur TripLink -- Concur TripLink By Car Supplier (Travel Admi
- Concur TripLink -- Concur TripLink By Hotel Supplier (Travel Adr
- Concur TripLink -- Concur TripLink Supplier Summary by User (1
- Concur TripLink -- Concur TripLink Travel Policy Exceptions (Tre
- Concur TripLink -- Concur TripLink Users with Validated Email (1

Reports Assigned directly to this User

- General -- Admin Password Changes
- General -- Company Locations
- General -- Concur Travel Credit Cards
- General -- Employee Details
- Travel -- Car Rental Details
- Travel -- Hotel Detail

Add Remove Save Back to Admin

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.

The screenshot shows the Concur Reporting interface. The top navigation bar includes 'CONCUR', 'Requests', 'Travel', 'Expense', 'Invoice', 'Approvals', 'Reporting', 'Administration', and 'Help'. The 'Reporting' menu is open, showing 'Travel Reports' and 'Intelligence'. The main content area displays the 'Admin Password Changes' report. It includes a 'Recently Used' list with 'Admin Password Changes', 'Concur Travel Credit Cards', and 'Browser Report'. The 'General' section lists 'Admin Password Changes', 'Assistants in Company', 'Browser Report', and 'Concur Best Practices Dashboard'. The report description states: 'This report shows the employees in your company whose password was changed during the time period specified, where someone other than the employee him/herself changed the password. 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.' Below the description is a 'PLEASE RUN THIS REPORT FOR NARROW DATE RANGES ONLY' warning and a 'Date Range' filter with options for 'By Month', 'August', '2015', and 'HTML (display to Screen)', along with a 'Submit' button.

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.

The screenshot displays the 'Setup Wizard' interface for 'sjl0715'. The 'MANAGE USERS' step is active, with a list of setup steps on the left. Step 14, 'Manage Users', is highlighted with a red circle. The main area contains instructions on how to add or edit users, a search bar, and a table of users. The table has columns for 'Last Name / First Name', 'Email Address', 'Active', and 'Profile Access'. One user, 'Chapman, Chris', is listed with an 'Edit' link.

	Last Name / First Name	Email Address	Active	Profile Access
Edit	Chapman, Chris	cc@sjl0715.com	Yes	

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.

Permissions

Guest booking ?

Report user ?

Admin Permission ?

Access Reporting

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

The screenshot shows the Concur Reporting interface. The top navigation bar includes 'CONCUR', 'Travel', 'Reporting', and 'App Center'. The 'Reporting' menu is expanded, and 'Travel Reports' is selected. The main content area displays the 'Corporate Privacy Agreement Acceptance' report. On the left, there is a 'Recently Used' section with a link to 'Corporate Privacy Agreement Acceptance' and a 'General' section with links for 'Corporate Privacy Agreement Acceptance', 'Employee Details', 'Employee Details (Extended)', 'Employee Details (Extended) Slim', and 'E-Receipt Enabled Employees'. The main content area includes a 'Show this Report by default' checkbox, a description of the report, and a table with columns for 'Last Name (Begins With)', 'Status', and 'Accepted'. The table has a search input for 'Last Name (Begins With)', a dropdown for 'Status' set to 'All', and a dropdown for 'Accepted' set to 'Yes'. There is also an 'Export To' section with a dropdown set to 'HTML (display to Screen)' and a 'Submit' button.

Section 3: Reports – Travel Section

You may not have access to all of these reports.

Report	Available to	Description	Report User Choices
<i>Air Adoption By Month</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> 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
<i>Amtrak Summary Report</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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
<i>Car Rental Details</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows car rental details; includes traveler, dates, rates, car type, etc. Business Significance: <ul style="list-style-type: none"> 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
<i>Company E-Receipt Opt Ins</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> 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
<i>Concur Adoption (all segment types)</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> 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
<i>Employees Traveling Today</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> 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: <ul style="list-style-type: none"> 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.
<i>Flight Detail</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows each individual ticket purchased; includes name, purchase date, travel date, price, etc. Note the following: <ul style="list-style-type: none"> 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
		<ul style="list-style-type: none"> • 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 <i>price</i> of a ticket is the fare plus all taxes. The <i>amount paid</i> 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. 	<p>Display/export format</p>

Report	Available to	Description	Report User Choices
<p><i>Guest Travel Bookings</i></p>	<p><input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard</p>	<p>Shows bookings made by a profiled user with the guest travel permission for a non-profiled traveler – typically a recruit or contractor</p> <p>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.</p> <p>Includes the following information:</p> <ul style="list-style-type: none"> • 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) 	<p>Company/ Configuration Date range Display/export format</p>

Report	Available to	Description	Report User Choices
<i>Hotel Detail</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows hotel details; includes name, location, dates, cost, etc. Business Significance: <ul style="list-style-type: none"> 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
<i>International Travel Spend</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Includes employee name, origin, destination, vendor, amount, etc.	Travel start date Display/export format
<i>Premium Class Travel Spend</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Includes employee name, origin, destination, fare, lowest fare available, etc.	Travel start date Display/export format
<i>Rail Detail</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows each individual ticket purchased; includes name, purchase date, travel date, price, employee ID, etc. Note the following: <ul style="list-style-type: none"> 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
		<p>hotel and a full passenger list.</p> <ul style="list-style-type: none"> The <i>price</i> of a ticket is the fare plus all taxes. The <i>amount paid</i> 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. 	
<i>Southwest Credit Monitoring</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	<p>Shows unused Southwest ticket credit details; includes name, credit amount, record locators, etc.</p> <p>Note the following:</p> <ul style="list-style-type: none"> 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
<i>Taxi/Limo Detail</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	<p>Shows ground transportation (limo, taxi) for vendors such as Deem and Taxi Magic; includes name, pick-up date/location, rates, amount, etc.</p> <p>Note that we will have either an hourly rate or an estimated amount but never both.</p>	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
<i>Travel Assistants</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Lists your company's travel assistants Downloaded information; does not appear on the screen	Name Status (all, active, not active) Display/export format
<i>Travel Policy Exceptions</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows all trips booked in Concur that violated rules at the time of booking; includes name, dates, violation code, etc. Note the following: <ul style="list-style-type: none"> • 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. <p>Business Significance:</p> <ul style="list-style-type: none"> • 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
<i>Travel Spend Summary</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Shows total travel spend; includes total tickets/ spend, premium tickets/spend, coach tickets/spend	Travel start date Display/export format
<i>Trip Approvals</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Shows approval information for trips approved during the specified date range; includes name, date, approvers, etc.	Date range Display/export format
<i>Trips Needing Approval</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows all trips that still need approval; includes name, approval information, etc. Note the following: <ul style="list-style-type: none"> • 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 <i>All Trips</i> 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
<i>Unused Tickets</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows active unused tickets details; includes login ID, email address, fare, fees, expiration date, etc.	Display/export format
<i>User Concur Travel History</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> 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: <ul style="list-style-type: none"> • 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
		<ul style="list-style-type: none"> 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. <p>"Awaiting Ticketing" means that the air tickets have not been issued, but the car/hotel has been reserved.</p> <p>"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.</p> <ul style="list-style-type: none"> 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. 	
<i>User Supplied Hotels</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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: <ul style="list-style-type: none"> 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
<i>Voided Tickets</i>	<input checked="" type="checkbox"/> Professional	Shows each individual ticket voided during the time	Vendor (or all vendors)

Report	Available to	Description	Report User Choices
	<input checked="" type="checkbox"/> Standard	<p>period specified; includes name, amount, dates, etc.</p> <p>Note the following:</p> <ul style="list-style-type: none"> • 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 <i>price</i> of a ticket is the fare plus all taxes. The <i>amount paid</i> is the amount of cash paid for the ticket. The <i>amount paid</i> is typically equal to the <i>price</i>, unless an exchange or other voucher is used as part of the payment. The <i>amount paid</i> is only displayed for tickets when that information is available. <p>Business Significance:</p> <ul style="list-style-type: none"> • 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. 	<p>Advance purchase</p> <p>Booking source (All, Concur, or agent)</p> <p>Itinerary source (All Sources, Concur Travel, TripIt, Indirect Concur TripLink, Direct Concur TripLink)</p> <p>Date range</p> <p>Display/export format</p>

Section 4: Reports – General Section

You may not have access to all of these reports.

Report	Available to	Description	Report User Choices
<i>Admin Password Changes</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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: <ul style="list-style-type: none"> 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
<i>Assistants in Company</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Shows your company's assistants; includes name and ID of assistant, name and ID of user being assisted, etc.	Display/export format
<i>Company Locations</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Shows all company locations used in Travel; includes name, location, phone, etc.	Display/export format
<i>Concur Travel Credit Cards</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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
<i>Employee Company Groups</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Shows all groups defined in Travel; includes name, login ID, etc.	Name Status (all, active, not active) Display/export format
<i>Employee Custom Fields</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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
<i>Employee Details</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows details of Travel users in your company; includes general user details NOTE: If the module property or company setting named Mask Medical Data is set to <i>true</i> , then all medical data appears as x's.	Name Status (all, active, not active) Display/export format
<i>Employee Details (Extended)</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> 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
<i>Employee Details (Extended) Slim</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> 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
<i>E-Receipt Enabled Employees</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> 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
<i>Frequent-Traveler Programs</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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
<i>Report Permissions</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> Standard	Shows Report Users by report; includes name	Report Display/export format
<i>TripIt Connected Users Detail</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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
<i>TripIt Connected Users Summary</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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
<i>User Permissions Changed</i>	<input checked="" type="checkbox"/> Professional <input type="checkbox"/> 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
<i>User Preference Changes Version 2</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows modifications to user preferences; includes name, preference change, etc. Note the following: <ul style="list-style-type: none"> • 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
<i>User Profile Changes Version 2</i>	<input checked="" type="checkbox"/> Professional <input checked="" type="checkbox"/> Standard	Shows modifications to user profiles; includes name, profile change, etc. Note the following: <ul style="list-style-type: none"> • 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