

Report Type

Description

Cost Savings Implications

Air Transaction Summary	Used to determine the number of tickets issued, exchanged, refunded, or void during a period.	None
Reason Code Summary	Indicates lost potential savings based on reason for declining lowest available fare.	Helps to identify trends as to why the lowest available fare was not booked.
Top 25/50/100 Traveler Summary	Indicates the travelers with the highest number of tickets issued during a period.	Identifies travelers that are spending a significant amount of time and money on travel.
Days Advance Booking	Indicates the number of tickets reserved within set time frames. Used to evaluation how far in advance travelers are booking trips.	Air fares booked in advance are generally lower than those booked closer to the departure date.
Days Advance Purchase	Indicates the number of tickets purchased within set time frames. Used to evaluate how far in advance travelers are purchasing tickets.	Tickets purchased in advance are generally lower than those ticketed closer to the departure date.
Arrival City Listing	Lists the number of tickets issued and complete flight data with arrivals into a particular city.	None
Booking Method Report	Indicates the method by which a reservation was requested: via telephone, email, in person, and/or online booking tool.	Travel arrangements made through the online booking tool result in lower transaction fees.
Car Types by Chain	Indicates the car category types rented from specific car rental chains.	Helps to evaluate whether travelers are utilizing company preferred car vendors and types.
Car Location Report	Indicates the number of car rentals by chain and city location.	Can be used to negotiated discounted car contracts on a corporate level.
Top 5 Car Chains	Lists the Top 5 car rental chains by spend.	None
Top 50 Travelers (Car) Report	Indicates the travelers who rented cars most frequently during a period.	None
Contract Savings Report	Indicates the amount saved by utilizing negotiated air contracts by airline.	Identifies actual savings related to the use of negotiated contract fares.
Trip Days by Country	Indicates the number of days a corporation had travelers stay overnight in individual countries.	No savings implications. Can be used for security purposes.
Passenger by Country	Lists the passengers that stayed overnight in individual countries.	No savings implications. Can be used for security purposes.
Passenger by City	Lists the passengers that stayed overnight in individual cities.	No savings implications. Can be used for security purposes.
Form of Payment Detail Report (CC/AR Alpha Order)	Lists the form of payment (credit card, check, cash) for each ticket issued.	None
Credit Card Detail Report (Grouped by CC Number)	Provides complete travel information for each ticket charged to a particular credit card number.	None
Departure City Listing	Lists the number of tickets issued and complete flight data with departures from a particular city.	None
Hotel Chain Summary	Lists the number of room nights and spend booked with individual hotel chains.	Can be used to negotiated discounted hotel contracts on a corporate level.

Hotel Locations Report	Lists the number of room nights and spend booked with individual hotel locations by city.	Helps to evaluate whether travelers are utilizing company preferred hotels. Can be used to negotiate discount rates at frequently used properties.
Top 50 Travelers (Hotel) report	Indicates the travelers who booked hotel reservations most frequently during a period.	None
Top 100 Markets	Ranks the city pairs for which the highest number of tickets were issued.	Can be used to negotiated discounted airline contracts on a corporate level.
Top 50 Markets	Ranks the city pairs for which the highest number of tickets were issued.	Can be used to negotiated discounted airline contracts on a corporate level.
Top 20 Markets	Ranks the city pairs for which the highest number of tickets were issued.	Can be used to negotiated discounted airline contracts on a corporate level.
Policy Exception Report	Provides passenger and flight detail of all tickets for which the lowest available fare was declined by the traveler.	Identifies travelers that declined lower available fares and provides the reason given.
Traveler Forecast Report	Provides complete traveler information (location, airline, car rental, hotel) for future travel.	No savings implications. Can be used for security purposes.
Traveler Locator Report	Provides complete traveler information (location, airline, car rental, hotel) for travel that has begun but not been completed.	No savings implications. Can be used for security purposes.
Validation Detail Report	Indicates the number of tickets issued, dollars spent, and class of service by individual airline.	Can be used to negotiated discounted airline contracts on a corporate level.
Market Pair by Class of Service	Indicates the number of trips between specific cities in coach, business, and first classes.	None
Transaction Type Report	Lists the number of tickets issued, refunded, exchanged, and void.	None
Refunds Report	Provides complete travel data for any tickets refunded.	May be used for expense report auditing.
Exchange Report	Provides complete travel data for any tickets exchanged.	May be used for expense report auditing.
Void Report	Provides complete travel data for any tickets void.	May be used for expense report auditing.
Waiver/Favor Detail Report	Provides complete travel data for any travel activity that realizes savings as a direct result of travel agency action.	Identifies actual savings related to the actions taken by the travel agency. IE, waived hotel no-show fee, waived airline change fee, etc.
Waiver/Favor Summary Report	Summarizes amount saved by agency actions taken.	Identifies actual savings related to the actions taken by the travel agency to reduce costs. IE, waived hotel no-show fee, waived airline change fee, etc.
Missed Hotel Nights by City	Indicates the number of nights that travelers air reservations did not include a hotel reservation by city	Can be used to negotiated discounted hotel contracts on a corporate level.