

Spend Analysis

Executive Summary Year to Year	Intended Purpose: Analyze travel spend comparing Year over Year Description: A one page report that compares a month in one year to the same month in the previous year, as well as the year to date comparisons.
Executive Summary with Graphs	Intended Purpose: Manage overall travel spend Description: Most popular report, gives summary information for air, car, and hotel information with top five city info and graphs of vendor usage
Executive Summary by Home Country	Intended Purpose: Track air/car/hotel/rail/service fee totals by booking source country Description: Summary of Air, Car, Hotel, Rail and Service Fee information by booking source country
Travel Management Summary	Intended Purpose: Analyze travel spend comparing year-to-date on a monthly basis. Description: One-page extended summary report that displays the totals of each month for an entire year.
Negotiated Savings	Intended Purpose: Show those instances where negotiated savings exist Description: Provide a detail by traveler of negotiated savings (defined as the difference between offered charge and actual fare when offered charge is greater than actual fare)
Published Savings	Intended Purpose: Show the savings from a standard charge or published fare Description: Provides a detail of those travelers who have a savings from the published fare. Can provide savings codes by traveler.
Quick Summary	Intended Purpose: One page summary report for spend analysis Description: Options to compare domestic versus international information and compare one date range to another make this report an

excellent tool for multiple spend trend analysis reports

Quick Summary by Month

Intended Purpose: View Air, Car, and hotel information in monthly totals

Description: Use this report to give a quick look at travel spend based on monthly totals for spend analysis

Service Fees Summary

Intended Purpose: Summary of service fees for supplier management

Description: Provides the total number of service fees and the amount associated with each service fee description, identifies service fee

Top/Bottom Accounts - Air

Intended Purpose: Track the top air volume accounts of the agency

Description: An entity level report to view the summary information of air costs by account

Top/Bottom Accounts - Car

Intended Purpose: Track the top car rental accounts of the agency

Description: An entity level report to view the summary information for the car rentals by account

Top/Bottom Accounts - Hotel

Intended Purpose: Track the top hotel booking accounts of the agency

Description: An entity level report to view the summary information for the hotel bookings by account

Top/Bottom Cost Center

Intended Purpose: Track the top air/car/hotel transactions and volume by cost center

Description: Summary output of total spend by break. Transactions and volume are broken down by segment type

Top/Bottom Travelers - Air

Intended Purpose: Track frequent travelers based on air volume

Description: Summary of air volume by traveler, can be used to see who the top travelers of an account are for policy management and other purposes

Top/Bottom Travelers - Car

Intended Purpose: Track frequent travelers based on car rentals

Description: Summary of car spend by traveler, can be used to see who the

top travelers of an account are for policy management and other purposes

Top Travelers - Combined

Intended Purpose: Track frequent travelers air, car, and hotel information
Description: Summary of total spend by traveler, can be used to see who the top travelers of an account are for policy management and other purposes

Top/Bottom Travelers - Hotel

Intended Purpose: Track frequent travelers based on hotel bookings
Description: Summary of hotel spend by traveler, can be used to see who the top travelers of an account are for policy management and other purposes

Supplier Management

Analysis by City - Car

Intended Purpose: Breaks auto rental activity down by city
Description: Provides a detail/summary of the auto rental activity by city.

Analysis by City - Hotel

Intended Purpose: Breaks hotel activity down by city
Description: Provides a detail/summary of the hotel booking activity by city.

Analysis by Vendor - Car

Intended Purpose: Breaks auto rental activity down by vendor or car rental company
Description: Provides a detail/summary of the auto rental activity by vendor or car rental company

Analysis by Vendor - Hotel

Intended Purpose: Breaks hotel stays activity down by vendor or hotel or chain
Description: Allows a detail/summary of the hotel stays activity by vendor or hotel chains

Class of Service

Intended Purpose: Tracking of the service classes being used by travelers
Description: Shows a breakdown of class of service by each airline flown

Market Share

Intended Purpose: Important contract negotiations report

Description: Breaks the city pairs down by legs or segments. Allows for comparison of up to three different validating carriers with volume and number of trips.

Carrier Concentration

Intended Purpose: To manage air vendor spend by market

Description: Compares a specific carrier to all others by segment count, spend, and potential savings (loss) inside of a specific market.

Top/Bottom Cars

Intended Purpose: Flexible report showing the top car rentals

Description: Creates car rental top chain, city or vendor reports with detail and summary information

Top/Bottom City Pair

Intended Purpose: Used in contract negotiations. Run from HISTORY data.

Description: Provides a close look at the city pairs with volume, airline and number of trips. Provides detail and summary data.

Top/Bottom City Pair - Rail

Intended Purpose: Used in contract negotiations

Description: Provides a close look at the city pairs with volume, rail carrier, and number of trips. Provides detail and summary data.

Top/Bottom Destinations

Intended Purpose: Shows summary level air spend data by destination information

Description: Provides an overview of air spend summarized by various fields, including Destination Country and Destination City with volume, and number of trips and YTD totals.

Top/Bottom Hotels

Intended Purpose: Identify those hotels used most often

Description: Very flexible report allowing grouping and sorting of the data in various forms to determine hotel activity in various ways. Can compare to previous date's activity.

Top/Bottom Segment Airlines

Intended Purpose: See actual flown carriers

Description: This report shows the top

flown carriers, as opposed to validating carriers. This is a

Top/Bottom Validating Carriers

Intended Purpose: Identifies the most frequently flown validating carriers.

Description: Shows the top validating carriers flown based on volume, # of trips, carrier or average cost per trip.

Policy/Risk Management

Exceptions - Air

Intended Purpose: Identify traveler's booking air travel out of policy

Description: Identify the reason traveler did not accept the lowest fare offered and provide detail for all instances in a specified date range

Exceptions - Car

Intended Purpose: Identify traveler's booking car rentals out of policy

Description: identify the reason traveler did not accept the lowest rate offered and provide detail for all instances in a specified date range.

Exceptions - Hotel

Intended Purpose: Identify traveler's booking hotel stays out of policy

Description: identify the reason traveler did not accept the lowest rate offered and provide detail for all instances in a specified date range

Fare Savings - Air

Intended Purpose: Demonstrate savings occurring because of agency activity

Description: Provides a detail by traveler of savings from a standard or published charge versus the actual amount paid for air travel

Fare Savings - Car

Intended Purpose: Demonstrate savings occurring because of agency activity

Description: Provides a detail by traveler of savings from a standard or published rate versus actual amount paid for car travel

Fare Savings - Hotel

Intended Purpose: Demonstrate savings occurring because of agency activity

Description: Provides a detail by

traveler of savings from a standard or published rate versus actual amount paid for hotel travel

Negotiated Savings

Intended Purpose: Show those instances where negotiated savings exist

Description: Provide a detail by traveler of negotiated savings (defined as the difference between offered charge and actual fare when offered charge is greater than actual fare)

Published Savings

Intended Purpose: Show the savings from a standard charge or published fare

Description: Provides a detail of those travelers who have a savings from the published fare. Can provide savings codes by traveler.

Passengers on a Plane

Intended Purpose: To find flights that have more travelers on the same plane than policy allows.

Description: Define the maximum number of passengers allowed on a single plane and find instances where the limit is exceeded.

Traveler by Country

Intended Purpose: To monitor travel stay by county to aid in policy and risk management.

Description: Lists travelers by country including the number of days, the longest stay, and the average stay per traveler.

Same City

Intended Purpose: Identify travelers going to the same destination city

Description: Set the threshold and get a detail of travelers going to the same city based on your parameters

Top/Bottom Exception Reasons

Intended Purpose: Manage Travel Policy

Description: View a summary of exceptions to policy ranked by exception

Top/Bottom Exception Travelers

Intended Purpose: Manage Travel Policy

Description: View a summary of

exceptions to travel ranked by Traveler.

Trip Duration

Intended Purpose: Find travelers taking very short or very long trips
Description: Detail report showing, by traveler and trip, the number of days the trips take

Activity Management

Air Activity

Intended Purpose: See which travelers are going to risk locations or are within policy
Description: Detailed report showing traveler activity information.

Air Activity by UDID

Intended Purpose: Identify a defined group of travelers for risk/policy management
Description: Same report as air activity with detail by traveler, but shows only for the identified UDIDS.

Rail Activity

Intended Purpose: enSee which travelers are going to risk locations or are within policy
Description: Detailed report showing traveler activity information

Arrival

Intended Purpose: Basic Arrivals manifest
Description: Can be sorted and grouped in various ways. Shows true origin/destination or can be run at a leg level.

Car Activity

Intended Purpose: Shows the car rental activity in various manners
Description: Provides a detail report showing car companies, travelers and details of the rental activity for a defined period.

Departures

Intended Purpose: Basic Departures manifest
Description: Can be sorted and grouped in various ways. Shows true origin/destination or can be run at a leg level.

Hotel Activity

Intended Purpose: Show detail of hotel bookings with various sorts and breaks

Description: Create a detail of the hotel bookings including rates, nights, traveler and supporting fields.

Top/Bottom User Defined Fields

Intended Purpose:
Description:

Upcoming Plans

Intended Purpose: Lists those travelers meeting certain criteria.
Description: Gives a detailed report by location and traveler with a weekly breakdown.

Weekly Traveler Activity

Intended Purpose: Track the weekly destinations of travelers.
Description: Detailed report displaying destinations by day of travel for traveler tracking and security.

Spend Management

Advance Booking - Air

Intended Purpose: Track missed savings due to late bookings
Description: Manage travel policy and vendor negotiations by reviewing the trends of days advance purchase and cost to the organization in this detail level report

Advance Bookings - Car

Intended Purpose: Allows tracking of policy compliance
Description: Detail report showing traveler bookings made a certain number of days in advance. Breakdown by number of days the advanced purchase was made.

Advance Bookings - Hotel

Intended Purpose: Track missed savings due to late bookings
Description: Manage travel policy and vendor negotiations by reviewing the trends of days advance purchase and cost to the organization in this detail level report

Air Activity

Intended Purpose: See which travelers are going to risk locations or are within policy
Description: Detailed report showing traveler activity information.

Car Activity

Intended Purpose: Shows the car rental activity in various manners

Description: Provides a detail report showing car companies, travelers and details of the rental activity for a defined period.

Concurrent Segments Booked

Intended Purpose: Find concurrent segment bookings to avoid airline charge backs

Description: Will provide detail for those bookings with unauthorized back to back bookings

Hotel Activity

Intended Purpose: Show detail of hotel bookings with various sorts and breaks

Description: Create a detail of the hotel bookings including rates, nights, traveler and supporting fields.

Missed Hotel Opportunities

Intended Purpose: Identify missed hotel booking opportunities

Description: Provides a detail report identifying trips with overnight stays where no hotel was booked.

Reconciliation Analysis

Electronic Invoice - Combined

Intended Purpose: Allows for online access to a duplicate invoice

Description: Used to provide a new invoice per traveler request. Shows Air, Car, Hotel, Service Fees all in one document.

Itinerary Detail - Combined

Intended Purpose: Tracking of Traveler activity

Description: View detailed information of all travel bookings (air, car, and hotel) on one report

Service Fee Detail by Transaction

Intended Purpose: Detailed service fee report

Description: This is a detailed report of all service fees captured by iBank - including those not directly associated with a trip.

Service Fee Detail by Trip

Intended Purpose: Track service fees tied directly to trips

Description: View a detailed list of service fees that are directly tied to trips, including the itinerary

[Transaction Analysis by Credit Card](#)

Intended Purpose: Tracking Transaction by Credit Cards

Description: Use this detailed report to track the billing associated with a specific credit card number for Air transactions and most service fees. Both the MCO and ticket number are available along with the itinerary of the trip and the transaction dates of the fee

[Trip Detail](#)

Intended Purpose: Allows tracking of traveler activity

Description: View all travel information on one report with the ability to subtotal by breaks, and traveler