

# Take **Concur Travel** even further with detailed reporting

Our data-rich reports provide an even deeper look at your travel spend, help you create more efficient processes, and control costs more effectively.

# You can't manage what you can't measure

Investing in Concur Travel was a big step forward for your travel program. To extend its value, our reports allow administrators of Concur Travel to capture financial data, and then use these valuable insights to:

- See how much you actually spend on travel
- Increase use of your booking tool and see who's using it
- Know who is on the road and where they are
- Ensure spending complies with policy guidelines
- Use travel data to identify potential cost savings



# Data at your fingertips and the control you need

Our detailed reports pull data from Concur Travel, your travel agency, and TripLink to provide a comprehensive view of your travel spending and travelers' whereabouts. To make sure you get exactly what you need, we'll work with you to determine which reporting package is right for your business.



## Analysis

This is our standard reporting option and comes free with Concur Travel. As a Concur Travel administrator, you can access and take advantage of 100 prebuilt reports. If you have other needs, Analysis allows you to create custom reports.



## Intelligence

This paid service comes with 180 prebuilt reports to give your business an even more robust picture of spending. With Intelligence, you can monitor trends, create custom reports, enforce policies, and get insights that will help you make better business decisions.



## Consultative Intelligence

This top-of-the-line reporting service was created to provide our customers with the expertise and consultation they need to analyze spend data thoroughly, create custom reports, and put financial data to work for you.

# Employees Traveling Today



## Analysis & Intelligence

### What this report offers

A view of users who are currently traveling or have traveled within a specified date range.

### What you can do with it

Monitor travel trends by department, know where employees are at all times, and fulfill duty of care obligations by assisting traveling employees in an emergency.

EMPLOYEES TRAVELING								
All Trips between Jan 1, 2019 and Nov 30, 2020								
Travel Configuration	Rate Class	Travel Arranger	Traveler	Departed	Returns	City Pair	Travel Arranger Email Address	
		bax, KAREN		Jan 13, 2019	Jan 17, 2019	-		
				Jan 14, 2019	Jan 16, 2019	Atlanta - Denver		
AnyBiz EMEA w/ Request Booking Switch	Germany Allianz	Timpanaro, Mike Joseph	TIMPANARO, MICHAEL	Jan 14, 2019	Jan 16, 2019	Atlanta - Denver	mike.timpanaro.demo6@gmail.com	
AnyBiz US Sabre - Gateway	Tracking	Adams, Fichan D	ADAM, JAME	Feb 4, 2019	Feb 13, 2019	Saad - Tokyo Nahta Int Airport	fsaam5@icloud.net	
AnyBiz US - Jeffrey	Default Travel Class	McKee, Curt V	MCKEE, CURT	May 27, 2019	May 28, 2019	Baltimore - Atlanta	curt.mckee@gmail.com	
				May 6, 2019	May 9, 2019	-		
AnyBiz US Sabre - Gateway	Tracking	Timpanaro, Mike Joseph	TIMPANARO, MICHAEL	May 14, 2019	May 15, 2019	Atlanta - Omaha	mike.timpanaro.demo5@gmail.com	
		O'Neill, Paul Andrew	ONEILL, PAUL	May 14, 2019	May 15, 2019	Atlanta - Omaha	paucanybizent@gmail.com	
AnyBiz US - Gateway	Nicole Jackson	Materials	Lampkin, Nathan	LAMPKIN, NATHAN	May 14, 2019	May 17, 2019	Long Beach Airport - Seattle	nl@anybizent.com
AnyBiz US - Gateway	Nicole Jackson	Materials	Parker, Percy	JACKSON, PERCY	May 14, 2019	May 17, 2019	Los Angeles Int - Seattle	nicole.jackson1@sap.com
AnyBiz US - Gateway	Nicole Jackson	Materials	Healthcare, John Michael	HEALTHCARE, JOHN	May 20, 2019	May 23, 2019	Los Angeles Int - Seattle	johnmichael@gmail.com
AnyBiz US - Gateway	Nicole Jackson	Materials	Healthcare, John Michael	HEALTHCARE, JOHN	Jun 10, 2019	Jun 13, 2019	Pittsburgh - La Guardia	johnmichael@gmail.com
AnyBiz US Sabre - Gateway	Tracking	O'Neill, Paul Andrew	ONEILL, PAUL	Jul 9, 2019	Jul 13, 2019	Atlanta - Seattle	paucanybizent@gmail.com	
AnyBiz US - Gateway Even	Collections	B. Scott K	SCHRUTE, DWIGHT	Jul 16, 2019	Jul 11, 2019	Kansas City - Northwest Arkansas Regional Apt	add@gmail.com	



**Where to find it**  
Folder: Trips



## Consultative Intelligence

### Why choose Consultative Intelligence?

Capturing financial data is a great start to running a better business. But few organizations have staff who can sort through, analyze, and make the most of this information.

Adding Consultative Intelligence assigns a designated expert who will work with you on your unique reporting needs.

# Fare Analysis



Analysis & Intelligence

## What this report offers

Savings from Global Distribution System (GDS) fares for a specific purchase date and “looked versus booked.”

## What you can do with it

Get visibility into quoted prices versus best GDS prices, monitor booking behaviors, and analyze trends.

Primary Traveler	Employee ID	Purchased Date	GDS Code	Departure Airport	Departure Airport Code	Arrival Airport	Arrival Airport Code	Departure Date	Airline Name	Booking Currency	Selected Price	Best GDS Price	Best Interest Price	Is Clickbook Booked?
ADMIN, NICOLE	NI08	Sep 24, 2019	Sabre					Dec 3, 2019	British Airways	GBP	370.90	43.89		Y
	NI08	Sep 25, 2019	Sabre					Dec 4, 2019	British Airways	GBP	352.14	151.99		Y
ADMIN, NICOLE	MATER005	Sep 19, 2019	Sabre	Los Angeles Int'l	LAX	Seattle	SEA	Jan 5, 2020	Delta	GBP	257.40	239.69		Y
	NI08	Sep 25, 2019	Sabre	Los Angeles Int'l	LAX	Seattle	SEA	Oct 15, 2019	Alaska Airlines	USD	186.60	148.99		Y
SAPROVEDA, DEBORAH	DS0421584	Dec 2, 2019	Amadiglas					Dec 16, 2019	Frontier	USD	51.60	45.69		Y
	HEALTHCARE, JOHN	JHEALTH1	Apr 25, 2019	Sabre	Los Angeles Int'l	LAX	Seattle	May 23, 2019	American Airlines	USD	263.60	189.99		Y
HEALTHCARE, JOHN	JHEALTH1	Apr 28, 2019	Sabre	Pittsburgh	PIT	La Guardia	LGA	Jun 18, 2019	American Airlines	USD	336.61	276.69		Y
	JHEALTH1	Nov 29, 2019	Sabre	Newark Int'l Apt	EWR	Howard Frankel National Apt	DCA	Jan 6, 2020	United	USD	286.60	199.99		Y
JACKSON, PERCY	FJ08FUSER	Apr 1, 2019	Sabre	Los Angeles Int'l	LAX	Seattle	SEA	May 14, 2019	Delta	USD	198.60	189.69		Y
	FJ08FUSER	Jun 25, 2019	Sabre	Montreal	YUL	La Guardia	LGA	Aug 6, 2019	American Airlines	USD	386.12	290.37		Y
JACKSON, PERCY	FJ08FUSER	Jun 25, 2019	Sabre	Los Angeles Int'l	LAX	Dallas Ft Worth Int'l	DFW	Aug 25, 2019	Delta	USD	116.30	81.39		Y
	FJ08FUSER	Jun 25, 2019	Sabre	Long Beach Airport	LGB	Seattle	SEA	May 14, 2019	JetBlue	USD	163.60	163.99		Y
JAMPRON, NATHAN	NI08083	Mar 22, 2019	Sabre	Chicago	MDW	Las Vegas	LAS	Mar 6, 2019	Delta	USD	365.60	464.59		Y
MCKEE, CURT	MEP236	Mar 4, 2019	Amadiglas	Chicago	MDW	Las Vegas	LAS	Mar 6, 2019	Delta	USD	365.60	464.59		Y
	ONEILL, PAUL	SAL08083	Mar 6, 2019	Sabre	Baltimore	BWI	Atlanta	Mar 27, 2019	Delta	USD	198.60	189.25		Y
ONEILL, PAUL	SAL08083	Apr 1, 2019	Sabre	Atlanta	ATL	Omaha	OMA	May 14, 2019	Delta	USD	376.60	318.09		Y
	SAL08083	Jun 17, 2019	Sabre	Atlanta	ATL	Seattle	SEA	Jul 8, 2019	United	USD	391.60	461.19	461.19	Y
ONEILL, PAUL	SAL08083	Sep 12, 2019	Sabre	La Guardia	LGA	Los Angeles Int'l	LAX	Sep 23, 2019	Delta	USD	513.90	421.61		Y



Where to find it  
Folder: Spending



Consultative  
Intelligence

## How does Consultative Intelligence work?

Your consultant will first take time to learn about your specific goals, challenges, and business needs.

Once a reporting strategy is established for you, we'll develop custom reports and dashboards, automatically run and distribute reports on your behalf, and fine-tune existing reports to make them even more effective.

# Hotel Details



## Analysis & Intelligence

### What this report offers

Hotel details such as pricing, booking dates, and hotel stays that weren't booked using Concur Travel.

### What you can do with it

Track competitive prices and use this information to improve supplier negotiations, get additional details to fulfill duty of care, and use alongside the Hotel Summary Report for deeper insights.

HOTEL DETAILS																		
Travel Start Date: Between Jan 1, 2019 and Nov 30, 2020																		
Travel Configuration	Rate Class	Primary Traveler	Booking Source	Itinerary Source	Vendor	Property	Preferred	Location	Country/Region	Arrive	Depart	Nights	Rooms	Reporting Currency	Room Night/Room Rate	Booking Date	Hotel Estimated Cost	Record Location
		Isac KUBEN	Concur	plans@concur.com	Hilton	Hilton Chicago	N	Chicago, IL, US	UNITED STATES	Jun 15, 2019	Jun 17, 2019	4	1	USD		8	0.96	
		Marcus	Expia			Country by Marriott Denver Downtown	N	Denver, COLORADO, US	UNITED STATES	Jan 14, 2019	Jan 15, 2019	2	1	USD		8	0.98	
		THOMASO, MICHAEL	Huelt	Triple Supplier		Hyatt Regency Seattle	N	Seattle, WASHINGTON, US	UNITED STATES	Jan 14, 2019	Jan 15, 2019	4	1	USD	209	574.42		
Anytel US - Sabre	Traveling	ONKEL, PAUL	Sabre	Concur Travel	Worle	The World Atlanta Airport	N	College Park, GA, US	UNITED STATES	Mar 27, 2019	Mar 28, 2019	1	1	USD	199	199.00		
Anytel US - JetBlue	Default Travel Class	MOORE, CLINT	Workday	Concur Travel		La Quinta Inn & Suites Las Vegas	Y	Las Vegas, NV, US	UNITED STATES	Mar 5, 2019	Mar 6, 2019	2	1	USD	189	230.00		
Anytel US - Gateway	Mileage	LAMPHIN, NATHAN	Sabre	Concur Travel		La Quinta Inn Seattle - Inno	N	SEASIDE, WA, US	UNITED STATES	May 14, 2019	May 17, 2019	3	1	USD	142	476.00		
Anytel US - Gateway	Mileage	JACKSON, PERCY	Sabre	Concur Travel		La Quinta Inn Seattle - Inno	Y	SEASIDE, WA, US	UNITED STATES	May 14, 2019	May 17, 2019	3	1	USD	139	417.00		
Anytel US - Sabre	Traveling	ONKEL, PAUL	Sabre	Concur Travel	Residence Inn	Residence Inn Omaha Downtown	N	Omaha, NE, US	UNITED STATES	May 14, 2019	May 15, 2019	2	1	USD	149	298.99		
Anytel US - Sabre	Traveling	THOMASO, MICHAEL	Huelt	Triple Supplier		Hyatt Regency Seattle	N	Seattle, WASHINGTON, US	UNITED STATES	May 14, 2019	May 15, 2019	2	1	USD	208	622.81		



Where to find it  
Folder: Vendor



## Consultative Intelligence

### Is Consultative Intelligence more than creating reports?

In addition to creating custom reports, your consultant will also help you interpret report results, as well as suggest other ways that data can be leveraged across your organization.

With this comprehensive view and understanding of your business, you'll be better equipped to make more informed decisions, simplify spend management, and set your business up for success.

# User Concur Travel History



Analysis & Intelligence

## What this report offers

Trips for a given time period that includes information like traveler names, dates, arrangers, approvers, and ticket details.

## What you can do with it

Review travel details by user and pair with the Concur Travel Adoption Report to see the number of trips booked through an agent, trips booked online, and those that used Concur Travel.

USER CONCUR TRAVEL HISTORY												
Booking Date Between: Jan 1, 2019 and Dec 31, 2019												
Employee Last Name	Employee First Name	Employee ID	Booking Employee	Booking Date	Depart Date	Return Date	Last Approving Employee	Last Approver Action	Booking Source	Primary Source	Record Locator	Trip Status
Abc.	Abc.	Abc.	Abc.	Mar 15, 2019	Oct 5, 2019	Oct 13, 2019		Withdrawn	Worldspan	Concur Travel		Withdrawn
Admin	Ian	OP9123101	Admin Ian	Feb 19, 2019	Jun 7, 2019	Jun 8, 2019		Withdrawn	Worldspan	Concur Travel		Withdrawn
Admin	Ian	OP9123101	Admin Ian	Feb 26, 2019	May 4, 2019	May 6, 2019		Withdrawn	Worldspan	Concur Travel		Withdrawn
Admin	Tony	EXP9AL001	Admin Tony	Mar 16, 2019	Jun 8, 2019	Jun 9, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Tony	EXP9AL001	Admin Tony	Mar 16, 2019	Jul 13, 2019	Jul 14, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Radentia	800000012	Admin Radentia	Apr 29, 2019	May 31, 2019	Jun 3, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Fichas	PR9700005	Admin Fichas D	Jun 4, 2019	Jul 23, 2019	Jul 29, 2019		Withdrawn	Amadeus	Concur Travel		Withdrawn
Admin	Jennifer	800NE1005	Admin Jennifer	Jun 14, 2019	Jun 24, 2019	Jun 26, 2019		Withdrawn	Worldspan	Concur Travel		Withdrawn
Admin	Nicole	MATE90005	Admin Nicole	Jun 17, 2019	Jul 15, 2019	Jul 17, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Nicole	MATE90005	Admin Nicole	Jun 17, 2019	Jul 15, 2019	Jul 17, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Fichas	PR9700005	Admin Fichas D	Jul 1, 2019	Aug 20, 2019	Aug 23, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Fichas	PR9700005	Admin Fichas D	Jul 1, 2019	Sep 16, 2019	Sep 24, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Michael	FAC900005	Admin Michael S	Jul 12, 2019	Oct 7, 2019	Oct 9, 2019		Withdrawn	Worldspan	Concur Travel		Withdrawn
Admin	Nicole	MATE90005	Admin Nicole	Aug 5, 2019	Aug 7, 2019	Aug 8, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Nicole	MATE90005	Admin Nicole	Aug 6, 2019	Aug 13, 2019	Aug 16, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Radentia	800000012	Admin Radentia	Sep 5, 2019	Sep 17, 2019	Sep 17, 2019		Withdrawn	Sabre	Concur Travel		Withdrawn
Admin	Nicole	MATE90005	Admin Nicole	Sep 16, 2019	Oct 15, 2019	Oct 18, 2019		Withdrawn	Sabre	Concur Travel		Confirmed



Where to find it  
Folder: Trips



Consultative  
Intelligence

## What has Consultative Intelligence helped businesses do?

- Increase corporate card rebates
- Eliminate delinquent credit card payments and late fees
- Detect unused discounts, unnecessary spend, and potential fraud
- Monitor vendor spend and identify opportunities for negotiation
- Increase policy compliance

# Travel Policy Exceptions



Analysis & Intelligence

## What this report offers

Trips that violated policy rules when booked in Concur Travel.

## What you can do with it

Analyze policy violations and adjust booking processes accordingly, revisit past policy violations, and understand why travelers decline lower fares.

TRAVEL POLICY EXCEPTIONS													
First Travel Date: Between Jan 1, 2019 and Dec 31, 2019													
Name	Booked By	Department	Record Locator	Segment Type	Selected Price	Lowest Offered Price	Lowest Offer Source	Booking Currency	Date Booked	First Travel Date	Days in Advance	Violation Code	Description
ADMIN, FICHAN	Admin, Fichan			Air	848.84	737.24	GDS	USD	Jul 1, 2019	Sep 16, 2019	77	AT	Alternate flights excessively prolong travel
ADMIN, FICHAN	Admin, Fichan			Hotel	226.18	102.29	GDS	USD	Jul 1, 2019	Aug 21, 2019	51	LOC	Hotel location is closer to conference/event
ADMIN, FICHAN	Admin, Fichan			Air	333.13	336.85	GDS	EUR	Jun 4, 2019	Jul 23, 2019	49	YP	Declined lowest fare on preferred carrier
ADMIN, FICHAN	Admin, Fichan				0.00	0	Both		Jun 4, 2019	Jul 23, 2019	49	YL	Accepted lowest possible fare
ADMIN, IAN	Admin, Ian				0.00	0			Feb 20, 2019	Jun 7, 2019	107	CG	Client Demands
ADMIN, JANE	Admin, Fichan			Air	291.80	342.54	GDS	GBP	Dec 11, 2018	Feb 4, 2019	55	YD	Declined lower fare due to airport preference
ADMIN, JANE	Admin, Fichan				0.00	0	Both		Dec 11, 2018	Feb 4, 2019	55	YL	Accepted lowest possible fare
ADMIN, JOHN	Spelth, Jordan			Hotel	259.00	76	GDS	USD	Dec 11, 2018	Jan 14, 2019	34	HS	All per diem rates are sold out in this city
ADMIN, JOHN	Spelth, Jordan			Hotel	239.00	79	GDS	USD	Dec 11, 2018	Feb 25, 2019	76	GVT	A lower room rate available under the per diem amount
ADMINENT, GLOBAL	Admin-ENT, Global			Air	374.80	143	Both	USD	Sep 25, 2019	Dec 10, 2019	76	CG	Client Demands
ADMINENT, GLOBAL	Admin-ENT, Global			Air	212.00	143	Both	USD	Sep 25, 2019	Nov 25, 2019	61	CG	Client Demands



Where to find it  
Folder: Compliance

# Bonus Reports

Get even more from Concur Travel with these valuable reports.

## Unused Tickets

Track unused tickets as assets and remind employees to use these for upcoming trips.



**Analysis & Intelligence**



**Where to find it**

Folder: Travel Reports

## Voided Tickets

Confirm that employees are not expensing airfare for trips they don't take.



**Analysis & Intelligence**



**Where to find it**

Folder: Travel Reports

## Air Analysis

Get a snapshot view of airfare bookings and track policy compliance.



**Intelligence**



**Where to find it**

Folder: Compliance

## Hotel Expense Exceeds Negotiated Rate

Ensure that your business is receiving the hotel rates you expect.



**Analysis & Intelligence**



**Where to find it**

Folder: Compliance

# Learn More

For more information on Concur Travel reporting, please contact your Client Success Manager or Client Sales Executive.

Additional training materials can be found at [www.concurtraining.com](http://www.concurtraining.com).



Follow SAP Concur



#### EB TRAVEL REPORTING enUS (01/21)

© 2021 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platforms, directions, and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, and they should not be relied upon in making purchasing decisions.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies.

See [www.sap.com/copyright](http://www.sap.com/copyright) for additional trademark information and notices.