

A large commercial airplane is shown on a tarmac during sunset. The sun is low on the horizon, casting a warm, golden glow over the scene. Passengers are seen boarding the plane via the stairs. The background shows a flat landscape and a clear sky. The overall mood is serene and professional.

# TOP 5 Travel Reports from Concur

Gain the visibility you need into your travel spend

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

Get more with Concur's automated expense and travel system. Gain the visibility you need to effectively manage your travel program with Concur Travel reporting.

Concur Travel has a robust reporting system that gives you insights for:

- **Travel spend** – how much you are actually spending on travel
- **Increasing adoption** – who is using your booking tool and how they are using it
- **Duty of Care** – real-time data for who is traveling and where
- **Ensuring compliance** – ensure spending is within guidelines and make policy adjustments when needed
- **Driving down costs and identifying potential cost savings** – use the travel data to find savings opportunities

There are two versions of Concur Travel, each of which offers different reporting options



Standard Edition



Professional Edition

Note: Both the Standard and the Professional Edition include Cognos reporting.

# Real-time reporting, real-time results

All Concur Travel reports provide the data you need in real-time. Data is pulled from Concur Travel, your travel agency and TripLink, giving you a holistic view of your travel spend and your travelers' whereabouts. Now you get the control you need at your fingertips.

The reports available to you will vary depending on what edition you have — Concur Standard or Professional Edition — and will be noted on the reporting page. Each reporting page includes a link to an equivalent Cognos report as an alternative option. Concur Travel has over 100 reports available. We have outlined the top 5 reports our clients use the most below.

## Top 5 Travel Reports

**Employees Traveling Today**

**Fare Analysis (Professional Only)**

**Hotel Detail**

**User Concur Travel History**

**Travel Policy Exception**



# 1

## What the report does

Shows users who are traveling today or for a specified date range

## Why you want it

- Duty of Care – be able to locate your employees in case of emergency
- Monitor travel trends by department
- Know where your employees are at any given time

## Where to find it (Cognos option)

Reporting > Analysis > Standard Reports > Trips > Employees Traveling

# Employees Traveling Today



Standard Edition



Professional Edition

● ● ● Concur Expense

## Employees Traveling Today

Show this report by default

This report shows the employees in your company who are traveling based on the selected search criteria. The **Airline** and **Flight Number** search fields only apply to air travel.

Airline
Flight Number

Itinerary Source

Date Range

By Month
June
2017
HTML (display to Screen)
Submit

### Employees on Travel

Traveler ABC	Departed	Returns▲	Record Locator	Booking System	Itinerary Source	Segment Type	Departing Airport	Arrival Airport	Hotel Address	Per Diem Location	Segment Start Date	Segment End Date	Department	Cell Phone	Emergency Contact
NEVER RIVA, RIVA NEVER	06/01/2017	06/01/2017	707537	EvoIvI	Concur Travel	TRIP									
NEVER RIVA, RIVA NEVER	06/01/2017	06/01/2017	707537	EvoIvI	Concur Travel	RAIL	BHX	BHX			06/01/2017	06/01/2017			
NEVER RIVA, RIVA NEVER	06/11/2017	06/11/2017	707439	EvoIvI	Concur Travel	TRIP									
NEVER RIVA, RIVA NEVER	06/11/2017	06/11/2017	707439	EvoIvI	Concur Travel	RAIL	BHX	BHX			06/11/2017	06/11/2017			
NEVER RIVA, RIVA NEVER	06/11/2017	06/11/2017	707541	EvoIvI	Concur Travel	TRIP									
NEVER RIVA, RIVA NEVER	06/11/2017	06/11/2017	707541	EvoIvI	Concur Travel	RAIL	BHX	BHX			06/11/2017	06/11/2017			
NEVER WILLIAM JOSH	06/27/2017	06/28/2017	TIKTL5	Sabre	Concur Travel	TRIP									
NEVER WILLIAM JOSH	06/27/2017	06/28/2017	TIKTL5	Sabre	Concur Travel	CAR					06/27/2017	06/28/2017			

Concur | Top 5 Travel Reports from Concur

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# 2

## What the report does

Shows fare savings from Global Distribution System (GDS) fares for a selected purchase date and looked vs. booked

## Why you want it

- Visibility into the quoted price vs. best GDS price
- Monitor basic booking behavior for airfare and analyze trends



## Where to find it (Cognos option)

Reporting > Analysis > Standard Reports > Spending > Fare Analysis

# Fare Analysis



Concur Expense

### Fare Analysis

Show this report by default

This report shows fare savings from GDS fares, filtered by date of purchase. Please note that "BOOKED" means that the air was reserved, not that it was in fact ticketed.

Looked vs. Booked Report Width Date Range  
All Standard By Month June 2017 HTML (display to Screen) Submit

#### Fare Analysis

Company Name	User Name	Date Purchased	GDS	Start City	End City	Start Date	Quoted Price	Airline	Best GDS Price	Best Internet Price	Is Booked	Login Id	Org Unit Name	Travel Name Remark	Fare Options
zTravel Product Management	Never, William V.	06/06/2017	Sabre	SEA	SFO	10/09/2017	USD808.40	American Airlines	USD438.40	USD438.40	True	valter@ztravelpm.com			Fare Options
zTravel Product Management	Never, William V.	06/06/2017	Sabre	SEA	SFO	06/14/2017	USD808.40	American Airlines	USD438.40	USD438.40	True	valter@ztravelpm.com			Fare Options
zTravel Product Management	Never, William	06/06/2017	Worldspan	PHL	ILM	09/19/2017	USD642.40	American Airlines	USD285.60	USD285.60	True	concur_admin@ztravelpm.com.1			Fare Options
zTravel Product Management	Never, William V.	06/06/2017	Sabre	SEA	SFO	08/21/2017	USD808.40	American Airlines	USD438.40	USD438.40	True	valter@ztravelpm.com			Fare Options
zTravel Product Management	Never, William V.	06/07/2017	Sabre	SEA	SFO	08/28/2017	USD808.40	American Airlines	USD438.40	USD438.40	True	valter@ztravelpm.com			Fare Options
zTravel Product Management	Ealy, Heidi L.	06/07/2017	Sabre	STL	ORD	08/22/2017	USD96.40	American Airlines	USD96.40	USD96.40	True	heidi@ztravelpm.com			Fare Options
zTravel Product Management	Ealy, Heidi L.	06/07/2017	Sabre	STL	ATL	09/12/2017	USD291.96	Southwest	USD148.39	USD148.39	True	heidi@ztravelpm.com			Fare Options
zTravel Product Management	Ealy, Heidi L.	06/07/2017	Sabre	STL	ATL	09/12/2017	USD178.41	Delta	USD148.39	USD148.39	True	heidi@ztravelpm.com			Fare Options
zTravel Product Management	Never, William	06/09/2017	Worldspan	EWR	RDU	11/06/2017	USD182.40	United	USD176.00	USD176.00	True	concur_admin@ztravelpm.com.1			Fare Options
zTravel Product Management	Johnson, Bobbie K.	06/09/2017	Worldspan	IAD	RDU	09/26/2017	USD206.40	United	USD176.40	USD176.40	True	zzz_katie.wspan@ztravelpm.com			Fare Options

# 3

## What the report does

Shows hotel details, including pricing and booking dates

## Why you want it

- Better position your organization for supplier negotiations by analyzing which vendors and markets provide the most competitive prices
- Additional details for Duty of Care
- Use in conjunction with Hotel Summary Report for more insights

## Where to find it

*(Cognos option)*

Reporting > Analysis > Standard Reports > Vendor > Hotel Details

# Hotel Detail



Standard Edition



Professional Edition

Concur Expense

Hotel Detail

Show this report by default

Vendor: All Vendors, Country: All Countries, Booking Source: All Sources, Itinerary Source: All Sources

Date Range: 01/01/2016 to 06/30/2017, HTML (display to Screen)

Guest	Vendor	Hotel	City	State	Country	Arrive	Depart	Rate Per Night	Rooms	Nights	Estimated Cost	Name Remark	Booking Source	Record Locator	Status	Itin Source	Booking System
Bright, Joshua	MC	Marriott Toronto Downtown Eaton Centre	Toronto	On	CA	09/21/2016	09/22/2016	CAD279.00	1	1	CAD323.64		Concur Travel	Manual	Active	Indirect Open Booking	Marriott
Bright, Joshua	SS	Angelo Hotel Prague			CZ	11/27/2016	12/03/2016	EUR11,300.00	1	6	EUR67,800.00		Concur Travel	Manual	Active	Indirect Open Booking	Concur Travel
Bright, Joshua	HQ	Blooms Hotel	Dublin		IE	02/01/2017	02/02/2017	USD71.61	1	1	USD71.61		Concur Travel	Manual	Active	Indirect Open Booking	Expedia
NEVER, WILLIAM HEIDI	MC	Chicago Marriott Dtnw Magnificent Mile	Chicago	Illinois	US	05/29/2017	05/31/2017	USD209.00	1	2	USD418.00		Concur Travel	NWGPLO	Active	Concur Travel	Sabre
NEVER, WILLIAM JOSH	HY	Hyatt Regency DFW Intl Airport	Dallas	Texas	US	04/19/2017	04/20/2017	USD152.00	1	1	USD152.00		Concur Travel	PNVWE	Active	Concur Travel	Sabre

# 4

## What the report does

Shows trips for a given time period; includes name, dates and approvers

## Why you want it

- Review travel details by user
- Run by date of bookings to see who is adopting Concur Travel
- Travel admin can approve pending requests
- Use along with the Concur Adoption (all segment types) Report to view the number of Concur-booked vs. agent-booked trips and online adoption rate



## Where to find it (Cognos option)

Reporting > Analysis > Standard Reports > Trips > User Concur Travel History

# User Concur Travel History



Standard Edition



Professional Edition

Concur Expense

Last Name (blank for all)  First Name (blank for all)  Company ID/EIN (blank for all)  Trip Request Status  Booking Source

Date to Use:  Date Range:

Date of Booking:  By Month:  June  2017  HTML (display to Screen)

**Travel User History**

NAME	COMP ID/EIN	DEPARTMENT	BOOKED BY	BOOKING DATE	DEPART DATE	RETURN DATE	APPROVAL TYPE	LAST APPROVER	LAST TICKET DATE(UTC)	LAST APPROVER ACTION	CURRENT APPROVER	TRIP REQUEST STATUS	CLIQBOOK GDS STATUS	BOOKING SOURCE	RECORD LOCATOR	Request Details
Never, William				06/07/2017	07/19/2017	07/19/2017								Agent	Manual_0	
Ealy, Heidi			Ealy, Heidi	06/07/2017	08/22/2017	08/23/2017	Required		06/08/2017			Withdrawn	Withdrawn	Concur	JZQWRJ	<a href="#">View Request</a>
Ealy, Heidi			Ealy, Heidi	06/07/2017	09/12/2017	09/13/2017	Required		06/08/2017			Withdrawn	Withdrawn	Concur	GRTONU	<a href="#">View Request</a>
Faly, Heidi			Faly, Heidi	06/07/2017	09/12/2017	09/13/2017	Required		06/08/2017			Withdrawn	Withdrawn	Concur	GRNIYA	<a href="#">View Request</a>
Johnson, Bobbie			Johnson, Bobbie	06/09/2017	09/28/2017	09/28/2017			06/11/2017			Withdrawn	Withdrawn	Concur	7XYCSR	<a href="#">View Request</a>
Never, RIVA			Never, RIVA	06/06/2017	06/21/2017	06/21/2017						Not Ticketed	In progress-Unfinished Reservation	Concur	YYPZUD	<a href="#">View Request</a>
Never, RIVA			Never, RIVA	06/06/2017	06/27/2017	06/27/2017						Not Ticketed	In progress-Unfinished Reservation	Concur	SQ,HTK	<a href="#">View Request</a>
Never, RIVA			Never, RIVA	06/06/2017	06/11/2017	06/11/2017						Not Ticketed	In progress-Unfinished Reservation	Concur	YGURLF	<a href="#">View Request</a>
Never, William			Never, William	06/06/2017	10/09/2017	10/13/2017			06/07/2017			Not Ticketed	Error Sending to Agency	Concur	SJXBIN	<a href="#">View Request</a>
Never, William			Never, William	06/06/2017	09/13/2017	09/17/2017			06/07/2017			Not Ticketed	Error Sending to Agency	Concur	UCJDMG	<a href="#">View Request</a>
Never, William			Never, William	06/06/2017	09/19/2017	09/20/2017			06/08/2017			Withdrawn	Withdrawn	Concur	ONFYDA	<a href="#">View Request</a>
Never, William			Never, William	06/06/2017	08/20/2017	08/24/2017			06/07/2017			Not Ticketed	Error Sending to Agency	Concur	COPDCG	<a href="#">View Request</a>
Never, William			Never, William	06/07/2017	08/15/2017	08/16/2017	Required	Bright, Joshua		Rejected		Withdrawn	Withdrawn	Concur	ZMJSLF	<a href="#">View Request</a>
Never, William	AndracaCal		Never, William	06/07/2017	06/11/2017	06/11/2017						Not Ticketed	In progress-Unfinished Reservation	Concur	CC4P22	<a href="#">View Request</a>
Never, William			Never, William	06/07/2017	08/27/2017	08/31/2017			06/08/2017			Not Ticketed	Error Sending to Agency	Concur	FOBOQZ	<a href="#">View Request</a>
Never, William			Never, William	06/08/2017	07/11/2017	07/12/2017	Required	Never, William		Rejected		Withdrawn	Withdrawn	Concur	KBNZL	<a href="#">View Request</a>
Never, William			Never, William	06/08/2017	07/19/2017	07/20/2017						Not Ticketed	Finishing Complete	Concur	SUADME	<a href="#">View Request</a>
Never, William			Never, William	06/09/2017	11/06/2017	11/09/2017			06/11/2017			Withdrawn	Withdrawn	Concur	LXQ56I	<a href="#">View Request</a>

# 5

## What the report does

Shows trips booked in Concur that violated rules at the time of booking

## Why you want it

- Analyze policy violations to learn where to adjust the travel booking process
- Good source when a manager needs to re-visit expenses in violation of company policies
- Understand why travelers might be declining lower fares

## Where to find it (Cognos option)

Reporting > Analysis > Standard Reports > Compliance > Travel Policy Exceptions

# Travel Policy Exceptions



Standard Edition



Professional Edition

● ● ● Concur Expense

### Travel Policy Exceptions

Show this report by default

This report identifies all trips booked in Concur in the date range specified which violated rules at the time of booking. Withdrawn/Cancelled trips are not included. If your company is configured for automated reporting from the GDS, you can click on the Record Locator to pull up 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.

**Date Range**

Date Range ▼ 01/01/2016 06/30/2017 HTML (display to Screen) ▼ Submit

**Travel Policy Exceptions**

Name	Booked By	Department	Record Locator	Segment Type	Quoted Segment Price	Date Booked	First Travel Date	Days in Advance	Violation Code	Description
Never, William	Never, William		GNYKJY	Air	USD254.00	05/10/2017	08/16/2017	98	SF	Spouse / Family travel
Never, William	Never, William		GNYKJY		0.00	05/10/2017	08/16/2017	98	SF	Spouse / Family travel
Ealy, Heidi	Ealy, Heidi		NWGPLE		0.00	05/13/2017	05/29/2017	16	HHH	No hotel needed - will book later
Ealy, Heidi	Ealy, Heidi		NWGPLE	Hotel	GBP161.42	05/13/2017	05/29/2017	16	YH	Declined lower hotel rate due to location
Never, William	Never, William		CZNEKB	Car	USD75.00	05/22/2017	07/09/2017	48	SF	Spouse / Family travel



# A few Bonus Reports

Get even more from Concur Travel with these additional reports:

- **Unused Tickets**

Where to find it: Reporting > Travel Reports (Professional and Standard Edition)

- **Voided Tickets**

Where to find it: Reporting > Travel Reports (Professional and Standard Edition)

- **Air Analysis**

Where to find it: Concur vs. Agency Summary - Reporting > Travel Reports (Professional Only)

- **Hotel Expense Exceeds Negotiated Rate**

Where to find it: Reporting > Intelligence only (Cognos) > Compliance Folder (Professional and Standard Edition)



**concur.com**

Looking for more information on Concur reporting?

For more insight into travel reports,  
listen to our Reporting for Travel webinar.

Contact your Client Success Manager for more information.

For more than two decades, Concur, an SAP company, has taken companies of all sizes and stages beyond automation to a completely connected spend management solution encompassing travel, expense, invoice, compliance and risk. Our global expertise and industry-leading innovation keep our customers a step ahead with time-saving tools, leading-edge technology and connected data, in a dynamic ecosystem of diverse partners and applications. User-friendly and business-ready, Concur unlocks powerful insights that help businesses reduce complexity and see spending clearly, so they can manage it proactively. Learn more at [concur.com](http://concur.com) or the Concur blog. Learn more at [www.concur.com](http://www.concur.com) or the Concur blog.

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