





Objective 2 – Manage the Travel Program

Report ID	Title	Purpose	Features
MS201-0X 	Travel Management Summary	How much did you spend? How well did you spend it? Used to identify trends for travel executives	Current period and year-to-date statistics for air, hotel and car Travel performance and travel compliance.
MS202-0M 	Travel Management Summary (Monthly Columns)	How much did you spend? How well did you spend it? Used to identify trends for travel executives	Monthly and year-to-date key for air, hotel and car spending Travel performance and travel compliance. Year-to-date totals can be based on client's fiscal calendar.
YS201-0-SFX 	Travel Management Summary (Annual Columns)	How much did you spend? How well did you spend it? Used to identify trends for travel executives	Key statistics for air, hotel and car spending for the current year and previous years

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Client: XF0001

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Travel Management Summary
As of 03/31/2002

	1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			Year to Date		
	2001 Total	2002 Total	%	2001 Total	2002 Total	%	2001 Total	2002 Total	%	2001 Total	2002 Total	%	2001 Total	2002 Total	%
All Travel															
Gross Air	2,335,270	1,771,422	(32)										2,335,270	1,771,422	(32)
Refunds	(277,334)	(132,007)	(110)										(277,334)	(132,007)	(110)
Net Air	2,057,936	1,639,415	(26)										2,057,936	1,639,415	(26)
Avg Air	772	733	(5)										772	733	(5)
Gross Tickets	2,898	2,361	(23)										2,898	2,361	(23)
Refunded Tickets	(231)	(124)	(86)										(231)	(124)	(86)
Net Tickets	2,667	2,237	(19)										2,667	2,237	(19)
Hotel Cost	527,861	414,400	(27)										527,861	414,400	(27)
Room Nights	4,150	3,360	(24)										4,150	3,360	(24)
Avg Hotel Rate	127	123	(3)										127	123	(3)
Car Cost	134,835	106,325	(27)										134,835	106,325	(27)
Car Days	4,017	3,185	(26)										4,017	3,185	(26)
Avg Car Rate	34	33	(1)										34	33	(1)
Domestic Travel															
Gross Air	2,104,971	1,534,495	(37)										2,104,971	1,534,495	(37)
Refunds	(233,391)	(103,325)	(126)										(233,391)	(103,325)	(126)
Net Air	1,871,580	1,431,171	(31)										1,871,580	1,431,171	(31)
Avg Air	716	664	(8)										716	664	(8)
Gross Tickets	2,828	2,263	(25)										2,828	2,263	(25)
Refunded Tickets	(215)	(107)	(101)										(215)	(107)	(101)
Net Tickets	2,613	2,156	(21)										2,613	2,156	(21)
Hotel Cost	494,158	383,825	(29)										494,158	383,825	(29)
Room Nights	3,985	3,139	(27)										3,985	3,139	(27)
Avg Hotel Rate	124	122	(1)										124	122	(1)
Car Cost	134,527	103,313	(30)										134,527	103,313	(30)
Car Days	4,009	3,083	(30)										4,009	3,083	(30)
Avg Car Rate	34	34	(0)										34	34	(0)
International Travel															
Gross Air	230,299	236,927	3										230,299	236,927	3
Refunds	(43,943)	(28,683)	(53)										(43,943)	(28,683)	(53)
Net Air	186,355	208,244	11										186,355	208,244	11
Avg Air	3,451	2,571	(34)										3,451	2,571	(34)
Gross Tickets	70	98	29										70	98	29
Refunded Tickets	(16)	(17)	6										(16)	(17)	6
Net Tickets	54	81	33										54	81	33
Hotel Cost	33,703	30,575	(10)										33,703	30,575	(10)
Room Nights	165	221	25										165	221	25
Avg Hotel Rate	204	138	(48)										204	138	(48)
Car Cost	308	3,012	90										308	3,012	90
Car Days	8	102	92										8	102	92
Avg Car Rate	38	30	(30)										38	30	(30)



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Travel Management Summary

Current Period: 03/01/2002 - 03/31/2002									Year To Date: 01/01/2002 - 03/31/2002							
Dom	Int'l	Total	% Dom	% Int'l	Avg Dom	Avg Int'l	Avg Total		Dom	Int'l	Total	% Dom	% Int'l	Avg Dom	Avg Int'l	Avg Total

Spending

\$472,849	\$96,433	\$569,282	83	17	\$601	\$1,819	\$678	Gross Air Fare	\$1,534,495	\$236,927	\$1,771,422	87	13	\$678	\$2,418	\$750
(\$44,964)	(\$11,924)	(\$56,888)	79	21	\$999	\$1,490	\$1,073	Refunds	(\$103,325)	(\$28,683)	(\$132,007)	78	22	\$966	\$1,687	\$1,065
\$427,885	\$84,509	\$512,394	84	16	\$577	\$1,878	\$651	Net Air Fare	\$1,431,171	\$208,244	\$1,639,415	87	13	\$664	\$2,571	\$733
\$11,075	\$585	\$11,660	95	5	\$15	\$13	\$15	Service Fees	\$26,810	\$1,015	\$27,825	96	4	\$12	\$13	\$12
787	53	840	94	6				Gross Tickets	2,263	98	2,361	96	4			
(45)	(8)	(53)	85	15				Refunded Tickets	(107)	(17)	(124)	86	14			
742	45	787	94	6				Net Tickets	2,156	81	2,237	96	4			
\$101,146	\$8,757	\$109,902	92	8	\$291	\$417	\$299	Hotel Cost	\$383,825	\$30,575	\$414,400	93	7	\$321	\$408	\$327
347	21	368	94	6				Hotel Bookings	1,194	75	1,269	94	6			
828	66	894	93	7	2	3	2	Hotel Room Nights	3,139	221	3,360	93	7	3	3	3
					\$122	\$133	\$123	Hotel Room Rate						\$122	\$138	\$123
\$34,374	\$1,670	\$36,044	95	5	\$130	\$167	\$131	Car Cost	\$103,313	\$3,012	\$106,325	97	3	\$115	\$167	\$116
265	10	275	96	4				Car Bookings	898	18	916	98	2			
932	69	1,001	93	7	4	7	4	Car Days	3,083	102	3,185	97	3	3	6	3
					\$37	\$24	\$36	Car Rate						\$34	\$30	\$33
\$563,405	\$94,936	\$658,340	86	14				Total Spending	\$1,918,308	\$241,832	\$2,160,140	89	11			

Performance

\$118,104	\$8,784	\$126,888	0	0	\$159	\$195	\$161	Savings	\$392,540	\$16,988	\$409,528	0	0	\$182	\$210	\$183
\$1,684	\$256	\$1,940	87	13	\$2	\$6	\$2	Loss	\$17,719	\$256	\$17,975	99	1	\$8	\$3	\$8
0	0	0						Loss %	1	0	1					
3,990	203	4,193	95	5	5	5	5	Trip Days	10,529	323	10,852	97	3	5	4	5
					14	19	14	Days In Advance						13	18	14
325	19	344	94	6				Hotels w/ Air	1,031	76	1,107	93	7			
4	0	4	100	0				Hotels w/ Exc,Ref	77	(7)	70	110	(10)			
18	2	20	90	10				Hotel Only	86	6	92	93	7			
906	57	963	94	6				Bookings/No Hotels	1,397	62	1,459	96	4			
257	0	257	100	0				Trips with Cars	858	0	858	100	0			



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Travel Management Summary

Prior Year: 01/01/2001 - 03/31/2001								This Year: 01/01/2002 - 03/31/2002							
Dom	Int'l	Total	% Dom	% Int'l	Avg Dom	Avg Int'l	Avg Total	Dom	Int'l	Total	% Dom	% Int'l	Avg Dom	Avg Int'l	Avg Total

Spending

\$2,104,971	\$230,299	\$2,335,270	90	10	\$744	\$3,290	\$806	Gross Air Fare	\$1,534,495	\$236,927	\$1,771,422	87	13	\$678	\$2,418	\$750
(\$233,391)	(\$43,943)	(\$277,334)	84	16	\$1,086	\$2,746	\$1,201	Refunds	(\$103,325)	(\$28,683)	(\$132,007)	78	22	\$966	\$1,687	\$1,065
\$1,871,580	\$186,355	\$2,057,936	91	9	\$716	\$3,451	\$772	Net Air Fare	\$1,431,171	\$208,244	\$1,639,415	87	13	\$664	\$2,571	\$733
\$13,246	\$220	\$13,466	98	2	\$5	\$4	\$5	Service Fees	\$26,810	\$1,015	\$27,825	96	4	\$12	\$13	\$12
2,828	70	2,898	98	2				Gross Tickets	2,263	98	2,361	96	4			
(215)	(16)	(231)	93	7				Refunded Tickets	(107)	(17)	(124)	86	14			
2,613	54	2,667	98	2				Net Tickets	2,156	81	2,237	96	4			
\$494,158	\$33,703	\$527,861	94	6	\$375	\$636	\$386	Hotel Cost	\$383,825	\$30,575	\$414,400	93	7	\$321	\$408	\$327
1,316	53	1,369	96	4				Hotel Bookings	1,194	75	1,269	94	6			
3,985	165	4,150	96	4	3	3	3	Hotel Room Nights	3,139	221	3,360	93	7	3	3	3
					\$124	\$204	\$127	Hotel Room Rate						\$122	\$138	\$123
\$134,527	\$308	\$134,835	100	0	\$123	\$103	\$123	Car Cost	\$103,313	\$3,012	\$106,325	97	3	\$115	\$167	\$116
1,097	3	1,100	100	0				Car Bookings	898	18	916	98	2			
4,009	8	4,017	100	0	4	3	4	Car Days	3,083	102	3,185	97	3	3	6	3
					\$34	\$38	\$34	Car Rate						\$34	\$30	\$33
\$2,500,265	\$220,366	\$2,720,632	92	8				Total Spending	\$1,918,308	\$241,832	\$2,160,140	89	11			

Performance

\$2,983	\$0	\$2,983	100	0	\$1	\$0	\$1	Loss	\$17,719	\$256	\$17,975	99	1	\$8	\$3	\$8
0	0	0						Loss %	1	0	1					
13,732	523	14,255	96	4	5	10	5	Trip Days	10,529	323	10,852	97	3	5	4	5
					12	8	12	Days In Advance						13	18	14
1,239	58	1,297	96	4				Hotels w/ Air	1,031	76	1,107	93	7			
(21)	(6)	(27)	78	22				Hotels w/ Exc.Ref	77	(7)	70	110	(10)			
98	1	99	99	1				Hotel Only	86	6	92	93	7			
2,507	158	2,665	94	6				Bookings/No Hotels	1,397	62	1,459	96	4			