







Objective 3 – Identify Trends and Exceptions

Report ID	Title	Purpose	Features
 A302-0X	Advance Purchase Summary	How far in advance are travelers booking in summary?	Advance Purchase reporting Ranges of criteria
 A302-7X	Advance Purchase Summary by Passenger	How far in advance are top travelers booking?	Top Traveler reporting
 A303-0-L234X	Savings Code Summary	What are the reasons for declining fares that are offered.	This report is sorted by Region and has multiple divisions reporting up to the regions. Trends can be tracked for each business unit.
 A311-0X	Negotiated Carrier Analysis	This airline report is used to monitor negotiated air contract utilization.	This report shows the published fare, contract fare utilization, contract savings and average ticket price.
 S302-1X	Department Travel summary Top 5 Departments Top 10 Travelers	Who are the top travel departments and who are the top travelers	Multiple ranking and multiple ranking criteria

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Client: XF0001

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Advance Purchase Analysis
03/01/2002 - 03/31/2002

Days In Advance	Tkts	% of Tkts	Cost	% of Cost	Avg Cost	Savings	% of Savings	Loss	% of Loss
Same Day	6	0.8	\$3,644.60	0.7	\$607.43	\$379.90	0.3	\$0.00	0.0
1 Day	26	3.3	20,983.79	4.1	807.07	5,870.13	4.6	290.32	15.0
2 Days	25	3.2	22,998.91	4.5	919.96	6,944.09	5.5	0.00	0.0
3 Days	34	4.3	19,361.48	3.8	569.46	5,235.55	4.1	0.00	0.0
4 - 6 Days	138	17.5	128,566.43	25.1	931.64	40,326.99	31.8	0.00	0.0
7 - 13 Days	205	26.0	129,466.47	25.3	631.54	34,933.67	27.5	282.94	14.6
14 - 20 Days	201	25.5	105,118.83	20.5	522.98	20,517.18	16.2	1,653.25	85.2
21 - 30 Days	97	12.3	54,441.34	10.6	561.25	8,451.58	6.7	190.50	9.8
31+ Days	58	7.4	32,021.69	6.2	552.10	4,942.85	3.9	(315.00)	(16.2)
Open	-3	(0.4)	(4,209.24)	(0.8)	1,403.08	(714.08)	(0.6)	(162.00)	(8.4)
	787	100.0	\$512,394.30	100.0	\$651.07	\$126,887.86	100.0	\$1,940.01	100.0



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Advance Purchase Analysis
by Passenger
03/01/2002 - 03/31/2002

Passenger Name	Tkts	% of Tkts	Cost	% of Cost	Avg Cost	Savings	% of Savings	Missed Savings	% of Loss
Same Day									
COOK/ROGER	2	40.0	\$425.84	11.9	\$212.92	\$76.66	20.2	\$0.00	0.0
MINNES/VALDA	1	20.0	172.50	4.8	172.50	0.00	0.0	0.00	0.0
SHOOTER/JEFFREY	1	20.0	1,793.50	50.0	1,793.50	0.00	0.0	0.00	0.0
STEWART/KENNETH	1	20.0	1,197.76	33.4	1,197.76	303.24	79.8	0.00	0.0
	5	100.0	\$3,589.60	100.0	\$717.92	\$379.90	100.0	\$0.00	100.0
1 Day									
AGNEW/CHARLES	1	4.5	\$479.00	2.3	\$479.00	\$0.00	0.0	\$0.00	0.0
BRAUN/JOHN	1	4.5	1,252.50	6.0	1,252.50	1,037.50	17.1	0.00	0.0
BREWSTER/LINDA	1	4.5	193.00	0.9	193.00	0.00	0.0	0.00	0.0
BROOKS/GREGORY	1	4.5	886.17	4.2	886.17	231.83	3.8	0.00	0.0
CASEY/ERIN	2	9.1	2,919.28	13.9	1,459.64	368.22	6.1	0.00	0.0
CRONIN/DAVID	2	9.1	1,365.92	6.5	682.96	856.08	14.1	0.00	0.0
DAWSON/CATHLEEN	1	4.5	3,474.74	16.5	3,474.74	347.47	5.7	0.00	0.0
DEDAD/JOHN MR	1	4.5	488.32	2.3	488.32	114.68	1.9	290.32	100.0
LEACH/RONALD MR	1	4.5	264.50	1.3	264.50	0.00	0.0	0.00	0.0
LEVER/JOZES	1	4.5	285.85	1.4	285.85	66.15	1.1	0.00	0.0
LEVY/KRISTEN	1	4.5	1,212.60	5.8	1,212.60	266.40	4.4	0.00	0.0
MCCLOSKEY/JOSEPH MR	2	9.1	181.68	0.9	90.84	19.82	0.3	0.00	0.0
MURPHY/KAREN	1	4.5	1,100.50	5.2	1,100.50	597.50	9.9	0.00	0.0
NASSIF/MUNCI	1	4.5	1,413.43	6.7	1,413.43	360.57	5.9	0.00	0.0
POSA/SAM J	1	4.5	1,637.15	7.8	1,637.15	420.85	6.9	0.00	0.0
PRESTON/BRUCE	1	4.5	986.03	4.7	986.03	246.97	4.1	0.00	0.0
RAUH/DAVID	1	4.5	1,676.66	8.0	1,676.66	431.34	7.1	0.00	0.0
RUTHERFORD/JASON	1	4.5	560.00	2.7	560.00	137.00	2.3	0.00	0.0
SCHEMENAUR/JOHN	1	4.5	638.00	3.0	638.00	558.00	9.2	0.00	0.0
	22	100.0	\$21,015.33	100.0	\$955.24	\$6,060.38	100.0	\$290.32	100.0
2 Days									
AGRON/JOSEPH	1	4.0	\$1,123.00	4.7	\$1,123.00	\$1,044.00	14.6	\$0.00	0.0
BOOT/JOHN	1	4.0	660.50	2.8	660.50	0.00	0.0	0.00	0.0
BUSS/AL	1	4.0	808.90	3.4	808.90	206.10	2.9	0.00	0.0
CARVER/STEVE	1	4.0	1,444.09	6.1	1,444.09	365.91	5.1	0.00	0.0
COOK/KATHY	1	4.0	264.50	1.1	264.50	100.50	1.4	0.00	0.0
FENNEMA/TIM	1	4.0	1,006.00	4.3	1,006.00	349.00	4.9	0.00	0.0
GALUSHA/DAVID	2	8.0	958.28	4.1	479.14	246.72	3.5	0.00	0.0
HAMPSON/DAVID	1	4.0	1,019.00	4.3	1,019.00	386.00	5.4	0.00	0.0
HOLM/JULIE	1	4.0	828.00	3.5	828.00	0.00	0.0	0.00	0.0
JACOBY/JAMES	1	4.0	1,321.25	5.6	1,321.25	421.75	5.9	0.00	0.0



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Savings Code Summary
03/01/2002 - 03/31/2002

Savings Code	Description	Tkts	% of Tkts	Cost	% of Cost	Savings	% of Savings	Loss	% of Loss
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769_\$76999 - 769_\$76999

769_\$76901 - 769_\$76901

769_\$769CC - 769_\$769CC

A	Lowest Available Fare	70	8.9	\$16,935.06	3.3	\$0.00	0.0	\$0.00	0.0
B	Special Fares Sold Out	16	2.0	45,645.64	8.9	2,210.86	1.7	0.00	0.0
C	Decl. Change Plane/Enro	2	0.3	2,363.00	0.5	0.00	0.0	0.00	0.0
D	Fare N/A Rqst Dep Time	3	0.4	1,634.00	0.3	66.00	0.1	301.31	15.5
F	Declined Due To Penalti	2	0.3	2,595.16	0.5	211.34	0.2	0.00	0.0
H	Booked Too Late	6	0.8	2,687.50	0.5	0.00	0.0	513.00	26.4
I	Specified Carrier	5	0.6	2,187.32	0.4	114.68	0.1	942.32	48.6
L	1st Class Requested	257	32.7	102,724.79	20.0	1,530.51	1.2	0.00	0.0
M	Zone Fare	1	0.1	1,103.00	0.2	964.00	0.8	0.00	0.0
N	Spl Fare Declined-Alt A	471	59.8	389,355.64	76.0	137,310.00	108.2	0.00	0.0
R	Int'l Flight-Lowest Far	-53	(6.7)	(56,887.97)	(11.1)	(15,801.85)	(12.5)	(619.74)	(31.9)
T	Time Unacceptable	2	0.3	2,051.16	0.4	282.32	0.2	803.12	41.4
V	Even Exchanges	5	0.6	0.00	0.0	(0.00)	(0.0)	0.00	0.0
		787	100.0	\$512,394.30	100.0	\$126,887.86	100.0	\$1,940.01	100.0
		787	100.0	\$512,394.30	100.0	\$126,887.86	100.0	\$1,940.01	100.0
		787	100.0	\$512,394.30	100.0	\$126,887.86	100.0	\$1,940.01	100.0
		787	100.0	\$512,394.30	100.0	\$126,887.86	100.0	\$1,940.01	100.0



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Negotiated Carrier Analysis
03/01/2002 - 03/31/2002

Aln	Carrier	Non-Contract Fare	Fare Paid	Contract Savings	No. of Tkts	Average Ticket \$
AA	American	\$477,411.41	\$370,808.14	\$106,603.27	445	\$833.28
DL	Delta Airlines	24,915.00	24,299.49	615.51	47	517.01
UA	United Airlines	25,706.00	21,026.55	4,679.45	54	389.38
		<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
		\$528,032.41	\$416,134.18	\$111,898.23	546	\$762.15



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Responsibility Center Travel Summary
Top 5 Responsibility Centers, Top 10 Travelers
Ranked by Cost
03/01/2002 - 03/31/2002

Rank	Passenger Name	Air					Hotel			Car		
		Tickets	Cost	Avg Cost	Savings	Loss	Nights	Cost	Avg Rate	Days	Cost	Avg Rate
1: Responsibility Center 660_1130												
1	BLUNT/ALLISON DR	2	\$6,289	\$3,145	\$5	\$0	5	\$1,261	\$252	0	\$0	\$0
2	CARD/CAROL	2	6,271	3,136	6	0	6	1,512	252	0	0	0
3	AUGUST/GERALD	1	4,242	4,242	0	0	0	0	0	0	0	0
4	BUTLER/TONY	4	3,188	797	368	0	2	308	154	1	36	36
5	EGGLETON/KRYSTAL	2	2,463	1,232	2,217	0	8	944	118	8	288	144
6	CRONIN/RONALD	3	2,273	758	94	0	3	312	104	0	0	0
7	DULION/LEON MR	2	2,225	1,112	879	0	5	557	111	5	239	119
8	DAWSON/CATHLEEN	1	2,096	2,096	(9)	0	0	0	0	4	140	140
9	BRADFORD/EUGENE	2	1,946	973	1,333	0	2	242	121	4	139	69
10	AUYB/DAVID	1	1,801	1,801	468	0	0	0	0	0	0	0
	Selected (10)	20	\$32,794	\$1,640	\$5,361	\$0	31	\$5,136	\$166	22	\$841	\$105
	Others (71)	72	48,575	675	16,975	27	134	16,075	120	91	3,300	103
		92	\$81,368	\$884	\$22,336	\$27	165	\$21,211	\$129	113	\$4,141	\$104
2: Responsibility Center 660_2220												
1	OSWALD/CAREY	3	\$8,911	\$2,970	\$0	\$0	6	\$958	\$160	2	\$150	\$150
2	RAUH/DAVID	5	7,833	1,567	2,006	0	6	575	96	7	257	64
3	MERLO/DENNIS MR	2	4,960	2,480	0	0	1	214	214	0	0	0
4	ROSENTHAL/DAVID MR	5	3,286	657	1,732	0	2	164	82	0	0	0
5	RYER/MARCIA	4	2,972	743	407	0	6	552	92	45	3,859	1,929
6	NG/MING	2	2,463	1,232	1,623	0	6	708	118	3	108	108
7	NIXON/SONYA	2	2,412	1,206	859	0	2	315	157	0	0	0
8	METZLOFF/DAVID	3	2,217	739	443	0	4	368	92	0	0	0
9	REISER/JOSEPH	2	2,196	1,098	289	0	2	122	61	2	63	63
10	ZUR/JEFF	3	1,815	605	429	0	6	512	85	2	72	72
	Selected (10)	31	\$39,065	\$1,260	\$7,789	\$0	41	\$4,488	\$109	61	\$4,508	\$451
	Others (43)	55	33,103	602	10,300	145	58	7,615	131	111	3,451	203
		86	\$72,168	\$839	\$18,089	\$145	99	\$12,103	\$122	172	\$7,960	\$295
3: Responsibility Center 660_2221												
1	KITSON/LOTHAR	3	\$4,839	\$1,613	\$1,151	\$0	4	\$760	\$190	0	\$0	\$0
2	LEVER/JOZES	6	4,199	700	1,789	0	2	378	189	7	245	82
3	LE/PETER	2	3,025	1,513	1,169	0	10	1,030	103	10	288	144