




### Objective 1 – Report to Upper Management

Report ID	Title	Purpose	Features
 MS101-0	Executive Travel Summary	How much did you spend? How well did you spend it?  Used to Identify trends for Non-travel executives	Current period and year-to-date key statistics for air, hotel and car spending. Domestic and international totals.
 QS102-0B	Executive Travel Summary	How much did you spend? How well did you spend it?  Used to Identify trends for Non-travel executives	This report shows all travel for 4 quarters and year-to-date. Domestic and international totals.

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Client: XF0001

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Executive Travel Summary  
03/01/2002 - 03/31/2002

Current Period		Year to Date	
Total	% of Gross	Total	%

All Travel

Air

\$569,282.27	100	Gross Air Fare	\$1,771,422.19	100
(\$56,887.97)	(10)	Refunds	(\$132,007.35)	(7)
\$512,394.30	90	Net Air Fare	\$1,639,514.84	93

Hotel

\$109,902.39		Hotel Cost	\$414,400.04	
894		Room Nights Booked	3,360	

Car

\$36,043.68		Car Cost	\$106,325.20	
1,001		Car Days Booked	3,185	

Domestic Travel

Air

\$472,849.18	100	Gross Air Fare	\$1,534,495.17	100
(\$44,964.20)	(10)	Refunds	(\$103,324.64)	(7)
\$427,884.98	90	Net Air Fare	\$1,431,270.53	93

Hotel

\$101,145.84		Hotel Cost	\$383,824.79	
828		Room Nights Booked	3,139	

Car

\$34,373.88		Car Cost	\$103,312.93	
932		Car Days Booked	3,083	

International Travel

Air

\$96,433.09	100	Gross Air Fare	\$236,927.02	100
(\$11,923.77)	(12)	Refunds	(\$28,682.71)	(12)
\$84,509.32	88	Net Air Fare	\$208,244.31	88

Hotel

\$8,756.55		Hotel Cost	\$30,575.25	
66		Room Nights Booked	221	

Car

\$1,669.80		Car Cost	\$3,012.27	
69		Car Days Booked	102	



Report: QS102-0B  
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	%
<b>All Travel</b>															
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)
<b>Domestic Travel</b>															
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)
<b>International Travel</b>															
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)