






Objective 6 Reports

Objective 6 – Audit Trail and Ad Hoc Reporting

Report ID	Title	Purpose	Features
A601-0-FOX 	Airfare Detail Top Travelers	Track airline bookings by passenger	Top Traveler reporting
A602-1X 	Travel Detail	Track air, hotel and car detail by passenger, sorted by department.	Air, hotel and car detail in a single report. Department reporting
C601-0X 	Car Detail	Track car bookings by passenger	Car detail reporting
H601-7AX 	Hotel Detail Analysis	Track hotel bookings by passenger	Hotel detail reporting

Click on  to view the sample report

To return to this index, right-click on the sample report and click “Go Back”



Report: A603-7D
Client: XF0001

Date: 04/21/2003
Time: 19:39:52
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Departure Manifest
Airport: DFW
03/01/2002 - 03/31/2002

Passenger Name	Ticket	Destination
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Depart Date: 03/01/2002

Departing: 19:08 Flight: AA 0465

DUCH/GREGORY M	7082449411	Long Beach, CA
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Depart Date: 03/03/2002

Departing: 20:54 Flight: AA 1022

CARVER/STEVE	7083778855	San Antonio, TX
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Departing: 22:28 Flight: AA 1082

JAMES/SARAH	7083778889	San Antonio, TX
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Depart Date: 03/04/2002

Departing: 07:57 Flight: AA 0644

BUTLER/TONY	7083778899	Baltimore, MD
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Departing: 15:55 Flight: AA 1494

COOK/ROGER	7082449260	Atlanta, GA
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Report: A603-7A
Client: XF0001

Date: 04/21/2003
Time: 19:39:47
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Arrival Manifest
Airport: DFW
03/01/2002 - 03/31/2002

Arrival Date: 02/08/2002

Passenger	Ticket	Origin
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Arriving: 16:39 Flight: AA 1935

OCONNOR/JAMES 7072433161 Boston, MA
Passenger Count: (1)

Arriving: 20:09 Flight: AA 0871

MEADOWS/JEFFREY 7072433524 Tampa, FL
Passenger Count: (1)
Passenger Count: (2)



Report: H601-7AX
Client: XF0001

Date: 04/21/2003
Time: 19:39:38
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Hotel Detail Analysis
03/01/2002 - 03/31/2002

Invoice	Invoice Date	In Date	Hotel Chain	Property Name	City	Room Rate	Nights	Cost
ACUNA/MIKE								
022-317468	03/05/02	03/05/02	Residence Inn	Residence Inn Boston	Boston, MA	\$109.00	3	\$327.00
022-318575	03/27/02	04/07/02	Sheraton Hotels	Taras Ferncroft	Boston, MA	\$121.00	3	\$363.00
							<u>6</u>	<u>\$690.00</u>
ADAIR/GARY								
011-806031	03/06/02	03/11/02	Harvey	Harvey Hotel Irving	Dallas, TX	\$92.00	4	\$368.00
011-808845	03/18/02	03/25/02	Harvey	Harvey Hotels Harvey Suit	Dallas, TX	\$92.00	2	\$184.00
							<u>6</u>	<u>\$552.00</u>
AGRON/JOSEPH								
022-317690	03/08/02	03/10/02	Hyatt Hotels	Grand Hyatt New York	New York City, NYC	\$185.00	3	\$555.00
							<u>3</u>	<u>\$555.00</u>
ALVAREZ/JESUS								
022-318370	03/22/02	03/25/02	Ritz Carlton	Ritz Carlton Marina	Los Angeles, CA	\$197.00	1	\$197.00
		03/26/02	Hilton Hotels	New York Hilton	New York City, NYC	199.00	2	398.00
		03/28/02	Marriott Hotels	Marriott Miami Airpo	Miami, FL	99.00	3	297.00
							<u>6</u>	<u>\$892.00</u>
AMBROSE/DONALD								
022-317850	03/12/02	03/19/02	Sheffield	Sheraton New York Hotel	New York City, NYC	\$220.00	2	\$440.00
							<u>2</u>	<u>\$440.00</u>
AMIE/JOE								
022-318632	03/28/02	04/23/02	Best Western In	Santa Monica Gateway	Los Angeles, CA	\$89.00	5	\$445.00
							<u>5</u>	<u>\$445.00</u>



Report: C601-0X
Client: XF0001

Date: 04/21/2003
Time: 19:39:33
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Car Detail Analysis
03/01/2002 - 03/31/2002

Passenger Name	Passenger Information	Invoice	Invoice Date	Pick Up Date	Car Company	Airport	Car Type	Days	Rate	Cost
ACER/AMY R	063904,2141,	022-8207	03/14/02	04/27/02	National	Oakland, CA	Full Size	8	\$23.75	\$190.00
ACUNA/MIKE	080504,7011,	022-318575	03/27/02	04/07/02	National	Boston, MA	Mid-Size	3	\$36.00	\$108.00
ADAIR/GARY	045101,1234,	011-808845	03/18/02	03/25/02	National	Dallas-Fort Worth, TX	Mid-Size	2	\$36.00	\$72.00
ADAIR/GARY	080504,1234,	011-806031	03/06/02	03/11/02	National	Dallas-Fort Worth, TX	Mid-Size	4	\$45.00	\$180.00
AMHERDT/THOMAS	045101,4682,	022-317700	03/08/02	03/11/02	National	San Antonio, TX	Mid-Size	1	\$36.00	\$36.00
ARVESON/DONALD	045101,4804,	022-318201	03/20/02	04/11/02	National	Chicago/O'Hare, IL	Mid-Size	3	\$22.99	\$68.97
ATHAS/STEVEN	080504,7060,	022-317304	03/01/02	03/20/02	National	Columbia, SC	Mid-Size	2	\$36.00	\$72.00
BADER/RONALD	045101,5347,	022-317505	03/06/02	03/11/02	Hertz	Bloomington, IL	Full Size	3	\$55.50	\$166.50
BADER/RONALD	045101,5347,	022-8152	03/01/02	02/26/02	Hertz	Fort Wayne, IN	Full Size	-3	\$40.50	(\$121.50)
BARFUSS/PEGGY	045101,5319,	022-317939	03/14/02	03/17/02	National	Philadelphia, PA	Mid-Size	1	\$36.00	\$36.00
BLOEM/JOHN	073501,5351,	022-317427	03/05/02	03/12/02	National	Long Beach, CA	Mid-Size	2	\$36.00	\$72.00
BOOT/JOHN	063904,0000,	022-318348	03/22/02	03/24/02	Budget	Tampa, FL	Compact	5	\$94.00	\$470.00
BRADFORD/EUGENE	080504,6211,	022-318024	03/15/02	05/20/02	National	Miami, FL	Mid-Size	2	\$33.25	\$66.50
BRADFORD/EUGENE	080504,6211,	022-318069	03/18/02	05/28/02	National	Boston, MA	Mid-Size	2	\$36.00	\$72.00
BRAKE/JIM	080504,1515,	011-808275	03/14/02	04/14/02	National	Dallas-Fort Worth, TX	Mid-Size	5	\$36.00	\$180.00
BRENEMUEHL/MAUREN	080504,4051,	022-318461	03/26/02	04/16/02	National	Orlando FL	Full Size	3	\$33.25	\$99.75
BRENNER/FRED W JR	045101,4502,	011-39512	03/27/02	03/18/02	National	Buffalo, NY	Mid-Size	-1	\$36.00	(\$36.00)
BRENNER/FRED W JR	045101,4502,	011-806203	03/07/02	03/18/02	National	Buffalo, NY	Mid-Size	1	\$36.00	\$36.00
BRENNER/FRED W JR	045101,4502,	022-317365	03/04/02	03/07/02	National	Buffalo, NY	Mid-Size	1	\$36.00	\$36.00
BRISCOE/DAMIEN	045101,4322,	022-318727	03/29/02	04/13/02	Dollar Car	Chicago/O'Hare, IL	Mid-Size	2	\$19.99	\$39.98
BROGDEN/ERIN	080504,2070,EC	022-318456	03/26/02	04/01/02	Hertz	Philadelphia, PA	Jeep 4wd	1	\$59.99	\$59.99
BROOKS/GREGORY	080504,4201,	022-317600	03/07/02	03/12/02	National	Phoenix, AZ	Mid-Size	5	\$35.00	\$175.00
BROWN/THOMAS MR	080504,4016,	022-317943	03/14/02	03/19/02	National	Greensboro, NC	Mid-Size	3	\$36.00	\$108.00
BULL/JEFF	045101,4672,	022-318619	03/28/02	04/11/02	National	Chicago/O'Hare, IL	Full Size	3	\$38.00	\$114.00
BURDEN/JOHN MR	045101,4664,	022-317561	03/07/02	03/31/02	National	Dallas-Fort Worth, TX	Mid-Size	2	\$36.00	\$72.00
BURDEN/JOHN MR	045101,4664,	022-318333	03/22/02	04/07/02	National	Tampa, FL	Mid-Size	2	\$33.25	\$66.50



Report: A602-1X
Client: XF0001

Date: 04/21/2003
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Travel Detail
03/01/2002 - 03/31/2002

Passenger Name	Invoice	Ticket No	Invoice Date	Depart Date	Airline		Cost	Hotel		Car		
					Origin	Destination		Property	Cost	Chain	Cost	
660_0817												
MALNOR/JOHN	022-317309	7083778903	03/01/02	03/10/02 03/12/02	Dallas-Fort Worth,...	Vancouver, BC, C...	\$1,982	Sheraton Burnaby	\$117	National	\$66	
							\$1,982		\$117		\$66	
660_1104												
ACER/AMY R	022-8207	HtlCarOnly	03/14/02				\$0			National	\$190	
BASCH/MARK MR	022-8334	7083779864	03/25/02	04/08/02 04/12/02	Dallas-Fort Worth,...	Tampa, FL Dallas-Fort Worth,...	\$848					
BOOT/JOHN	022-318348	7083779805	03/22/02	03/24/02 03/24/02 03/29/02 03/29/02	Baltimore, MD Detroit/Metro, MI Tampa, FL Cleveland, OH	Detroit/Metro, MI Tampa, FL Cleveland, OH Baltimore, MD	\$661			Budget	\$470	
BROUSSARD/JOHN	022-317268	7083778861	03/01/02	03/06/02 03/08/02	Tampa, FL Philadelphia, PA	Philadelphia, PA Tampa, FL	\$804	Residence Inn Vall...	\$318			
CHING/PETER MR	011-39312	HtlCarOnly	03/18/02				\$0			National	\$38	
							\$2,313		\$318		\$698	
660_1111												
STISCAK/ALEX	022-317968	7083779484	03/14/02	03/18/02 03/18/02	Pittsburgh, PA Philadelphia, PA	Philadelphia, PA Pittsburgh, PA	\$154			National	\$36	
STISCAK/ALEX	022-318347	7083779804	03/22/02	03/25/02 03/27/02	Pittsburgh, PA Harrisburg, PA	Harrisburg, PA Pittsburgh, PA	\$501					
STISCAK/ALEX	022-8247	HtlCarOnly	03/19/02				\$0	Marriott Harrisburg	\$264			
TIGNER/JOSEPH ...	022-318088	7083779594	03/19/02	04/21/02 05/02/02	Dallas-Fort Worth,...	Tampa, FL Dallas-Fort Worth,...	\$199					
WIGG/STACY	022-317638	7083779188	03/07/02	03/13/02 03/15/02	Philadelphia, PA Dallas-Fort Worth,...	Dallas-Fort Worth,...	\$532	Harvey Hotel Irving	\$184	National	\$72	



Report: A601-0-FOX
Client: XF0001

Date: 04/21/2003
Time: 19:39:17
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Airfare Detail
03/01/2002 - 03/31/2002

Invoice	Date	Airline	Origin	Destination	Avg Days Advance	Fare Category	Fare Paid	Lost Savings	Reason
ACUNA/MIKE									
022-317468	03/06/02	American	Boston, MA	Dallas-Fort Worth, TX	12	Discounted Coach	\$21	\$0	Lowest Available Fare
022-318575	04/07/02	American	Dallas-Fort Worth, TX	Boston, MA	11	Discounted Coach	\$1,232	\$0	Spl Fare Declined-Alt Al
	04/10/02	American	Boston, MA	Dallas-Fort Worth, TX		Discounted Coach			
			Transaction(s): 2		11		\$1,253	\$0	
ADAIR/GARY									
011-806031	03/11/02	American	Tampa, FL	Dallas-Fort Worth, TX	5	Advance Purchase	\$1,043	\$0	Spl Fare Declined-Alt Al
	03/15/02	American	Dallas-Fort Worth, TX	Tampa, FL		Advance Purchase			
011-808843	03/25/02	American	Tampa, FL	Dallas-Fort Worth, TX	7	Advance Purchase	\$523	\$0	Spl Fare Declined-Alt Al
011-808845	03/27/02	Delta Airlines	Dallas-Fort Worth, TX	Tampa, FL	7	Advance Purchase	\$652	\$0	1st Class Requested
			Transaction(s): 3		6		\$2,217	\$0	
AGNEW/CHARLES									
011-809326	03/20/02	Delta Airlines	Philadelphia, PA	Atlanta, GA	1	Discounted Coach	\$479	\$0	1st Class Requested
	03/20/02	Delta Airlines	Atlanta, GA	Dallas-Fort Worth, TX		Discounted Coach			
022-317589	03/18/02	Delta Airlines	Dallas-Fort Worth, TX	Atlanta, GA	11	Discounted Coach	\$593	\$0	1st Class Requested
	03/18/02	Delta Airlines	Atlanta, GA	Philadelphia, PA		Advance Purchase			
	03/24/02	Delta Airlines	Baltimore, MD	Atlanta, GA		Discounted Coach			
	03/24/02	Delta Airlines	Atlanta, GA	Dallas-Fort Worth, TX		Advance Purchase			
			Transaction(s): 2		6		\$1,072	\$0	
AGRON/JOSEPH									
022-317690	03/10/02	American	Dallas-Fort Worth, TX	New York/La Guardia, NY	2	Discounted Coach	\$1,123	\$0	Spl Fare Declined-Alt Al
	03/13/02	American	New York/La Guardia, NY	Dallas-Fort Worth, TX		Discounted Coach			
			Transaction(s): 1		2		\$1,123	\$0	
AKIN/ALI									
022-318758	04/07/02	United Airlines	Portland, OR	Los Angeles/Int'l, CA	9	Advance Purchase	\$205	\$0	Spl Fare Declined-Alt Al
	04/26/02	United Airlines	Los Angeles/Int'l, CA	Portland, OR		Advance Purchase			
			Transaction(s): 1		9		\$205	\$0	