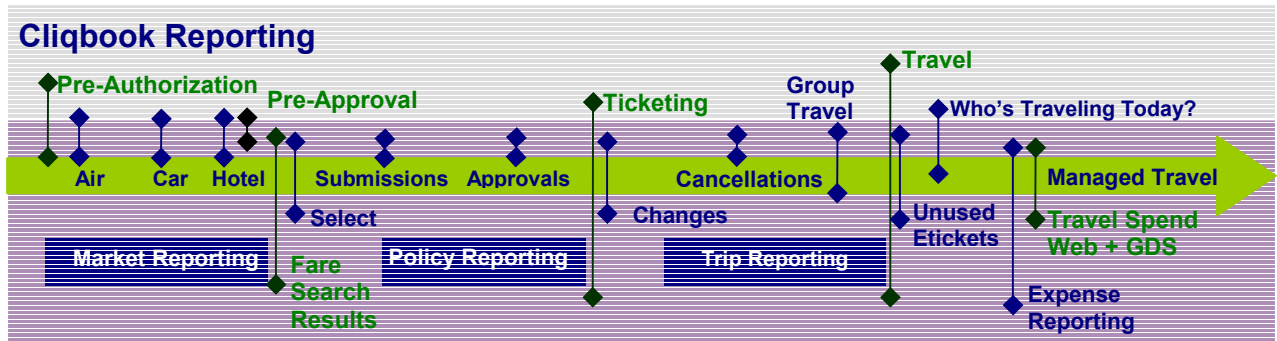


Cliqbook Travel Reports Library

Cliqbook provides corporate managers, agents and travelers with the information needed to effectively manage travel in today's fast-changing environment. Cliqbook Travel Reports are compiled from underlying databases that are updated live with every detail found in a trip itinerary. Travel information is sent to Outtask from a number of sources including agencies, global distribution systems (GDS), travel information vendors, providers, consolidators and suppliers. Consequently it is possible for Outtask to assimilate all reports required before the general ledger. When Cliqbook is combined with Vinnit expense management or your back-office accounting package you have a complete travel reporting solution leading to managed travel.



Outtask reports can be sorted by each column and narrowed to a time period that you prefer. The reports can be downloaded into HTML, MS Excel, MS Access, CSV, TXT and XML for further analysis or use. Scheduled downloads for integration into your ERP or financial solution of preference can be arranged. In addition, reports can be pivoted as with three-dimensional reporting and searched for specific criteria.

Summary Reports [Show this Report by default](#)

All Year

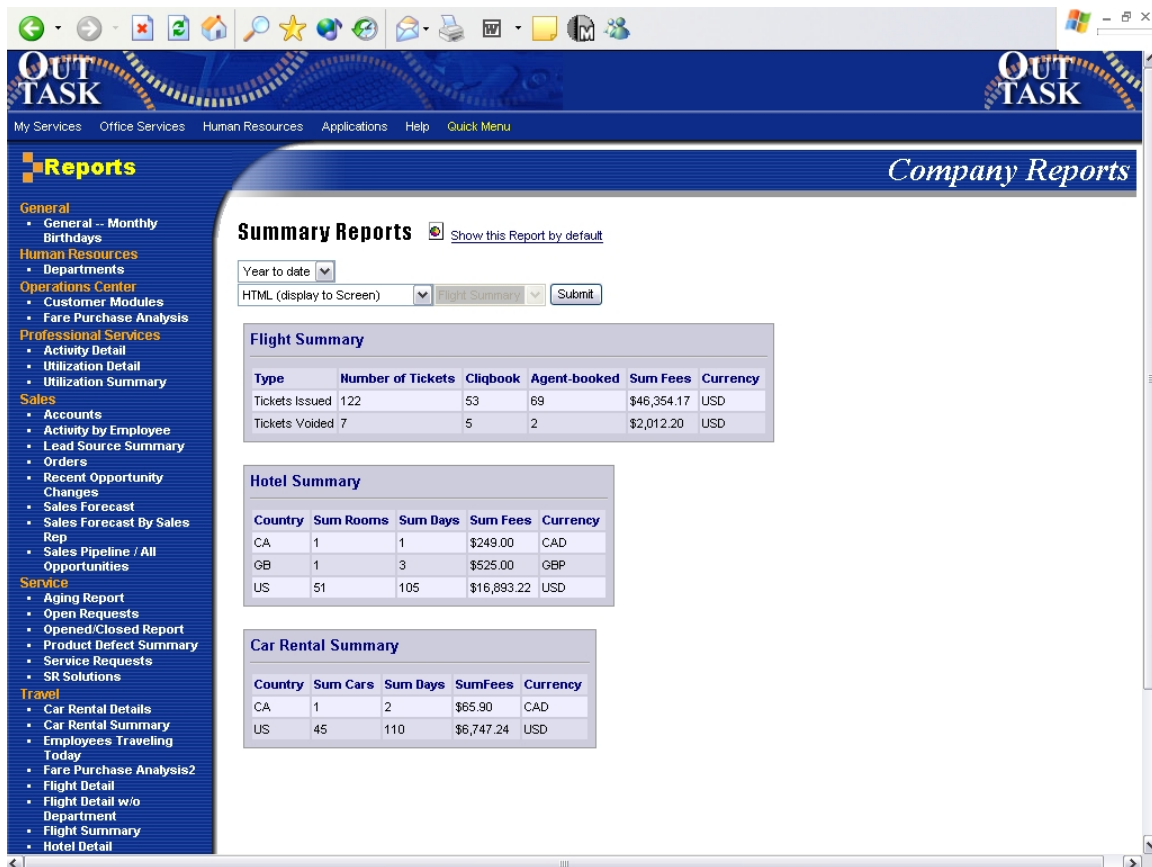
HTML (display to Screen)

HTML (display to Screen)
 HTML (Save Dialog)
 Microsoft Excel
 Microsoft Access
 Comma Delimited text file (csv)
 Fixed Delimited (txt)
 XML

Items	Sum Fees	Currency
	\$14,954.16	USD
Tickets Voided 3	\$675.50	USD

Cliqbook Travel Reports Library

Following are some examples of the reports currently available from within the Cliqbook application. New reports that are developed for customers are immediately available for your benefit. These reports are upgraded on a continual basis according to the requirements of effective Travel Managers. They are all accessible over a secure web connection in your company's travel portal provided by Outtask. Certain reports can be made available only to those employees who have been granted authorization. Following is a series of screen shots intended to give you an idea of the range of reports available through Outtask's Cliqbook travel management solution starting with a summary page showing the portal.



Summary Reports Show this Report by default

Year to date

HTML (display to Screen) Flight Summary Submit

Flight Summary

Type	Number of Tickets	Cliqbook	Agent-booked	Sum Fees	Currency
Tickets Issued	122	53	69	\$46,354.17	USD
Tickets Voided	7	5	2	\$2,012.20	USD

Hotel Summary

Country	Sum Rooms	Sum Days	Sum Fees	Currency
CA	1	1	\$249.00	CAD
GB	1	3	\$525.00	GBP
US	51	105	\$16,893.22	USD

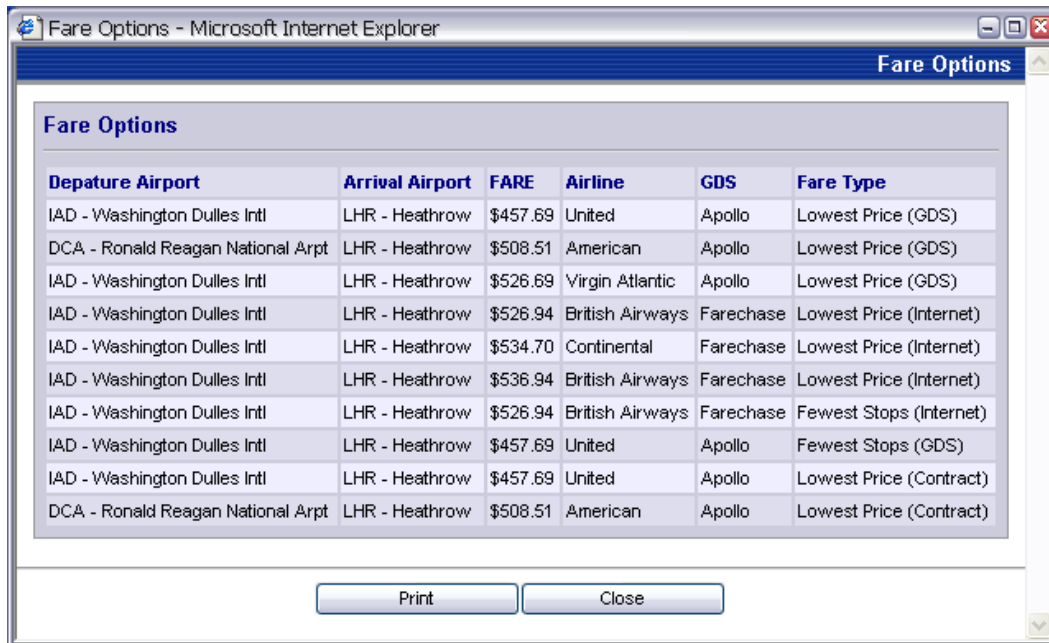
Car Rental Summary

Country	Sum Cars	Sum Days	Sum Fees	Currency
CA	1	2	\$65.90	CAD
US	45	110	\$6,747.24	USD

Cliqbook Travel Reports Library

Market Reporting

Upon customer election, Cliqbook can store travel pricing for up to 90 days following each search. The top results including the best published fares, best corporate discounted fares and best internet fares are included, providing the ability to segment the information and evaluate the effectiveness of a corporate travel program.



Departure Airport	Arrival Airport	FARE	Airline	GDS	Fare Type
IAD - Washington Dulles Intl	LHR - Heathrow	\$457.69	United	Apollo	Lowest Price (GDS)
DCA - Ronald Reagan National Arpt	LHR - Heathrow	\$508.51	American	Apollo	Lowest Price (GDS)
IAD - Washington Dulles Intl	LHR - Heathrow	\$526.69	Virgin Atlantic	Apollo	Lowest Price (GDS)
IAD - Washington Dulles Intl	LHR - Heathrow	\$526.94	British Airways	Farechase	Lowest Price (Internet)
IAD - Washington Dulles Intl	LHR - Heathrow	\$534.70	Continental	Farechase	Lowest Price (Internet)
IAD - Washington Dulles Intl	LHR - Heathrow	\$536.94	British Airways	Farechase	Lowest Price (Internet)
IAD - Washington Dulles Intl	LHR - Heathrow	\$526.94	British Airways	Farechase	Fewest Stops (Internet)
IAD - Washington Dulles Intl	LHR - Heathrow	\$457.69	United	Apollo	Fewest Stops (GDS)
IAD - Washington Dulles Intl	LHR - Heathrow	\$457.69	United	Apollo	Lowest Price (Contract)
DCA - Ronald Reagan National Arpt	LHR - Heathrow	\$508.51	American	Apollo	Lowest Price (Contract)

Business Significance:

- Quickly learn which choices are providing the best fares and whether employees are taking advantage of those opportunities.
- Better position your company for supplier negotiations by learning which airlines, airports and GDSs are providing the top choices and top fares during a chosen time period. This can be used to shape company policy and help in supplier negotiations.
- This reporting capability is also helpful should a traveler or agent need to re-visit a prior search and explain any decisions made leading up to the ticket purchase.

Data Elements:

- Departure Airport – The airport chosen for departure.
- Arrival Airport – The airport chosen for arrival.
- Fare – The cost of the airline ticket that was returned as the top choice based on the traveler's criteria (which can include lowest price).
- Airline – The airline that offered the top choice based on the traveler's criteria.
- GDS – The Global Distribution System that this fare was found on, if applicable.
- Fare Type – The source of this fare and the reason it was a top result.

Cliqbook Travel Reports Library

Policy Reporting

The Out of Policy Report can be used to quickly determine what reasons are necessitating policy violations. The travel policy exceptions report allows you to find out who is overriding policies and for what reason. Another key statistic is which travelers are spending the most money on travel. This is readily accessible in the travel summary screen.

Out of Policy Travel				
Number of Tickets	Reason Code	Description	Total Fees	Currency
1	YL	Accepted lowest possible fare	\$612.70	USD
1	YT	Declined lowest fare due to flight time preferences	\$619.30	USD

Travel Policy Exceptions [Show this Report by default](#)

Year to date
 HTML (display to Screen) Travel Policy Exceptions

Travel Policy Exceptions								
Details	Name	Department	Price	Currency	Days in Advance	Purchase Date	First Travel Date	Violation Code
details	Palmer, Toby	--None--	\$993.03	USD	16	03/06/2002	03/22/2002	YH
details	Palmer, Toby	--None--	\$993.03	USD	14	03/06/2002	03/20/2002	YH
details	Palmer, Toby	--None--	\$619.30	USD	4	04/26/2002	04/30/2002	YT
details	Johnson, Tom	--None--	\$612.70	USD	7	04/22/2002	04/29/2002	YL
details	Maser, Sarah	--None--	\$432.30	USD	11	03/14/2002	03/25/2002	YT
details	Timons, Gil	--None--	\$276.50	USD	7	03/17/2002	03/24/2002	YT

Policy Exceptions Key

Reason Code	Description
RT	Do you know who I am?
SF	Spouse / family travel
UP	Declined lowest fare due to first / business class upgrade
YB	Declined lower fare for first / business class seat
YC	Declined lower fare due to carrier preference
YD	Declined lower fare due to airport preference
YE	Declined lower fare due to equipment type

Most Expensive Travelers

Name	Department	Price	Currency
Cameron, Rory	Inside Sales	\$1,781.89	USD
Spitz, Mark	Executive	\$1,105.49	USD
Brown, Bill	Product Owner	\$964.89	USD
Smith, Jane	--None--	\$878.55	USD

Business Significance:

- Analyze policy violations to learn where to adapt the travel booking process to those trends. For example, Travel Managers can analyze which exceptions are coming up most frequently, they can then determine whether to make those exceptions universal or keep them one-off.



Cliqbook Travel Reports Library

- This is a good source of reference when a Manager needs to re-visit an expense that was in violation of company policies.
- Understand why employees might be declining lower fares.

Data Elements:

- Details – This link will return a complete itinerary and purchase information.
- Name – The name of the passenger.
- Department – The group that the passenger works in.
- Price – The price charged for this ticket.
- Currency – The type of currency that the passenger used to purchase the ticket.
- Days in Advance – The number of days before the origination flight that the ticket was purchased.
- Purchase Date – The date the ticket was purchased.
- First Travel Date – The date that the first leg of the trip departs.
- Violation Code – An abbreviation used to describe the reason this ticket was purchased even though it was in violation of a company rule.

Cliqbook Travel Reports Library

Who's Traveling Today?

This report provides a list of all employees traveling today or during another chosen time period. The report can be sorted by any of the data elements or drilled down into for a more complete itinerary.

Employees Traveling Today [Show this Report by default](#)

Today HTML (display to Screen)

Employees o

Traveler	Started	Returns	Cell Phone	Emergency Contact	
Johnson, Tom	04/30/2002	05/01/2002	202-236-5684	Johnson, Mary (401) 343-3324	View

Ticket Details - Microsoft Internet Explorer

Ticket Details

Ticket Details			
Purchased by	Johnson, Tom	Airfare	\$538.88
Passenger	Johnson, Thomas	Taxes and Landing Fees	\$80.42
Status	Purchased	Total Charges	\$619.30
Days Purchased In Advance	4	Ticket Number	AA 3425232
Purchased On	04/26/2002	Reference Number	NAJK - 342589

Segments										
Airline	Flight Number	Departure Date	Departure Airport	Departure City	Departure State	Departure Country	Arrival Airport	Arrival City	Arrival State	Arrival Country
American (AA)	2843	04/30/2002	Washington Dulles Intl (IAD)	Washington	DC	US	Lambert St Louis Intl (STL)	Saint Louis	MO	US
American (AA)	3031	04/30/2002	Lambert St Louis Intl (STL)	Saint Louis	MO	US	Denver Intl Arprt (DEN)	Denver	CO	US
American (AA)	2702	05/01/2002	Lambert St Louis Intl (STL)	Saint Louis	MO	US	Washington Dulles Intl (IAD)	Washington	DC	US
American (AA)	3108	05/01/2002	Denver Intl Arprt (DEN)	Denver	CO	US	Lambert St Louis Intl (STL)	Saint Louis	MO	US

Business Significance:

- Managers and Travel Managers can get a quick view of who is traveling where.
- Allows Managers to accurately plan for an employee's arrival.
- A quick reference to emergency contact information if something were to happen to one of the employees traveling.
- A good tool for understanding travel trends by department.

Cliqbook Travel Reports Library

Data Elements:

- Traveler – The name of the passenger traveling.
- Department – The group the passenger works in.
- Started – The date that travel originated.
- Returns – The date that the traveler begins their return flight.
- Cell Phone – The mobile phone number of the traveler.
- Emergency Contact – A name and phone number of the person to be contacted in case there is an emergency with the traveler.
- View – This link will return purchase information and a complete itinerary.

Flight Reports

The Flight Reports provide a detailed list of flights during a chosen time period. The reports can be sorted by any of the data elements or drilled down into for a complete itinerary.

Flight Detail [Show this Report by default](#)

Date Range

By Month Screen)

By Quarter

Year to date

All Year

All Entries

Today

Single Date

Date Range

Chased

Department	Passenger	Airline	Ticket No.	Transaction	Price	Currency	Days in Advance	Purchase Date	1st Travel Date	Cost Center	Booking Source
Sales	SULLIVAN, JOHN	American	AA 7215167993	Purchase	204.19	USD	7	05/01/2002	05/08/2002	1500	Cliqbook (Agent fare) Details

Flight Summary

Type	Number of Tickets	Cliqbook	Agent-booked	Sum Fees	Currency
Tickets Issued	37	20	17	\$11,880.07	USD
Tickets Voided	2	2	0	\$376.20	USD

Advance Purchase Report

Purchase Window	Tickets	Total Spent	Average Price	Currency
Day of flight	1	\$542.50	\$542.50	USD
Week of flight	9	\$2,660.81	\$295.65	USD
1 week advance	7	\$2,324.85	\$332.12	USD
2 week advance	6	\$1,803.01	\$300.50	USD
3 week advance	14	\$4,548.90	\$324.92	USD

Business Significance:

- Managers and Travel Managers can get a detailed view of who is traveling where.
- Allows Travel Managers to quickly analyze overall travel costs during a chosen time period.
- Travel Managers can analyze company travel trends for planning purposes.
- Understand how most tickets are being purchased; through Cliqbook or an agent.
- Understand how much each department is spending on flights.
- Learn what the average transaction prices are for tickets including criteria such as days purchased in advance.

Data Elements:

- User Name – The system user who created the trip itinerary.

Cliqbook Travel Reports Library

- Department – The group that the passenger works in.
- Passenger – The name of the passenger.
- Airline – The airline that the ticket was purchased for.
- Ticket No. – The transaction number assigned to the ticket.
- Transaction – The type of transaction, such as purchase or reservation.
- Price – The price of the ticket.
- Currency – The type of currency that the passenger used to purchase the ticket.
- Days in Advance – The number of days before the origination flight that the ticket was purchased.
- Purchase Date – The date the ticket was purchased.
- 1st Travel Date – The date that the first leg of the trip departs.
- Cost Center – The cost center associated with the reason for this trip.
- Booking Source – The tool used to purchase this ticket.
- Details – This link will return a complete itinerary and purchase information.

Voided Tickets

This report lists all tickets that have been voided during a given time period and provides details about the transaction. You can also drill down to view the complete itinerary for any of the voided tickets.

Voided Tickets [Show this Report by default](#)

By Month 2002
 HTML (display to Screen)

Tickets Voided							
Name	Department ▲	Price	Currency	DaysInAdvance	PurchaseDate	FirstTravelDate	
James, Jill	Product Owner	\$-197.27	USD	42	04/12/2002	05/24/2002	Details
Long, Kramer	Sales	\$-178.93	USD	1	04/23/2002	04/24/2002	Details

Business Significance:

- Allows Travel Managers to easily manage credits and lost dollars due to voided tickets.
- Provides Managers a source of reference when they need to re-visit a voided ticket.

Data Elements:

- Name – The name of the traveler.
- Department – The name of the group the traveler works within.
- Price – The price of the voided ticket.
- Currency – The type of currency used to refund the ticket.
- Days In Advance – The number of days in advance that the ticket was voided.
- Purchase Date – The date the ticket was booked.
- First Travel Date – The date the trip was due to originate.
- Details – A link to drill down into the complete itinerary.

Cliqbook Travel Reports Library

Travel Spend Report (GDS + Web)

The Travel Spend Report provides detailed travel information for a 360 degree view by GDS, Web, and vendor. You can drill down into Fare Options to view the other options that were available when the ticket was booked. It also provides a summary of voided ticket and unused ticket information by vendor.

Vendor	Carrier	Total Spent	Currency
United	UA	\$4,692.29	USD
America West	HP	\$3,841.50	USD
American	AA	\$2,826.89	USD
Lufthansa	LH	\$964.89	USD
Northwest	NW	\$561.50	USD
Alaska Airlines	AS	\$304.50	USD
Delta	DL	\$196.50	USD
Airtran Air	FL	\$115.00	USD

Vendor	Carrier	Total Refunded	Currency
United	UA	\$376.20	USD

Fare Purchase Analysis2 [Show this Report by default](#)

This report shows fare savings from GDS fares, filtered by date of purchase.

Looked vs. Booked	Report Width	Date Range		
All	Standard	Today	HTML (display to Screen)	Submit

Company Name	User Name	Date Purchased	GDS	Start City	End City	Start Date	Quoted Price	Airline	Best GDS Price	Best Internet Price	Is Booked	
Outtask, Inc.	Smith, William	05/01/2002	Apollo	IAD	LHR	05/29/2002	\$457.69	United	\$457.69	\$526.94	True	Fare Options
Outtask, Inc.		05/01/2002	Farechase	DCA	CMN	07/23/2002	\$983.85	American	\$1,285.35	\$931.35	False	Fare Options
Outtask, Inc.		05/01/2002	Apollo	ATL	MSP	05/07/2002	\$858.00	Midwest Express	\$292.80	\$297.24	False	Fare Options
Outtask, Inc.	Long, Kramer	05/01/2002	Apollo	STL	IAH	05/08/2002	\$204.19	American	\$204.19	\$237.50	True	Fare Options
Outtask, Inc.		05/01/2002	Apollo	SMF	BVM	05/07/2002	\$1,346.61	American	\$1,024.00	\$591.50	False	Fare Options
Outtask, Inc.		05/01/2002	Apollo	SMF	BVM	05/07/2002	\$1,320.18	United	\$1,024.00	\$591.50	False	Fare Options
Outtask, Inc.		05/01/2002	Apollo	DEN	ORD	05/08/2002	\$541.84	United	\$395.50	\$268.50	False	Fare Options
Outtask, Inc.		05/01/2002	Farechase	ORD	DTW	05/21/2002	\$75.00	American	\$63.31	\$73.50	False	Fare Options
Outtask, Inc.		05/01/2002	Farechase	MDW	DTW	05/21/2002	\$73.50	Southwest	\$63.31	\$73.50	False	Fare Options
Outtask, Inc.		05/01/2002	Farechase	DTW	MDW	05/22/2002	\$44.00	Northwest	\$47.40	\$44.00	False	Fare Options
Outtask, Inc.		05/01/2002	Farechase	DTW	MDW	05/22/2002	\$75.00	Southwest	\$47.40	\$44.00	False	Fare Options
Outtask, Inc.		05/01/2002	Apollo	DCA	YYZ	05/07/2002	\$748.83	United	\$738.83	\$416.59	False	Fare Options

Business Significance:

- Understand which source, GDS or Web, is providing the lowest fares.
- Understand which GDSs are providing the lowest fares.
- Understand which Airlines are providing the lowest fares.
- Understand which markets cost the most/least to travel to and from.
- Leverage all of this information when negotiating with suppliers for greater discounts.

Data Elements:

- Vendor – The name of the vendor the car was rented from.



Cliqbook Travel Reports Library

- Carrier – Carrier used by the vendor
- Total Spent – Aggregated amount spent per given Vendor/Carrier combination
- Total Refund – Aggregated amount refunded per given Vendor/Carrier combination
- Currency – The type of currency used to pay for the rental cars

Hotel Rental Reports

Given a specific selection of time, the Hotel Bookings report allows you to view how many bookings occurred with specific vendors or by location. With the hotel details you get a detailed description of the accommodations chosen by your employees.

Hotel Bookings						
Country	Rooms	Days	Total Price	ivh.Currency	Cliqbook	Agent-booked
CA	1	2	\$416.00	CAD	1	0
IT	4	10	\$2,889.00	EUR	0	4
US	7	11	\$2,063.20	USD	6	1

Hotel Detail [Show this Report by default](#)

Date Range: 04/11/2000 to 05/18/2002
 All Locations: HTML (display to Screen) Submit

Name	Department	Vendor	City (Code)	State	Country	Days	Rate	Total	Currency	Arrive	Depart	Cliqbook
Mayer, Chris	Customer Services	Sheraton	Washington (WAS)	DC	US	1	\$99.00	\$99.00	USD	07/19/2001	07/20/2001	
Mayer, Chris	Customer Services	Sheraton	Washington (WAS)	DC	US	1	\$99.00	\$99.00	USD	07/19/2001	07/20/2001	
Sullivan, Don	Development	Marriott	Dallas (DFW)	TX	US	2	\$159.00	\$318.00	USD	10/01/2001	10/03/2001	
Sullivan, Don	Development	Sonesta Intl	Miami (MIA)	FL	US	1	\$135.00	\$135.00	USD	08/18/2001	08/19/2001	
Parker, Kim	Development	Marriott	Dallas (DFW)	TX	US	2	\$159.00	\$318.00	USD	10/01/2001	10/03/2001	
Parker, Kim	Development	Embassy Suites	Phoenix (PHX)	AZ	US	2	\$159.00	\$318.00	USD	10/30/2001	11/01/2001	
Gill, Raul	Development	Utell Intl	Providence (PVD)	RI	US	1	\$160.00	\$160.00	USD	05/31/2001	06/01/2001	
Jones, John	Development	Comfort Inns	Los Angeles (LAX)	CA	US	2	\$65.60	\$131.20	USD	05/15/2002	05/17/2002	

Business Significance:

- Better position your company for supplier negotiations by analyzing which vendors and markets are providing the most competitive prices.
- Understand how much your company or departments are spending on hotel accommodations during a chosen time period.
- Compare purchases made with Cliqbook and without.

Data Elements:

- Name – The name of the person the hotel reservation is for.
- Department – The group that the traveler works in.
- Vendor – The name of the hotel that the traveler will be staying at.
- City – The name of the city that the traveler will be staying.
- State – The name of the state that the traveler will be staying.
- Country – The name of the country that the traveler will be staying.
- Days – The number of nights that a traveler booked at the hotel.
- Rate – The rate the traveler will be charged for each night booked.
- Total – The cost of the entire stay at the hotel.
- Currency – The type of currency used to pay for the hotel.
- Arrive – The date that the traveler will arrive at the hotel.
- Depart – The date that the traveler will checkout from the hotel.
- Cliqbook – Indicates whether the reservation was made using Cliqbook.

Cliqbook Travel Reports Library

Hotel Summary

This report provides a summary of hotel rates by vendor during a chosen time period. The vendors are also broken down by currency when applicable. The Top Ten summaries can be pulled up by the most visited cities, most expensive average rates by vendor, and highest rate instances.

Hotel Summary [Show this Report by default](#)

Date Range
 All Locations

Hotel Summary By Vendor

Vendor ▲	Days	Rooms	Avg Rate	Min Rate	Max Rate	Total Price	Currency
Comfort Inns	2	1	\$65.60	\$65.60	\$65.60	\$131.20	USD
Manhattan East	1	1	\$288.00	\$288.00	\$288.00	\$288.00	USD
Raffles International	2	1	\$295.00	\$295.00	\$295.00	\$590.00	USD
Sheraton	2	2	\$234.50	\$223.00	\$246.00	\$469.00	EUR
Sheraton	1	1	\$139.00	\$139.00	\$139.00	\$139.00	USD
Small Luxury	8	2	\$302.50	\$280.00	\$325.00	\$2,420.00	EUR
SYNXIS	2	1	\$208.00	\$208.00	\$208.00	\$416.00	CAD
SYNXIS	3	2	\$159.00	\$159.00	\$159.00	\$477.00	USD
W Hotels	2	1	\$219.00	\$219.00	\$219.00	\$438.00	USD

Hotel Top 10 Destinations

City	State	Country	CityCd	Days ▼	Total Spent	Avg Cost	Currency
Rome		IT	ROM	8	\$2,420.00	\$302.50	EUR
Los Angeles	CA	US	LAX	4	\$721.20	\$180.30	USD
New York	NY	US	NYC	3	\$726.00	\$242.00	USD
Las Vegas	NV	US	LAS	3	\$477.00	\$159.00	USD
Milan		IT	MIL	2	\$469.00	\$234.50	EUR
Banff	AB	CA	YBA	2	\$416.00	\$208.00	CAD
Baltimore	MD	US	BWI	1	\$139.00	\$139.00	USD

10 Highest Average Rates by Vendor

Vendor	Average Rate	Lowest Rate	Highest Rate	Currency
Small Luxury	\$302.50	\$280.00	\$325.00	EUR
Raffles International	\$295.00	\$295.00	\$295.00	USD
Manhattan East	\$288.00	\$288.00	\$288.00	USD
Sheraton	\$234.50	\$223.00	\$246.00	EUR
W Hotels	\$219.00	\$219.00	\$219.00	USD
SYNXIS	\$208.00	\$208.00	\$208.00	CAD
SYNXIS	\$159.00	\$159.00	\$159.00	USD
Sheraton	\$139.00	\$139.00	\$139.00	USD
Comfort Inns	\$65.60	\$65.60	\$65.60	USD

10 Highest Rate Instances

Rate	Currency	Traveler	Vendor	City	From	To
\$325.00	EUR	DePasquale, Steve	Small Luxury	Rome, IT	05/14/2002	05/18/2002
\$295.00	USD	Forsythe, Curt	Raffles International	Los Angeles, CA	05/10/2002	05/12/2002
\$288.00	USD	Pons, Greg	Manhattan East	New York, NY	05/11/2002	05/12/2002
\$280.00	EUR	DePasquale, Steve	Small Luxury	Rome, IT	05/14/2002	05/18/2002
\$246.00	EUR	DePasquale, Steve	Sheraton	Milan, IT	05/18/2002	05/19/2002
\$223.00	EUR	DePasquale, Steve	Sheraton	Milan, IT	05/18/2002	05/19/2002
\$219.00	USD	Forsythe, Curt	W Hotels	New York, NY	05/24/2002	05/26/2002
\$208.00	CAD	Love, John	SYNXIS	Banff, CA	05/16/2002	05/18/2002
\$159.00	USD	Forsythe, Curt	SYNXIS	Las Vegas, NV	05/08/2002	05/10/2002
\$159.00	USD	Atkinson, Ross	SYNXIS	Las Vegas, NV	05/08/2002	05/09/2002

Business Significance:

- Travel Managers can analyze which hotels are providing the most competitive rates in each country.
- Travel Managers can quickly analyze market trends.
- Better position your company for supplier negotiations.
- Learn what are the maximum rates paid versus the minimum rates your company is paying.
- The Top Ten reports are a great reference to learn where your company is spending the most money for hotel accommodations. This information can be use when making policy decisions.

Data Elements:

- Vendor – The name of the hotel that the traveler will be staying at.
- Days – The total number of nights booked with each hotel vendor during a selected time period.
- Rooms – The number of rooms occupied within the selected time period.
- Avg. Rate – The total amount spent divided by the total number of room nights booked with each vendor during a selected time period.
- Min. Rate – The least amount spent for nights booked with each vendor during a selected time period.



Cliqbook Travel Reports Library

- Max Rate – The largest amount spent for nights booked with each vendor during a selected time period.
- Total Price – The total amount paid for all the nights booked with each vendor during a selected time period.
- Currency – The type of currency used to pay for a hotel reservation.

Car Rental Report

This report provides a detailed description of car rental expenditures during a chosen time period. The information can be sorted by any of the data elements including vendor and cost.

Car Rental Details [Show this Report by default](#)

By Month 2002
All

Car Rental Details											
Name	Department ^	Vendor	Location	Picking up	Dropping Off	Rate Per Day	Days	Cars	Estimated Cost	Currency	Cliq
Smith, John	Product Owner	Hertz	Austin, TX	05/09/2002	05/12/2002	\$25.19	3	1	\$75.57	USD	
Sullivan, John	Sales	Avis	Houston, TX	05/08/2002	05/09/2002	\$45.00	1	1	\$45.00	USD	Yes
Crawford, Cindy	Travel Services	Payless	Orlando, FL	05/05/2002	05/10/2002	\$43.99	5	1	\$219.95	USD	
Brown, Peter	--None--	InterAmerican	Fort Lauderdale, FL	05/03/2002	05/03/2002	\$29.77	1	1	\$29.77	USD	

Business Significance:

- Learn with whom your company is spending the most money and who is providing the most competitive rates for car rentals. Leverage this information to negotiate service commitments.
- Understand how much your company or each department is spending on rental cars.

Data Elements:

- Name – The name of the person renting the car.
- Department – The department the person renting the car works within.
- Vendor – The name of the vendor the car was rented from.
- Location – The city and state that the car was rented from.
- Picking up – The date that the car was picked up from the vendor.
- Dropping off – The date the car was dropped off to the vendor.
- Rate per day – The cost to rent the car each day.
- Days – The number of days the car was rented.
- Cars – The number of cars that were rented by this person.
- Estimated Cost – The estimated total cost of the car rental.
- Currency – The type of currency that was used to pay for the car rental.
- Cliqbook – Indicates whether Cliqbook was used to book the car rental.

Cliqbook Travel Reports Library

Car Rental Summary

These reports provide a quick summary of all cars rented and cars rented by vendor during a chosen time period.

Car Rental Summary [Show this Report by default](#)

By Month 2002
 All

Car Rental Summary						
Country	Cars	Cliqbook	Agent-booked	Days	Total Fees	Currency
US	4	1	3	10	\$370.29	USD

Car Rental Summary By Vendor					
Vendor ^	Days	Avg Rate	Total Cars	Totals Fees	Currency
Avis	1	\$45.00	1	\$45.00	USD
Hertz	3	\$25.19	1	\$75.57	USD
InterAmerican	1	\$29.77	1	\$29.77	USD
Payless	5	\$43.99	1	\$219.95	USD

Business Significance:

- Analyze company trends for planning purposes.
- Learn which vendors are providing the most competitive rates. Leverage this information for negotiation of supplier contracts.
- Learn what your company's average transaction price is for car rentals.
- Learn how much was spent for car rentals over a chosen time period.

Data Elements:

- Country – Organizes car rentals by country
- Cars – The number of cars rented during this time period
- Cliqbook – Indicates how many times Cliqbook was used to book cars during this time period
- Agent-booked – Indicates how many times a live travel agent was used to book cars during this time period
- Days – The number of total days that a car was rented during this time period
- Total Fees – Total amount of fees spent on rental cars during the selected time period
- Currency – The type of currency used to pay for the rental cars
- Vendor – The vendor that the car was rented from
- Days – The number of days cars were rented from each vendor during the chosen time period
- Avg. Rate – The average rate paid to each vendor during the chosen time period
- Total Cars – The total number of cars rented from each vendor during the chosen time period
- Total Fees – The total amount of fees charged by each vendor during the chosen time period
- Currency – The type of currency used to pay for the cars rented

Cliqbook Travel Reports Library

Group Travel Report

Along with the travel administration and event planning procedures provided by Outtask, a full range of group travel related reports are available for you to keep tabs on what in many cases is a costly aspect of doing business.

Meeting Attendee Arrivals & Departures [Show this Report by default](#)

This report shows a list a meetings scheduled to begin during the specified date range. To view the attendees for a particular meeting, click on the meeting name.

Year to date HTML (display to Screen)

Meetings between 01/01/2002 and 05/02/2002

<u>Meeting</u>	<u>Location</u>	<u>Start Date</u> ▲	<u>End Date</u>
----------------	-----------------	---------------------	-----------------

No records found

Business Significance:

- Regulate the number of employees traveling on each flight, minimizing the associated risks with group travel.
- Work from central report to manage group transportation and events.

Data Elements:

- Meeting – The name of the meetings within the chosen time period
- Location – The location of each meeting
- Start Date – The date that each meeting begins
- End Date – The date that each meeting concludes