

Expert Insights. On-demand reporting



At Corporate Traveller we are committed to providing the best in every level of your business travel needs, and this includes our travel management reporting option.

We know that in order to be effective in your business you need solid information that tells you where you have been and allows you to control where you are going. Corporate Traveller's On-demand reporting tool will place key indicators and invoice copies right at your fingertips. Being a web-based service it is available to your business 24/7 and comes at no charge.

The easy to read reports are generated in an instant and leave you more time to evaluate your travel spend and make effective decisions regarding your existing travel policy and any future business travel you wish to plan.

The available reports include:

- Detailed airline, car hire and hotel reports per passenger
- Travel spend reports
- Monthly and yearly management reports
- Routing and supplier reports
- Copies of invoices and credit notes

The reporting system also gives you the ability to search within reports for ticket numbers, passenger names and more. It also allows you to search for invoices and credit notes by date, number or ticket number.

And all these reports, invoices and credit notes can be printed or exported to Microsoft Word, Excel and PDF format. This makes drafting your report to the Board or Management team an absolute cinch.

Your dedicated Customer Relationship Manager (CRM) can assist your team to set up the reporting and with easy log-in via our Corporate Traveller site you will have access to your travel reports at the click of a button. Best of all, this service is available to you at no additional charge.

Speak to your CRM or travel manager today for more information.

