

Travel Management Summary



Back Office Data
CTP Sample
 Based on Invoice Date

2016

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec YTD

Airlines	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Gross Air Volume	\$61,121	\$80,591	\$95,002	\$51,021	\$62,326	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$350,061
Refund Air Volume	(\$2,132)	(\$992)	(\$4,647)	(\$11,257)	(\$1,006)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$20,034)
Net Air Volume	\$58,989	\$79,599	\$90,355	\$39,764	\$61,320	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$330,027
Refund Volume %	3.5%	1.2%	4.9%	22.1%	1.6%	0.0%	0%	0%	0%	0%	0%	0%	5.7%
# of Invoices	180	211	248	156	168	0	0	0	0	0	0	0	963
# of Refunds	2	3	8	6	6	0	0	0	0	0	0	0	25
Net Transactions	178	208	240	150	162	0	0	0	0	0	0	0	938
Refund Trans %	1.1%	1.4%	3.2%	3.9%	3.6%	0.0%	0%	0%	0%	0%	0%	0%	2.6%
Total Miles	157,089	245,977	252,454	160,918	163,370	0	0	0	0	0	0	0	979,808
# Tickets Booked Online	127	156	142	113	107	0	0	0	0	0	0	0	645
Volume Booked Online	\$44,829	\$59,164	\$42,358	\$36,788	\$34,686	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$217,825
% Tickets Booked Online	71.4%	75.0%	59.2%	75.3%	66.1%	0.0%	0%	0%	0%	0%	0%	0%	68.8%
Average Gross Amt	\$340	\$382	\$383	\$327	\$371	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$364
Average Refund Amt	(\$1,066)	(\$331)	(\$581)	(\$1,876)	(\$168)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$801)
Average Net Amt	\$331	\$383	\$376	\$265	\$379	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$352
Avg Cost Per Mile	0.38	0.32	0.36	0.25	0.38	0.00	0	0	0	0	0	0	0.34
Int'l Air Volume	\$0	\$1,870	\$11,302	(\$7,703)	\$2,708	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,177
Int'l Air Volume %	0%	2.4%	12.5%	(19.4%)	4.4%	0.0%	0%	0%	0%	0%	0%	0%	2.5%
Int'l Air Tickets	0	3	5	(2)	5	0	0	0	0	0	0	0	11
Int'l Avg Net Amt	\$0	\$623	\$2,260	\$3,852	\$542	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$743
Int'l Total Miles	0	7,024	27,324	(12,482)	10,714	0	0	0	0	0	0	0	32,580
Int'l Cost per Mile	0	0.27	0.41	0.62	0.25	0.00	0	0	0	0	0	0	0.25
Domestic Air Volume	\$58,989	\$77,729	\$79,054	\$47,467	\$58,612	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$321,851
Domestic Air Volume %	100.0%	97.7%	87.5%	119.4%	95.6%	0.0%	0%	0%	0%	0%	0%	0%	97.5%
Domestic Air Tickets	178	205	235	152	157	0	0	0	0	0	0	0	927
Domestic Avg Net Amt	\$331	\$379	\$336	\$312	\$373	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$347
Domestic Total Miles	157,089	238,953	225,130	173,400	152,656	0	0	0	0	0	0	0	947,228
Domestic Cost per Mile	0.38	0.33	0.35	0.27	0.38	0.00	0	0	0	0	0	0	0.34
Full Fare Volume	\$205,055	\$305,831	\$308,998	\$207,725	\$196,089	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,223,698
Savings Volume	\$146,067	\$226,232	\$218,643	\$167,961	\$134,769	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$893,671
Savings %	71.2%	74.0%	70.8%	80.9%	68.7%	0.0%	0%	0%	0%	0%	0%	0%	73.0%
Low Fare Volume	\$58,752	\$75,974	\$72,705	\$38,364	\$60,142	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$305,938
Missed Savings Volume	\$236	\$3,625	\$17,650	\$1,400	\$1,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$24,472
Missed Savings %	0.4%	4.8%	24.3%	3.7%	2.6%	0.0%	0%	0%	0%	0%	0%	0%	8.0%
Negotiated Svgs Volume	\$0	\$0	\$0	\$0	\$382	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$382
Negotiated Svgs %	0%	0%	0%	0%	0.6%	0.0%	0%	0%	0%	0%	0%	0%	0.1%

Impact of Exchanges **	** Only included once in Total Cost												
# of Exchanges	16	8	13	11	15	0	0	0	0	0	0	0	63
Total Cost to Exchange	\$1,564	\$1,988	\$1,743	\$891	\$2,354	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,540
Avg Cost to Exchange	\$98	\$249	\$134	\$81	\$157	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$136
Cost Impact of Exchanges	2.7%	2.5%	1.9%	2.2%	3.8%	0.0%	0%	0%	0%	0%	0%	0%	2.6%

Service Fees	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Service Fees	\$2,435	\$2,873	\$3,716	\$2,258	\$2,611	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,892
# of Service Fees	200	249	273	189	196	0	0	0	0	0	0	0	1,107

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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Hotel Bookings													
Hotel Rooms Booked	118	141	160	130	108	0	0	0	0	0	0	0	657
# of Room Nights	291	396	453	336	388	0	0	0	0	0	0	0	1,864
Hotel Costs	\$40,695	\$75,670	\$82,469	\$70,232	\$57,393	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$326,460
Avg # of Room Nights	2.5	2.8	2.8	2.6	3.6	0.0	0	0	0	0	0	0	2.8
Avg Cost per Night	\$140	\$191	\$182	\$209	\$148	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Car Rental Bookings													
Cars Booked	18	21	13	21	17	0	0	0	0	0	0	0	90
# of Days	34	51	21	53	38	0	0	0	0	0	0	0	197
Car Rental Costs	\$1,539	\$2,742	\$1,213	\$3,920	\$2,479	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$11,893
Avg # of Days	1.9	2.4	1.6	2.5	2.2	0.0	0	0	0	0	0	0	2.2
Avg Cost per Day	\$45	\$54	\$58	\$74	\$65	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60
Total Cost													
Totals	\$101,223	\$158,011	\$174,037	\$113,916	\$121,192	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$668,380