



# 11 T&E Dashboards and Reports to Uncover Your Most Important Data

# Table of Contents

|                                   |           |
|-----------------------------------|-----------|
| <b>Introduction</b>               | <b>03</b> |
| <b>Dashboards</b>                 | <b>04</b> |
| Travel Bookings                   | 04        |
| Expense Reports                   | 05        |
| <b>Reports</b>                    | <b>06</b> |
| Flight List                       | 06        |
| Hotel List                        | 06        |
| Car List                          | 07        |
| Total Reimbursed                  | 07        |
| Total Bookings                    | 08        |
| Total Reports Approved by Finance | 08        |
| Credit Card Reconciliation Report | 09        |
| All Expenses                      | 09        |
| Expense Accruals                  | 10        |
| <b>About TravelBank</b>           | <b>11</b> |

In a survey of almost 2,400 Finance leaders across different industries, we found business travel expenses are one of the most difficult to control.

In this lookbook, we share **two dashboards** for proactively monitoring T&E trends, compliance, and anomalies, plus the **nine most common reports** used by our 20,000 customer organizations.

With expenses and bookings captured in one place, companies can unlock more powerful insights:

- **Automate Alerts** – Receive triggered alerts in your inbox anytime there's an exception or a threshold is met.
- **Get Data at a Glance** – Track top savers, approval compliance, high spend items, airfare and hotel booking leakage, and outstanding expense reports.
- **Measure Spend** – Monitor the high-level state of your organization or team's spend, identify how often employees are booking over or under budget, and view expense spend by category.
- **Predict Costs** – Use historical data to help forecast future spend and improve employee behavior.
- **Deep Dive Reporting** – Answer specific questions, like:
  - Who are the most expensive or common vendors across airfare, lodging, or software?
  - Who are the highest spenders, and how timely are their expense submissions?
  - Is employee compliance with the booking platform changing over time?

## Travel Bookings Dashboard



### In this dashboard:

- Track gross bookings cost, total bookings numbers, and **how spend compares to budget**.
- Monitor and **improve how far in advance** employees book travel.
- Visualize **how bookings are spread across departments**, and by flight vs. hotel vs. rental car.
- If you're using [incentives](#) – see how much employees are saving by making smarter choices.

## Expense Reports Dashboard



### In this dashboard:

- Track the total and monthly trends of expense report volumes.
- Track the **ratio of created vs. approved** reports.
- Visualize **how bookings are spread across departments**, and by category.
- See **top expenses at a glance**.

## Flight Bookings Report

| Days Advanced Purchase | Length Of Trip | Merchant          | Source | Status    | Credit Card → Last 4 | Base Price | Taxes    | Total Price | Budget   | Receipt                               | Change Fee | Over Budget Amt |
|------------------------|----------------|-------------------|--------|-----------|----------------------|------------|----------|-------------|----------|---------------------------------------|------------|-----------------|
| 21                     | 1              | Delta Air Lines   | app    | completed | 7866                 | \$677.22   | \$79.99  | \$757.21    | \$859.21 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 22                     | 1              | Delta Air Lines   | app    | completed | 7866                 | \$556.28   | \$70.92  | \$627.20    | \$729.99 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 24                     | 2              | American Airli... | app    | completed | 4001                 | \$306.00   | \$20.20  | \$326.20    | \$390.71 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 30                     | 4              | TravelBank        | app    | completed | 4001                 | \$202.79   | \$43.81  | \$246.60    | \$338.34 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 21                     | 3              | American Airli... | app    | completed | 4001                 | \$86.00    | \$20.20  | \$106.20    | \$166.63 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 18                     | 1              | TravelBank        | app    | completed | 2548                 | \$433.48   | \$62.31  | \$495.79    | \$333.57 | <a href="#">Download Receipt &gt;</a> | \$0        | \$162.22        |
| 16                     | 7              | Delta Air Lines   | app    | completed | 2548                 | \$430.70   | \$61.50  | \$492.20    | \$671.75 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 47                     | 2              | United Airlines   | app    | completed | 1287                 | \$215.82   | \$45.99  | \$261.81    | \$297.48 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 18                     | 3              | TravelBank        | app    | completed | 2706                 | \$695.81   | \$102.39 | \$798.20    | \$630.52 | <a href="#">Download Receipt &gt;</a> | \$0        | \$167.68        |
| 31                     | 4              | TravelBank        | app    | completed | 2706                 | \$452.10   | \$79.90  | \$532.00    | \$414.46 | <a href="#">Download Receipt &gt;</a> | \$0        | \$117.54        |
| 2                      | 1              | TravelBank        | app    | completed | 4260                 | \$766.52   | \$86.08  | \$852.60    | \$895.30 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 21                     | 2              | Delta Air Lines   | app    | completed | 8566                 | \$186.00   | \$29.20  | \$215.20    | \$235.07 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |
| 8                      | 0              | TravelBank        | app    | completed |                      | \$193.08   | \$42.88  | \$235.96    | \$542.63 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             |

**In this report:** Track traveler information and trip details, including **how far in advance flights are booked**, the length of each trip, change fees, and **how flight prices compare to budgets**. Receipts are directly linked.

## Hotel Bookings Report

| Length Of Trip | Travel Start Date | Travel End Date   | Status    | Credit Card → Last 4 | Base Price | Taxes    | Total Price | Budget   | Receipt                               | Change Fee | Over Budget Amt | Hotel Name            |
|----------------|-------------------|-------------------|-----------|----------------------|------------|----------|-------------|----------|---------------------------------------|------------|-----------------|-----------------------|
| 2              | April 14, 2021    | April 16, 2021    | completed | 1006                 | \$484.20   | \$73.90  | \$558.10    | \$321.22 |                                       | \$0        | \$236.88        | The Joule             |
| 3              | January 26, 2020  | January 29, 2020  | completed |                      | \$684.25   | \$111.42 | \$795.67    | \$523.10 | <a href="#">Download Receipt &gt;</a> | \$0        | \$272.57        | The Roxy Hotel Tri... |
| 1              | May 22, 2019      | May 23, 2019      | completed |                      | \$75.00    | \$10.51  | \$85.51     | \$0      |                                       | \$0        | \$85.51         | SAGUARO SCOTT...      |
| 3              | January 26, 2020  | January 29, 2020  | completed |                      | \$684.25   | \$111.42 | \$795.67    | \$523.10 | <a href="#">Download Receipt &gt;</a> | \$0        | \$272.57        | The Roxy Hotel Tri... |
| 3              | January 26, 2020  | January 29, 2020  | completed |                      | \$684.25   | \$111.42 | \$795.67    | \$520.28 | <a href="#">Download Receipt &gt;</a> | \$0        | \$275.39        | The Roxy Hotel Tri... |
| 3              | January 26, 2020  | January 29, 2020  | completed |                      | \$684.25   | \$111.42 | \$795.67    | \$520.28 | <a href="#">Download Receipt &gt;</a> | \$0        | \$275.39        | The Roxy Hotel Tri... |
| 3              | January 26, 2020  | January 29, 2020  | completed |                      | \$684.25   | \$111.42 | \$795.67    | \$527.27 | <a href="#">Download Receipt &gt;</a> | \$0        | \$268.40        | The Roxy Hotel Tri... |
| 3              | January 26, 2020  | January 29, 2020  | completed |                      | \$684.25   | \$111.42 | \$795.67    | \$526.66 | <a href="#">Download Receipt &gt;</a> | \$0        | \$269.01        | The Roxy Hotel Tri... |
| 1              | June 18, 2019     | June 19, 2019     | completed | 5738                 | \$89.00    | \$14.33  | \$103.33    | \$241.85 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             | Harrah's North Ka...  |
| 2              | July 10, 2023     | July 12, 2023     | completed | 1287                 | \$303.00   | \$53.85  | \$356.85    | \$579.84 | <a href="#">Download Receipt &gt;</a> | \$0        | \$0             | The Whitehall Hotel   |
| 1              | November 19, 2019 | November 20, 2019 | completed | 8566                 | \$0        | \$359.21 | \$359.21    | \$237.00 |                                       | \$0        | \$122.21        | AC Hotel by Marri...  |

**In this report:** Monitor rental information, including how far in advance rental cars are booked, the length of each trip, and see **holistic spending across each merchant**.

## Car Bookings Report

| Days Advanced Purchase | Length Of Trip | Booking Date                 | Travel Start Date            | Travel End Date              | Merchant   | Base Price | Taxes    | Total Price | Source | Status    | ACRIS |
|------------------------|----------------|------------------------------|------------------------------|------------------------------|------------|------------|----------|-------------|--------|-----------|-------|
| 10                     | 4              | April 8, 2019, 4:24 PM       | April 18, 2019, 2:30 PM      | April 22, 2019, 2:30 PM      | Avis       | \$208.00   | \$81.20  | \$289.20    | app    | completed | IFAR  |
| 14                     | 1              | April 8, 2019, 7:52 PM       | April 22, 2019, 11:30 AM     | April 23, 2019, 3:30 PM      | Dollar     | \$194.87   | \$74.69  | \$269.56    | app    | completed | EDAR  |
| 1                      | 0              | April 8, 2019, 8:26 PM       | April 9, 2019, 3:30 PM       | April 9, 2019, 7:30 PM       | Alamo      | \$62.72    | \$26.31  | \$89.03     | app    | completed | PPAR  |
| 7                      | 5              | February 18, 2020, 9:53 PM   | February 25, 2020, 8:00 PM   | March 1, 2020, 8:00 PM       | Fox        | \$132.55   | \$58.67  | \$191.22    | app    | completed | ECAR  |
| 1                      | 4              | January 9, 2023, 4:40 PM     | January 10, 2023, 3:00 PM    | January 14, 2023, 11:00 PM   | Enterprise | \$167.50   | \$32.61  | \$200.11    | app    | completed | SCAR  |
| 36                     | 1              | April 11, 2023, 9:38 PM      | May 17, 2023, 7:00 PM        | May 18, 2023, 7:00 PM        | Enterprise | \$34.50    | \$4.43   | \$38.93     | app    | completed | FCAR  |
| 6                      | 5              | July 6, 2023, 6:17 PM        | July 12, 2023, 3:00 PM       | July 17, 2023, 3:00 PM       | Enterprise | \$300.00   | \$3.70   | \$303.70    | app    | completed | SPAR  |
| 38                     | 5              | July 9, 2023, 9:09 PM        | August 16, 2023, 4:30 PM     | August 21, 2023, 5:30 PM     | Enterprise | \$189.21   | \$18.49  | \$207.70    | app    | completed | FCAR  |
| 10                     | 4              | April 8, 2019, 4:10 PM       | April 18, 2019, 8:30 AM      | April 22, 2019, 8:30 AM      | Sixt       | \$233.54   | \$80.73  | \$314.27    | app    | completed | XCAR  |
| 4                      | 1              | April 8, 2019, 7:56 PM       | April 12, 2019, 7:30 AM      | April 13, 2019, 2:30 PM      | National   | \$141.98   | \$53.32  | \$195.30    | app    | completed | PPAR  |
| 1                      | 0              | April 8, 2019, 8:28 PM       | April 9, 2019, 11:30 PM      | April 9, 2019, 1:30 PM       | Alamo      | \$70.31    | \$29.12  | \$99.43     | app    | completed | SCAR  |
| 5                      | 2              | June 24, 2019, 1:00 AM       | June 29, 2019, 10:30 PM      | July 2, 2019, 2:00 AM        | Alamo      | \$101.96   | \$68.11  | \$170.07    | app    | completed | SFAR  |
| 7                      | 2              | September 23, 2019, 5:55 ... | September 30, 2019, 2:00 ... | October 2, 2019, 6:00 PM     | Thrifty    | \$71.48    | \$44.18  | \$115.66    | app    | completed | CCAR  |
| 40                     | 5              | August 8, 2022, 5:44 AM      | September 17, 2022, 5:00 ... | September 22, 2022, 6:00 ... | Enterprise | \$319.80   | \$142.66 | \$462.46    | app    | completed | PPAR  |
| 2                      | 4              | April 3, 2023, 10:41 PM      | April 5, 2023, 1:00 PM       | April 9, 2023, 8:30 AM       | Enterprise | \$272.00   | \$28.41  | \$300.41    | app    | completed | FFAR  |
| 80                     | 4              | June 11, 2023, 5:37 PM       | August 30, 2023, 11:00 PM    | September 3, 2023, 11:00 ... | Enterprise | \$142.00   | \$33.08  | \$175.08    | app    | completed | FCAR  |
| 6                      | 5              | July 6, 2023, 5:18 PM        | July 12, 2023, 3:00 PM       | July 17, 2023, 3:00 PM       | Enterprise | \$300.00   | \$55.33  | \$355.33    | app    | completed | SPAR  |
| 38                     | 5              | July 9, 2023, 9:04 PM        | August 16, 2023, 4:30 PM     | August 21, 2023, 5:30 PM     | Enterprise | \$189.21   | \$18.49  | \$207.70    | app    | completed | FCAR  |

**In this report:** Monitor rental information, including how far in advance rental cars are booked, the length of each trip, and see **holistic spending across each merchant**.

## Total Reimbursed Report

| Date                       | Merchant               | Amount (USD) | Currency Code | Converted Amount | Conversion Rate | Expense Category              |
|----------------------------|------------------------|--------------|---------------|------------------|-----------------|-------------------------------|
| January 17, 2023, 12:00 AM | Home Depot             | \$102.74     | USD           | 102.74           | 1               | Job Supplies                  |
| January 17, 2023, 12:00 AM | Mileage                | \$69.43      | USD           | 69.43            | 1               | Mileage - Standard (IRS rate) |
| January 19, 2023, 12:00 AM | Mileage                | \$117.18     | USD           | 117.18           | 1               | Mileage - Standard (IRS rate) |
| January 19, 2023, 12:00 AM | Starbucks              | \$5.35       | USD           | 5.35             | 1               | Meals                         |
| April 24, 2023, 12:00 AM   | Delta Air Lines        | \$392.99     | USD           | 392.99           | 1               | Airfare                       |
| April 24, 2023, 12:00 AM   | AC Hotel               | \$220.90     | USD           | 220.9            | 1               | Hotels & Lodging              |
| April 24, 2023, 12:00 AM   | The Cheesecake Factory | \$89.77      | USD           | 89.77            | 1               | Travel Meals                  |
| April 24, 2023, 12:00 AM   | Uber                   | \$80.87      | USD           | 80.87            | 1               | Ground Transportation         |
| January 18, 2023, 12:00 AM | Mileage                | \$117.18     | USD           | 117.18           | 1               | Mileage - Standard (IRS rate) |
| January 18, 2023, 12:00 AM | Starbucks              | \$5.35       | USD           | 5.35             | 1               | Meals                         |
| March 6, 2023, 12:00 AM    | Starbucks              | \$5.35       | USD           | 5.35             | 1               | Meals                         |
| March 22, 2023, 12:00 AM   | Mileage                | \$137.55     | USD           | 137.55           | 1               | Mileage - Standard (IRS rate) |

**In this report:** See all reimbursements by their currency code, **converted amount**, and **expense category**. Customize with additional fields, including: employee name, customer name, department, description, mileage, receipt links, reimbursement status, expense type (i.e. Mileage vs. receipt), or custom fields defined by your organization.



## Total Travel Transactions Report

| Created                 | Amount USD | Currency | Booking       | Credit Card | Description  |
|-------------------------|------------|----------|---------------|-------------|--|
| December 8, 2022, 6...  | \$259.83   | USD      | 9164581415224 | 1001        | Hotel San Francisco Marriott Marquis San Francisco CA 12/15/2022 to 12/16/2022                                       |
| December 7, 2022, 7...  | \$-332.62  | USD      | 9150450382565 | 4471        | Refund for itinerary 9150450382565   |
| December 7, 2022, 7...  | \$-337.98  | USD      | 9164564811619 | 4471        | Refund for itinerary 9164564811619   |
| December 7, 2022, 1...  | \$689.58   | USD      | W8FC04        | 4471        | PNR W8FC04 AA4724 ATL to CLT on 05/24/23, AA2373 CLT to SFO on 05/24/23, AA2430 SFO to ORD on 05/25/23, AA3481 OR... |
| December 7, 2022, 3...  | \$337.98   | USD      | 9164564811619 | 4471        | Hotel Courtyard By Marriott San Francisco Union Square San Francisco CA 05/10/2023 to 05/11/2023                     |
| December 7, 2022, 3...  | \$449.61   | USD      | SRF2CS        | 4471        | Hotel SRF2CS Inter Continental San Francisco An Ihg Hotel San Francisco CA 2023-05-10 to 2023-05-11                  |
| December 7, 2022, 2...  | \$332.62   | USD      | 9150450382565 | 4471        | Hotel The Westin Reston Heights Reston VA 05/10/2023 to 05/11/2023   |
| December 7, 2022, 2...  | \$350.65   | USD      | SLJZ10        | 4471        | PNR SLJZ10 DL2549 ATL to IAD on 05/10/23, DL2332 IAD to ATL on 05/11/23,   |
| December 5, 2022, 11... | \$119.95   | USD      | K1T08G        | 3263        | PNR K1T08G   |
| December 5, 2022, 11... | \$119.95   | USD      | K1T08G        | 3263        | K1T08G - AA 1783 12DEC CLTSFO   AA 2830 16DEC SFOCLT   |
| December 3, 2022, 12... | \$-827.3   | USD      | 554767862     | 3172        | Refund for itinerary 554767862   |
| December 2, 2022, 10... | \$261.41   | USD      | L03S5K        | 2450        | Hotel L03S5K Doubletree By Hilton Toronto Downto TORONTO CA 2022-12-06 to 2022-12-07                                 |
| December 2, 2022, 6...  | \$758.71   | USD      | 555046970     | 7210        | Hotel One King West Hotel Residence Toronto CA 12/05/2022 to 12/07/2022  |
| December 1, 2022, 9...  | \$492.2    | USD      | S8PTZ6        | 2548        | PNR S8PTZ6 DL8797 ATL to JFK on 12/16/22, DL898 JFK to ATL on 12/23/22,  |
| December 1, 2022, 7...  | \$1,240.94 | USD      | 554767862     | 3172        | Hotel Hilton Toronto Toronto CA 12/05/2022 to 12/08/2022   |
| November 30, 2022, 8... | \$529.64   | USD      | 554477058     | 4004        | Hotel Hotel Griffon San Francisco CA 12/14/2022 to 12/16/2022.   |
| November 29, 2022, 6... | \$654.82   | USD      | V810DY        | 3263        | Hotel V810DY Marriott Downtown At Cf Toronto Eaton Centre Toronto CA 2022-12-05 to 2022-12-07                        |
| November 29, 2022, 6... | \$-723.48  | USD      | 9164455323992 | 3263        | Refund for itinerary 9164455323992   |

**In this report:** See all **hotel and flight transactions**, including **refunds and trip descriptions**. If there is a major air travel disruption, travel managers or HR can find **every flight booking number** at a glance.

## Total Reports Approved by Finance

| Status | Submitted On | Approved On | Approver → Display Name                                    | Reimbursement Approved On | Reimbursement Approver → Display Name                      |
|--------|--------------|-------------|--|---------------------------|--|
| paid   | 2/16/2018    | 2/16/2018   | Arcade, Calvin (calvin@demoland.com)                       | 2/16/2018                 | Lincoln, Abraham (abraham@demoland.com)                    |
| paid   | 2/16/2018    | 2/16/2018   | Arcade, Calvin (calvin@demoland.com)                       | 2/16/2018                 | Lincoln, Abraham (abraham@demoland.com)                    |
| paid   | 6/11/2020    | 12/3/2020   | Duffy, Don (dduffy@demoland@travelbank.com)                | 12/3/2020                 | Duffy, Don (dduffy@demoland@travelbank.com)                |
| paid   | 5/13/2020    | 11/18/2020  | Duffy, Don (dduffy@demoland@travelbank.com)                | 11/18/2020                | Duffy, Don (dduffy@demoland@travelbank.com)                |
| paid   | 8/12/2020    | 8/12/2020   | Duffy Manager, Daniel (dduffy-demonmanager@travelbank.com) | 8/12/2020                 | Duffy Manager, Daniel (dduffy-demonmanager@travelbank.com) |
| paid   | 8/10/2020    | 1/13/2022   | Duffy Manager, Daniel (dduffy-demonmanager@travelbank.com) | 1/13/2022                 | Duffy Manager, Daniel (dduffy-demonmanager@travelbank.com) |
| paid   | 8/17/2020    | 8/17/2020   | Duffy Manager, Daniel (dduffy-demonmanager@travelbank.com) | 8/17/2020                 | Duffy Manager, Daniel (dduffy-demonmanager@travelbank.com) |
| paid   | 7/21/2020    | 1/13/2022   | Duffy Manager, Daniel (dduffy-demonmanager@travelbank.com) | 1/13/2022                 | Duffy Manager, Daniel (dduffy-demonmanager@travelbank.com) |
| paid   | 5/19/2020    | 7/21/2020   | Farr Manager, Natalie (nfarr@demoland@travelbank.com)      | 7/21/2020                 | Farr Manager, Natalie (nfarr@demoland@travelbank.com)      |
| paid   | 6/29/2021    | 12/17/2021  | Farr Manager, Natalie (nfarr@demoland@travelbank.com)      | 12/17/2021                | Lincoln, Abraham (abraham@demoland.com)                    |
| paid   | 7/29/2020    | 7/29/2020   | Farr Manager, Natalie (nfarr@demoland@travelbank.com)      | 7/29/2020                 | Duffy, Don (dduffy@demoland@travelbank.com)                |
| paid   | 11/4/2020    | 12/17/2021  | Farr Manager, Natalie (nfarr@demoland@travelbank.com)      | 12/17/2021                | Lincoln, Abraham (abraham@demoland.com)                    |
| paid   | 3/19/2020    | 3/19/2020   | Farr Manager, Natalie (nfarr@demoland@travelbank.com)      | 3/19/2020                 | Farr Manager, Natalie (nfarr@demoland@travelbank.com)      |

**In this report:** Measure how quickly expense reports are submitted, approved, and reimbursed, and immediately identify the approver.



## Credit Card Reconciliation Report

| User → E...   | User - Manager → Disp... | Posting Date ▾ | Transaction Date ▾ | Amount (\$) ▾ | Merchant ▾      | Expense - |
|---------------|--------------------------|----------------|--------------------|---------------|-----------------|-----------|
| connor@dem... | Hamilul Esteban (hane... | 5/3/2022       | 4/1/2022           | 1,281.02      | DELTA AIRLIN... |           |
| connor@dem... | Hamilul Esteban (hane... | 5/3/2022       | 4/11/2022          | 28.31         | HELL'S KITCH... |           |
| connor@dem... | Hamilul Esteban (hane... | 5/2/2022       | 4/8/2022           | -16.44        | WATER GRILL...  |           |
| connor@dem... | Hamilul Esteban (hane... | 5/3/2022       | 4/19/2022          | 106.45        | HILTON BLAT     |           |
| connor@dem... | Hamilul Esteban (hane... | 4/29/2022      | 3/1/2022           | 256.21        | AMTRACK N...    |           |
| connor@dem... | Hamilul Esteban (hane... | 5/3/2022       | 4/10/2022          | 13.28         | MURRAY'S BL...  |           |
| connor@dem... | Hamilul Esteban (hane... | 4/29/2022      | 3/1/2022           | 1,378.12      | UNITED AIRLI... |           |
| connor@dem... | Hamilul Esteban (hane... | 5/2/2022       | 4/17/2022          | -122.68       | AVIS BLAT       |           |
| connor@dem... | Hamilul Esteban (hane... | 4/29/2022      | 3/15/2022          | 28.65         | YAMI YAMI J...  |           |
| connor@dem... | Hamilul Esteban (hane... | 4/29/2022      | 3/22/2022          | 8.93          | OEB BREAKF...   |           |
| connor@dem... | Hamilul Esteban (hane... | 5/2/2022       | 4/25/2022          | -325.24       | MARRIOTT B...   |           |

**In this report:** See **transaction costs and dates across all users and merchants**, before expense reports are created and/or submitted.

## All Expenses Report

| Amount (USD) ▾ | Currency Code ▾ | Converted Amount ▾ | Conversion Rate ▾ | Status ▾  | Type ▾  | Non-Reimbursable ▾ | Billable ▾ | Customer Name ▾ |
|----------------|-----------------|--------------------|-------------------|-----------|---------|--------------------|------------|-----------------|
| \$9.99         | USD             | 9.99               | 1                 | new       | receipt | true               | false      |                 |
| \$5.14         | USD             | 5.14               | 1                 | new       | receipt | true               | false      |                 |
| \$7.76         | USD             | 7.76               | 1                 | new       | receipt | true               | false      |                 |
| \$0.05         | USD             | 0.05               | 1                 | new       | receipt | true               | false      |                 |
| \$9.65         | USD             | 9.65               | 1                 | new       | receipt | true               | false      |                 |
| \$7.05         | USD             | 7.05               | 1                 | new       | receipt | true               | false      |                 |
| \$65.45        | USD             | 65.45              | 1                 | new       | receipt | true               | false      |                 |
| \$85.00        | USD             | 85                 | 1                 | new       | receipt | true               | false      |                 |
| \$65.45        | USD             | 65.45              | 1                 | new       | receipt | true               | false      |                 |
| \$85.00        | USD             | 85                 | 1                 | new       | receipt | true               | false      |                 |
| \$1,536.52     | USD             | 1,536.52           | 1                 | discarded | receipt | true               | false      |                 |
| \$127.74       | USD             | 127.74             | 1                 | discarded | receipt | true               | false      |                 |

**In this report:** See every expense, including if it's **reimbursable or billable**.

## Reports Created but not Submitted (Accrual)

| ID                       | Created                    | Status    | Total Spent | Department → Name | User → Display Name   |
|--------------------------|----------------------------|-----------|-------------|-------------------|---|
| 633dca741918f100135715c9 | October 5, 2022, 6:18 PM   | submitted | \$0         | General           | Erwin, Salim (salim+demo@travelbank.com)                        |
| 62fc0fc97c9cc20012fdaf59 | August 16, 2022, 9:44 PM   | submitted | \$0         | Accounting        | Hammad, Esteban (hammad+demo@travelbank.com)                    |
| 62fd2c0b94dd0a0012fb279c | August 17, 2022, 5:57 PM   | submitted | \$0         | Accounting        | Hammad, Esteban (hammad+demo@travelbank.com)                    |
| 5e6015f73061990013558971 | March 4, 2020, 8:56 PM     | active    | \$0         | Sales             | Rosen, JD (jdrosen+admin@travelbank.com)                        |
| 5e614a5c45086c001434841f | March 5, 2020, 6:52 PM     | active    | \$0         | Sales             | Rosen, JD (jdrosen+admin@travelbank.com)                        |
| 63b43c354890ec00139f5715 | January 3, 2023, 2:31 PM   | active    | \$310.01    | Marketing         | Savage, Kyle (ksavage+demo@travelbank.com)                      |
| 636c19e7286a3500144d18fc | November 9, 2022, 9:21 PM  | active    | \$0         | General           | Demoland, Nancy (nancy+demoland@travelbank.com)                 |
| 5c814f23f025c1004e6da093 | March 7, 2019, 5:04 PM     | active    | \$0         | Sales             | Arreola, Calryn (calryn@demoland.com)                           |
| 5a85c2377a61c9003b8758d2 | February 15, 2018, 5:24 PM | active    | \$0         | Marketing         | Arreola, Calryn (calryn@demoland.com)                           |
| 5a8731362d2c20002ff14e2b | February 16, 2018, 7:29 PM | active    | \$0         | Marketing         | Arreola, Calryn (calryn@demoland.com)                           |
| 642326ab41f9600013cc7583 | March 28, 2023, 5:40 PM    | active    | \$0         | Sales             | Markiewicz Manager, Elizabeth (emarkiewicz+demo@travelbank.com) |
| 6424499e1e54e800134ade09 | March 29, 2023, 2:22 PM    | active    | \$56,292.20 | General           | Savage, Kyle (ksavage+demo@travelbank.com)                      |
| 62bdb58c4fd4b00012aa7ece | June 30, 2022, 2:39 PM     | active    | \$356.14    | Marketing         | Savage, Kyle (ksavage+demo@travelbank.com)                      |

**In this report:** Quickly **accrue future travel and expenses by department**, and see which reports are drafted, but not yet submitted.



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