

Online Reporting Clue Card

1. Go to www.reho.com
2. Click on **Melbourne Clients or Sydney Clients**
3. To login, enter your COMPANY CODE, EMAIL AND PASSWORD
Click **CONTINUE**
4. The menu will be listed, click **web-res Reports**
5. **Report Request Screen**
NOTE: ALL reports can be broken down by departments, cost centres, specific dates, travellers etc.

A brief summary of each report type is shown below.

EXPENDITURE REPORTS

Corporate Savings – This report shows the **Actual Savings** and **Potential Savings** and is generally only used for airfares. This report will also detail Reason Codes if non-compliant travel segments have been booked.

Corporate Travel – This report shows a **complete Travel Report breakdown of costs** for all domestic and international travel. This details airfares, hotels and car hire.

Corporate Expenditure – This report is a **summary of total overall spend** for domestic and international travel on Airfares, Hotels and Car Hire

SUPPLIER REPORTS

Air Spend Graph Reports – This report shows by graph a **breakdown by destination, airline, class and total comparison** for domestic and international travel

City Pair - Breakdown of domestic and international City Pairs

Hotel Room nights - Breakdown of **hotel stays booked** by hotel and passenger name

Booking Source Report – Breakdown of domestic and international travel by booking source

FINANCIAL REPORTS

Credit Card – A breakdown of all charges for travel to a nominated Credit Card

Issued Ticket – This report shows all airlines tickets issued for domestic and international travel

Segment on Hold – Displays unused tickets (ie. tickets held in credit) including validity and expiry dates

Invoice List - A complete list of invoices issued to your company

Debtor Statement by Invoice/Booking – This report details all current outstanding invoices by bookings/invoices

PASSENGER LOCATION REPORT

- This report enables you to locate a traveller on any date in any city at anytime (24/7)
- In particular and most importantly used in emergency situations
- For example, most recently used during the volcano ash period for travel throughout Europe and used also for the no-travel alert during the riots in Bangkok

FORMATS

- **PDF** to print
- **Excel** to sort
- **HTML** to read on screen and includes hyperlinks to drill-down to invoices and itineraries
- **Plain Text** to upload into back office system