

Travel Management Summary



Back Office Data
Open Universiteit
Based on Invoice Date

	2018												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Airlines													
Gross Air Volume	€15.788	€7.422	€5.773	€8.547	€5.727	€5.589	€7.285	€4.839	€3.090	€3.018	€2.479	€1.245	€70.802
Refund Air Volume	(€1.124)	€0	€0	(€1.134)	(€586)	€0	€0	€0	€0	€0	€0	€0	(€2.844)
Net Air Volume	€14.664	€7.422	€5.773	€7.412	€5.142	€5.589	€7.285	€4.839	€3.090	€3.018	€2.479	€1.245	€67.958
Refund Volume %	7.1%	0%	0%	13.3%	10.2%	0.0%	0%	0%	0%	0%	0%	0%	4.0%
# of Invoices	50	18	18	27	26	11	24	18	12	19	10	2	235
# of Refunds	2	0	0	2	3	0	0	0	0	0	0	0	7
Net Transactions	48	18	18	25	23	11	24	18	12	19	10	2	228
Refund Trans %	4.0%	0%	0%	7.4%	11.5%	0.0%	0%	0%	0%	0%	0%	0%	3.0%
Total Miles	230.766	87.625	56.936	50.343	31.198	38.941	64.524	29.939	18.966	29.528	20.353	17.088	676.207
# Tickets Booked Online	30	7	6	19	10	4	9	4	2	5	2	2	100
Volume Booked Online	€11.064	€2.804	€2.677	€5.133	€2.377	€1.822	€2.871	€1.478	€146	€815	€403	€1.245	€32.835
% Tickets Booked Online	62.5%	38.9%	33.3%	76.0%	43.5%	36.4%	37.5%	22.2%	16.7%	26.3%	20.0%	100.0%	43.9%
Average Gross Amt	€316	€412	€321	€317	€220	€508	€304	€269	€258	€159	€248	€623	€301
Average Refund Amt	(€562)	€0	€0	(€567)	(€195)	€0	€0	€0	€0	€0	€0	€0	(€406)
Average Net Amt	€306	€412	€321	€296	€224	€508	€304	€269	€258	€159	€248	€623	€298
Avg Cost Per Mile	0,06	0,08	0,10	0,15	0,16	0,14	0,11	0,16	0,16	0,10	0,12	0,07	0,10
Int'l Air Volume	€14.664	€7.422	€5.773	€7.412	€5.142	€5.589	€7.285	€4.839	€3.090	€3.018	€2.479	€1.245	€67.958
Int'l Air Volume %	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%	100,0%
Int'l Air Tickets	48	18	18	25	23	11	24	18	12	19	10	2	228
Int'l Avg Net Amt	€306	€412	€321	€296	€224	€508	€304	€269	€258	€159	€248	€623	€298
Int'l Total Miles	230.766	87.625	56.936	50.343	31.198	38.941	64.524	29.939	18.966	29.528	20.353	17.088	676.207
Int'l Cost per Mile	0,06	0,08	0,10	0,15	0,16	0,14	0,11	0,16	0,16	0,10	0,12	0,07	0,10
Domestic Air Volume	€0	€0	€0	€0	€0	€0	€0	€0	€0	€0	€0	€0	€0
Domestic Air Volume %	0%	0%	0%	0%	0%	0,0%	0%	0%	0%	0%	0%	0%	0%
Domestic Air Tickets	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Avg Net Amt	€0	€0	€0	€0	€0	€0	€0	€0	€0	€0	€0	€0	€0
Domestic Total Miles	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Cost per Mile	0	0	0	0	0	0,00	0	0	0	0	0	0	0
Rail													
Gross Rail Volume	€0	€265	€785	€1.514	€311	€96	€551	€64	€431	€516	€137	€870	€5.540
Rail Refund Volume	€0	€0	€0	(€73)	€0	€0	€0	€0	€0	€0	€0	€0	(€73)
Net Rail Volume	€0	€265	€785	€1.441	€311	€96	€551	€64	€431	€516	€137	€870	€5.467
Rail Refund Volume %	0%	0%	0%	4,8%	0%	0,0%	0%	0%	0%	0%	0%	0%	1,3%
# of Rail Invoices	0	1	8	10	2	2	3	1	5	3	2	6	43
# of Rail Refunds	0	0	0	1	0	0	0	0	0	0	0	0	1
Net Rail Transactions	0	1	8	9	2	2	3	1	5	3	2	6	42
Rail Refund Trans %	0%	0%	0%	10,0%	0%	0,0%	0%	0%	0%	0%	0%	0%	2,3%
Total Miles	0	0	0	0	0	0	0	0	0	0	0	0	0
Average Gross Rail Amt	€0	€265	€98	€151	€156	€48	€184	€64	€86	€172	€69	€145	€129
Average Rail Refund Amt	€0	€0	€0	(€73)	€0	€0	€0	€0	€0	€0	€0	€0	(€73)
Average Net Rail Amt	€0	€265	€98	€160	€156	€48	€184	€64	€86	€172	€69	€145	€130

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	2018												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Hotel Bookings													
Hotel Rooms Booked	14	11	9	15	14	13	13	9	9	10	8	4	129
# of Room Nights	42	63	26	44	48	20	32	17	29	18	14	5	358
Hotel Costs	€2.716	€9.735	€5.035	€5.844	€37.423	€2.905	€4.332	€649	€2.955	€2.137	€1.207	€618	€75.556
Avg # of Room Nights	3.0	5.7	2.9	2.9	3.4	1.5	2.5	1.9	3.2	1.8	1.8	1.3	2.8
Avg Cost per Night	€65	€155	€194	€133	€780	€145	€135	€38	€102	€119	€86	€124	€211
Car Rental Bookings													
Cars Booked	0	0	0	0	0	0	0	1	0	0	0	0	1
# of Days	0	0	0	0	0	0	0	1	0	0	0	0	1
Car Rental Costs	€0	€0	€0	€0	€0	€0	€0	€261	€0	€0	€0	€0	€261
Avg # of Days	0	0	0	0	0	0.0	0	1.0	0	0	0	0	1.0
Avg Cost per Day	€0	€0	€0	€0	€0	€0	€0	€261	€0	€0	€0	€0	€261
Total Cost													
Totals	€17.380	€17.422	€11.593	€14.697	€42.876	€8.590	€12.168	€5.813	€6.476	€5.671	€3.823	€2.733	€149.242