

## Hotel/Car Expense Summary Report

The report prints out a Hotel or Car summary in ascending total cost order for each vendor. The number of days and the average cost per day are also displayed. Further breakdown by domestic/ international total cost and average cost per item are shown.

Parameters for report:

**Travel Category (Hotel or Car):** Select Hotel or Car Travel Category.

**Client Breakdown:** Run for All Clients, Run for One Client ID, Run By Client Group.

**Required ID:** Client Interface ID or Client Group Name if needed.

**Invoice Issue Date From:**

**Invoice Issue Date To:**

**(O)ne Branch, Branch (G)roup or (A)ll:** Run Report by (O)ne Branch, a Branch (G)roup, or (A)ll Branches.

**Enter Branch Number:** Branch Number if running by (O)ne Branch.

**Enter Branch Group ID:** Branch Group Name if running by Branch (G)roup.