

Passenger Mileage Report

This report is a Passenger Mileage Report. Report reads only Travel Types with Travel Category AIR as defined under Utilities>Setup>Travel Types in TRAMS Back Office. It displays tickets by Passenger with itinerary and shows the Mileage for each Passenger. Both "Total Mileage" and "Average Cost Per Mile" are shown. If no City Pair information is present in the Segment Tab of the booking, that City Pair and booking is ignored and will not be displayed on the report. Exchanged tickets will show the "Original" ticket as "Exchanged" and will not use the "Original" City Pairs in the calculations. The "Exchanged" ticket will be displayed fully and will be part of the calculations. Refunded tickets will show as "Refunded" and will not use the City Pairs in the calculations. As a "QC" function, the report can be run to show all City Pairs where no Segments are present.

Revised 11/18/2011 to include a parameter to exclude all exchanges.

Report was modified to include a parameter so that the report is formatted to import into an Excel spreadsheet acceptable format.

After printing the report, click on the Export Report icon (envelope with a red arrow inside) included in TCR:

Choose the MS Excel 97-2000 format:

Click OK. On next dialog box, select Report Headers:

Click OK and you will be prompted with Save File screen.

Give the file a name and the file can be read in Excel.

Revised 09/27/2012 to include a parameter to run the report by either depart date or invoice date. Revised to include All Clients as a parameter.

Revised 01/22/2013 to reflect current logic used for excluding refunds and exchanges from report. Will only look at airport city codes, not rail city in order to show proper location.

Revised 06/11/2013 to run report with a breakdown by Department as defined in the booking record.