

## T & E Cardholder Hotel Activity

**Access:** Reporting > reportQ > Quick Reports > Travel & Entertainment > T & E Cardholder Hotel Activity

**Description:** View hotel transaction details by cardholder, including car information, merchant information, arrival and departure date (total rights purchased), and room rates (when available).

**Specifications:** This type of report is for only MasterCard customers.

**Additional Details:** Available in PDF and Excel. See the sample images on the next page.

SECTION 1

T & E Cardholder Hotel Activity (MasterCard)															
REPORT NAME	CARDHOLDER HOT														
DATE TYPE	POSTED DATE														
BEGIN DATE	5/1/2012														
END DATE	5/4/2012														
HIERARCHY VALUES	NONE														
PRIMARY SORT	NONE														
SECONDARY SORT	NONE														
ACCOUNT CODE	AB123														
CUSTOMER ID	ALL														
CARD NUMBER	ALL														
Account Code	Customer ID	Corporate Code	Transaction Date	Transaction Time	Posted Date	Control Number	Merchant Name	Merchant City	Merchant State	Total Amount	Vehicle Number	Card Number	First Name	Last Name	Employee Number
AB123	AB123		05/01/2012	11:59:59 PM	05/03/2012	000010001	ABC COMPANY	SANTA CLARA	CA	153.3	FLEET	55673XXXXXX1234	John	Smith	1001
AB123	AB123		05/02/2012	11:59:59 PM	05/03/2012	000010002	ABC COMPANY	SAN FRANCISCO	CA	304.33	FLEET	55673XXXXXX1235	John	Smith	1002
AB123	AB123		05/02/2012	11:59:59 PM	05/03/2012	000010003	ABC COMPANY	SAN FRANCISCO	CA	276.14	FLEET	55673XXXXXX1236	John	Smith	1003
AB123	AB123		05/02/2012	11:59:59 PM	05/03/2012	000010004	ABC COMPANY	SAN FRANCISCO	CA	291.09	FLEET	55673XXXXXX1237	John	Smith	1004

SECTION 2

Driver License Number	Driver License State	Vehicle Description	VIN Number	License Plate Number	Registration Expiration Date	Misc 1	Misc 2	ID Number	Trailer Number	Corporate Name	Account Name	Sub Account Name/Customer Name	Reporting Hierarchy Level 1	Reporting Hierarchy Level 2	Reporting Hierarchy Level 3
						0		8012011			Account Name				
						0		11092010			Account Name				
						0		945847			Account Name				

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