



American Express @ Work Travel Reporting

As of December 5, 2005, new reporting functionality is available to departments through the American Express @ Work (Amex@Work) component of Travel AcXess Voyage. Departmental Senior Fulltime Travel Officers (SFTOs) must designate users for access to Amex@Work functionality.

Amex@Work Travel Reporting gives your department flexible access to a comprehensive suite of travel-related spending data:

- Internet access, 24 hours a day, 7 days a week
- Secure, password-protected environment
- Data is updated 48-72 hours after transaction
- Up to 27 months of historical data is stored

Travel data is gathered from the Amex data warehouse, which stores details from all air, rail, hotel, and car bookings made through the travel agency Call Centre and On-line Booking Tool (OBT). This data will enable departments to monitor travel costs and policy compliance, and will aid the Government in supplier negotiations.

Pre-formatted reports are available in both English and French and are available for use with Microsoft Excel and other common spreadsheet applications. Depending on access, users can select sorting options, report frequency, and the kinds of data they want to analyze.

Two levels of reporting functionality are available:

Core Travel Reporting

- Single sign-on from the Travel AcXess Voyage portal
- On-demand reports
- 35 workable pre-defined reports
- Limited on-line filtering; no sorting
- Ability to print reports
- Data and report exporting

Enhanced Travel Reporting

Includes all Core functionality, plus:

- Enhanced on-line filtering and sorting for customized reports
- Ability to save report queries
- Graphing capabilities
- Customizable reports



Who should have access to Amex@Work for my organization?

Some of the data collected for Amex@Work reporting may be sensitive; user access to both Core and Enhanced reporting should be assigned with discretion. Only those with corporate financial or travel management roles will likely require access to travel reporting:

Support and training

STSI is providing training sessions to departmental users in the following phases:

Phase 1: December 2005-March 2006

- Core Travel Reporting training delivered to designated corporate head office users in the top 30 travel-spending departments

Phase 2: spring/summer 2006

- Core Travel Reporting training for designated corporate head office users in the remaining departments and agencies

Phase 3: late summer/fall 2006

- Core Travel Reporting training in the regions
- Enhanced Travel Reporting training on an as-needed basis

The half-day course for Core Travel Reporting will provide participants with the skills and knowledge needed to effectively use Amex@Work. Participants will be provided with:

- Hands-on opportunities to practice using the system;
- Suggestions on how to best use the system; and
- Information on how to use the reports to monitor travel patterns.

The Amex@Work reporting tool also includes navigation and procedural on-line tutorials.

For more information on Amex@Work support and training, please contact:

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About the STSI

The Shared Travel Services Initiative is a Government of Canada initiative jointly led by Public Works and Government Services Canada and the Treasury Board of Canada Secretariat.

More information on the STSI is available at <http://gtmo.gc.ca>. For access to on-line travel services, visit <http://travel-voyage.gc.ca>.