

# Import Data Guide

The data should be for one full year, preferably the last 12 months. Data should be pulled based on the flight date, not the date the reservation was booked:

<i>Field</i>	<i>Data Type</i>	<i>Comment</i>
Passenger name	Text	
Booking date	Text	date PNR was created
Record locator	Text	(optional)
Personal trip flag	Text/numeric	(optional)
Employee number	Text/numeric	(optional)*
<b><i>Flight Segment Data</i></b>		
Flight date	Text	departure date
Airline code	Text	two-letter airline code
Flight number	Text/numeric	
Class	Text	booking code
From airport code	Text	
To airport code	Text	
Ticket number	Text/numeric	example: 0011234567890
Total fare	Numeric	base fare excluding taxes/fees
<b><i>Hotel Stay Data</i></b>		
Check-in date	Text	
Check-out date	Text	
Hotel chain code	Text	two-letter hotel chain code
City code	Text	three-letter city code
Rate	Text	nightly room rate (exclude taxes/fees)
<b><i>Car Rental Data</i></b>		
Pick-up date	Text	
Drop-off date	Text	
Car agency code	Text	two-letter rental agency code
Location/city code	Text	three-letter city/location code
Daily rate	Text	Base cost per day (exclude taxes/fees)

\* Employee number or other unique identifier is strongly recommended when available.

The import file must be a comma-delimited file (CSV) with all text fields surrounded by quotation marks and each field separated by comma ("Field1", "Field2",...)

The booking date should be the date that the PNR was first created, the date that the travel originally booked. The flight date for the flight segment data should be the actual date of travel (departure date) not the date the reservation was booked or modified.

The total fare should include all taxes and should be the cost for each individual segment, or, the first segment of the trip should contain the total fare for the entire trip and all other segments in that trip should show 0 as the fare. All voids, refunds, and canceled tickets should be excluded from the data.

If personal flights are included with the business flights and should not be counted as part of the business mileage, they should be identified in the Personal trip flag field as 'Y' or 'I' for personal trip, 'N', or '0' for business trip or not included with the data.

## Sample Data

Below is a sample of how the file should look for airline segments:

```
"JACKS/LOU","08/23/05","09/26/05","AA","1625","Y","SLC","ORD","0013742827288",648.00
"JACKS/LOU","08/23/05","09/27/05","AA","813","Y","ORD","JFK","0013742827288",0
"JACKS/LOU","08/23/05","09/30/05","AA","2014","Y","IAD","SLC","0013742827288",0
"JOBE/MARY","09/01/05","09/04/05","DL","1251","Y","ATL","RIC","0062739480023",345.15
"JOBE/MARY","09/01/05","09/08/05","DL","4510","Y","RIC","ATL","0062739480023",0
```

Data from hotel stays and car rentals can either be provided in a separate file or included with the airline segment data with the appropriate additional field data empty as in the sample below:

```
"JACKS/LOU","08/23/05","","","","","09/26/05","09/27/05","HY","NYC",283.50
"JACKS/LOU","08/23/05","","","","","09/27/05","09/30/05","MC","WAS",345.00
"JACKS/LOU","08/23/05","","","","","09/27/05","09/30/05","ZI","IAD",44.00
"JOBE/MARY","09/01/05","","","","","09/04/05","09/08/05","ES","RIC",185.00
"JOBE/MARY","09/01/05","","","","","09/04/05","09/08/05","ZL","RIC",39.50
```

## Send Your Data

You can send your data to TravelWare via e-mail by sending the file to [imports@travelware.net](mailto:imports@travelware.net). You can compress the data if necessary. If you prefer, we can provide you with a secure FTP site to upload your data files to us or arrange another electronic delivery method that suits your needs.

If you have any questions about the data file or about transmitting the file to us, you should contact TravelWare at (801) 438-2100, extension 154, or direct your questions to your client coordinator specialist or sales representative.