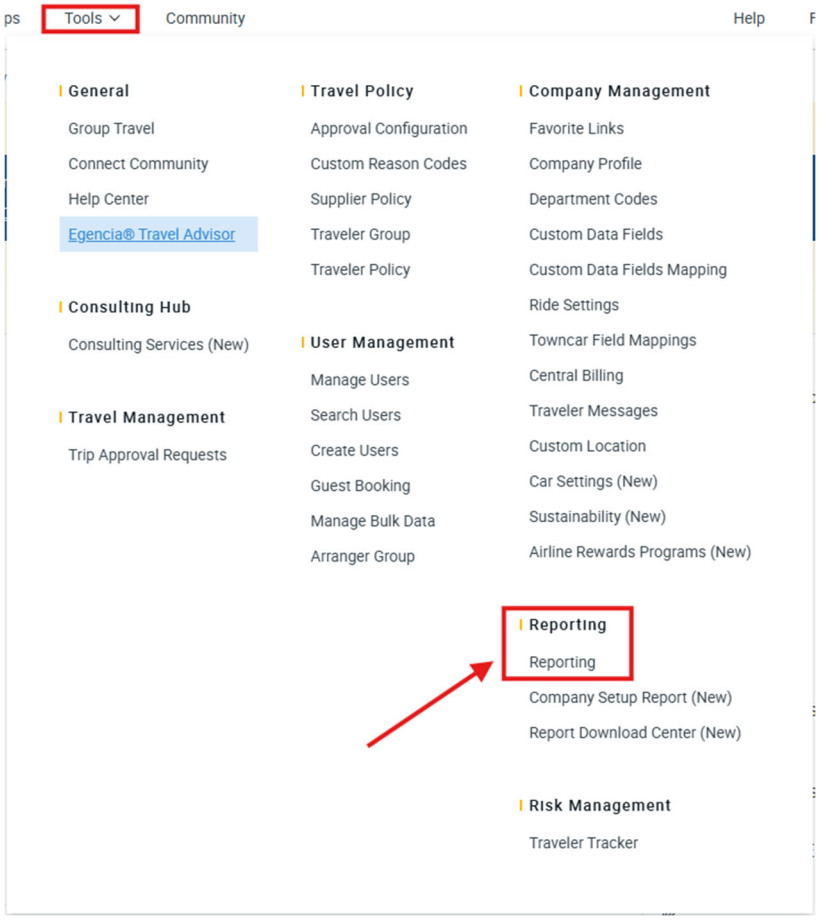
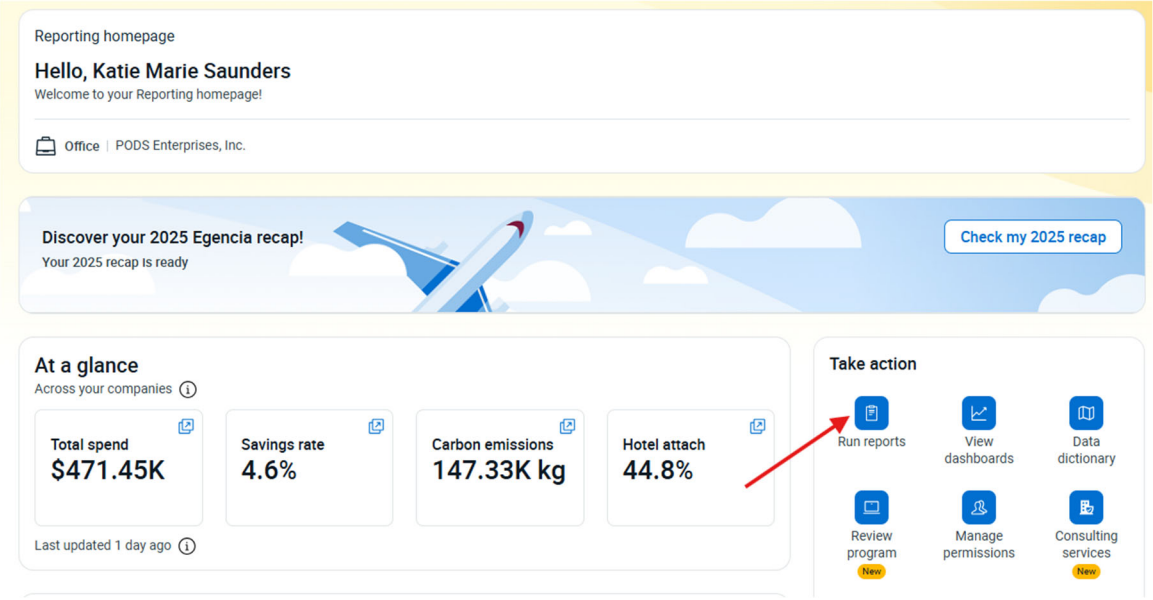
Egencia Reporting (*Report Generation & PDF Creation*)

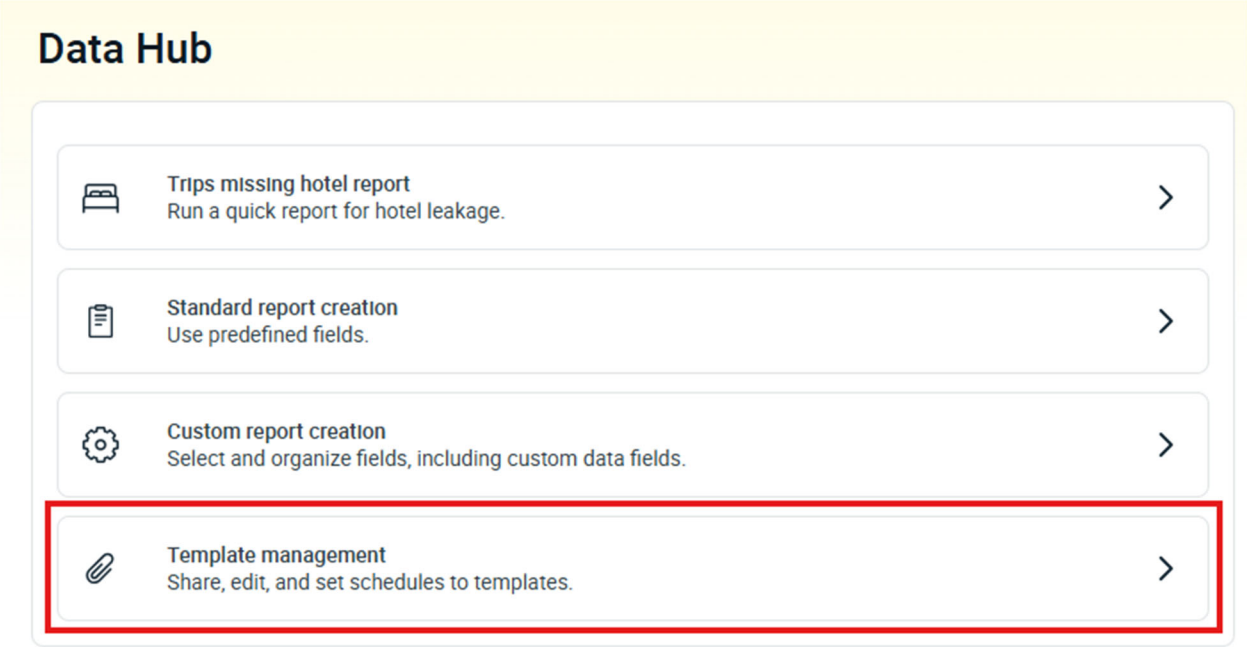
1) Contact ksaunders@pods.com and let me know you'd like access to the Reporting Tool.
2) Once you get access, you can click on **Tools** and under Reporting **click on Reporting**.



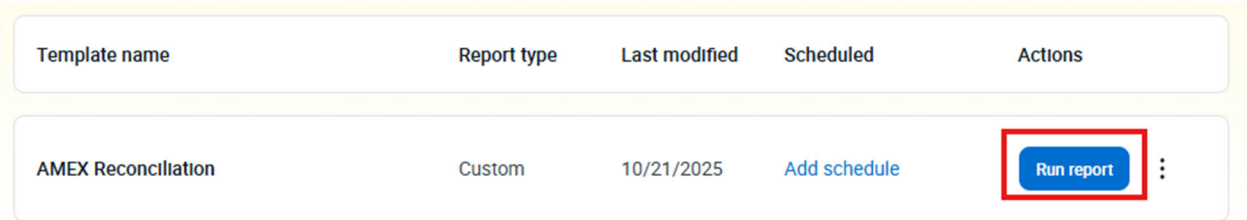
3) On the Reporting Homepage, click on Run Reports



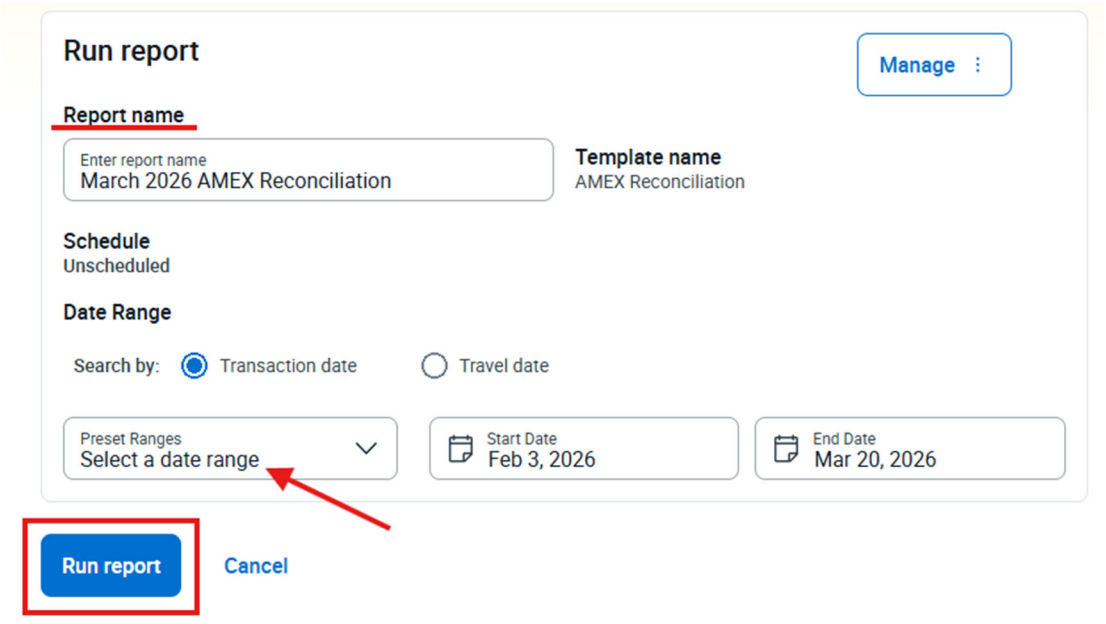
4) When you ask for access to the reporting tool, I will also give you access to my AMEX template. Click on **Template Management** on this page.



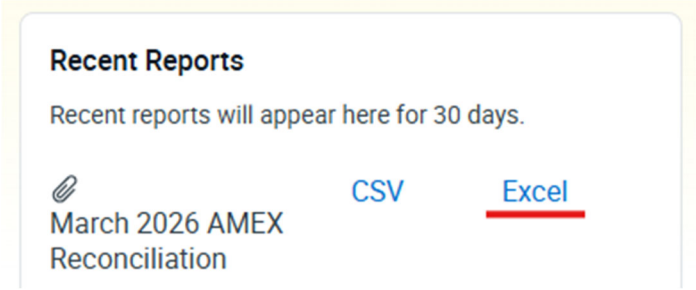
5) Click **Run Report** on the AMEX Reconciliation template.



6) Name the report and change the date range to 2 Days before and 2 Days after your credit card statement. (For example, my AMEX report for Rich's card has transaction dates between 02/05/26 - 03/18/26 so I choose 02/03/26 – 03/20/26.) Click **Run Report**.



7) Once you click on Run Report, it will process on the right side of the screen. When it's done it will show up in the list and you can save the file. Click on Excel to download the file.



8) Open your downloaded file, and click on the **All products** tab.

9) You will be sorting your credit card by sorting to first 6 of your credit card and the last 4 of your card.

Traveler Name	Transaction Date	Itinerary Number	Confirmation Number	Transaction Type	Credit Card Type	Credit Card BIN	Credit Card Last 4 Digits	Transaction Amount	Department/Cost Center	Booker Name	Reason for Trip
Virtue, Anthony Xavier	02/03/2026	214913520405	N/A	Fee charge:Car reservation fee online	American Express	379628	6001	2.00	305		Market Visits
Sanger, Brent	02/03/2026	214913245699	N/A	Fee charge:Air booking fee	American Express	379408	2008	8.00	700		PTDC
Virtue, Anthony Xavier	02/03/2026	214913486677	N/A	Fee charge:Air booking fee (negotiated rate)	American Express	379628	6001	8.00	305		Market Visits
Virtue, Anthony Xavier	02/03/2026	214914058175	N/A	Fee charge:Hotel reservation fee online	American Express	379628	6001	2.00	305		Market Visits
Sanger, Brent	02/03/2026	214913262595	N/A	Fee charge:Hotel reservation fee online	American Express	379408	2008	2.00	700		PTDC
Davidson, Bryan	02/03/2026	214915242632	N/A	Fee charge:Car reservation fee online	American Express	377283	4000	2.00	109		MM Training
Davidson, Bryan	02/03/2026	214915238349	N/A	Fee charge:Air booking fee	American Express	377283	4000	8.00	109		MM Training
Williams, Justin	02/03/2026	214915253463	N/A	Fee charge:Hotel reservation fee online	Visa	414720	3037	2.00	109		Other
Sanger, Brent	02/03/2026	214913273082	N/A	Fee charge:Car reservation fee online	American Express	379408	2008	2.00	700		PTDC
Hayes, Susan Carol	02/03/2026	214913369113	N/A	Fee charge:Hotel reservation fee online	Visa	440066	3812	2.00	120		Other
Virtue, Anthony Xavier	02/03/2026	214913288940	N/A	Fee charge:Car reservation fee online	American Express	379628	6001	2.00	305		PTDC
Virtue, Anthony Xavier	02/03/2026	214913272013	N/A	Fee charge:Air booking fee (negotiated rate)	American Express	379628	6001	8.00	305		PTDC
Sanger, Brent	02/03/2026	214913273082	1494254296EXSEL	Car reservation	American Express	379408	2008	221.42	700	Sanger, Brent	PTDC
Williams, Justin	02/03/2026	214914247516	N/A	Fee charge:Air booking fee (negotiated rate)	Visa	414720	3037	8.00	109		Other
Virtue, Anthony Xavier	02/03/2026	214913288940	1494254436EXSEL	Car reservation	Not Available			221.42	305	Virtue, Anthony Xavier	PTDC
Hayes, Susan Carol	02/03/2026	214913369113	10091818	Hotel purchase	Visa	440066	3812	478.00	120	Hayes, Susan Carol	Other
Virtue, Anthony Xavier	02/03/2026	214913520405	1690095852EXSEL	Car reservation	Not Available			139.89	305	Virtue, Anthony Xavier	Market Visits
Virtue, Anthony	02/03/2026	214913272013		Air purchase	American Express	379628	6001	1,063.93	305	Virtue, Anthony Xavier	PTDC
Davidson, Bryan	02/03/2026	214915238349		Air purchase	American Express	377283	4000	895.68	109	Davidson, Bryan	MM Training
Sanger, Brent	02/03/2026	214913262595	3408660195	Hotel purchase	American Express	379408	2008	1,080.28	700	Sanger, Brent	PTDC
Sanger, Brent	02/03/2026	214913245699		Air purchase	American Express	379408	2008	1,075.68	700	Sanger, Brent	PTDC
Davidson, Bryan	02/03/2026	214915242632	1690117385COUNT	Car reservation	Not Available			197.75	109	Davidson, Bryan	MM Training
Williams, Justin	02/03/2026	214915253463	3404055170	Hotel purchase	Visa	414720	3037	1,289.45	109	Williams, Justin	Other
Virtue, Anthony Xavier	02/03/2026	214914058175	80263035	Hotel purchase	American Express	379628	6001	246.86	305	Virtue, Anthony Xavier	Market Visits
Williams, Justin	02/03/2026	214914247516		Air purchase	Visa	414720	3037	446.79	109	Williams, Justin	Other
Virtue, Anthony	02/03/2026	214913486677		Air purchase	American Express	379628	6001	889.40	305	Virtue, Anthony Xavier	Market Visits
Semanski, Kitt N	02/04/2026	214839801204	N/A	Fee charge:Savings Finder for Hotel fee	MasterCard	515676	6616	37.17	803		Internal Training
Kelley, Scott	02/04/2026	214917929388		Air purchase	American Express	379406	1005	1,158.39	159	Saunders, Katie Marie	Candidate/Interview
Gilmore, Patrick	02/04/2026	214918566450		Air purchase	American Express	379406	1005	569.28	305	Saunders, Katie Marie	VIP Pinnacle Awards Dinner
Miner, Glenn	02/04/2026	214921270809		Air purchase	Visa	453826	2056	1,074.33	305	Miner, Glenn	Candidate/Interview
Gilmore, Patrick Daryl	02/04/2026	214918566450	N/A	Fee charge:Air booking fee	American Express	379406	1005	8.00	305		VIP Pinnacle Awards Dinner
Nelson, Calvin	02/04/2026	214926865849		Air purchase	Visa	414720	4482	902.32	189	Nelson, Calvin	Other
Sneed, Clifton	02/04/2026	214920054068	3421613705	Hotel purchase	American Express	379211	2009	251.11	305	Sneed, Clifton	Audit
Cirwinski, Daniel	02/04/2026	214919595244	90968833	Hotel purchase	American Express	379238	4009	148.18	305	Cirwinski, Daniel	Market Visits
Preston, Jerome	02/04/2026	214921008974	84090699	Hotel purchase	American Express	379121	3001	209.61	305	Preston, Jerome	Audit
Kelley, Scott S	02/04/2026	214917947103	10113830	Hotel purchase	American Express	379406	1005	243.67	159	Saunders, Katie Marie	Candidate/Interview

Report criteria | All products | Field Definitions

10) Follow this step-by-step video to adjust your print/PDF settings (click): **Creating Egencia Report.mp4**

- Once you select your BIN/Last 4, click on Page Layout > Print Titles. Add the first row as your titles to be printed on each page. Click ctrl+p or print.
  - **I.** Change your Printer to **Adobe PDF**
  - **II.** Change your page size to **Legal 8.5 x 14**
  - **III.** Adjust your Margins to **Narrow**
  - **IV.** Adjust your Scaling to **Fit All Columns on One Page**
  - **V.** Click **Print**
  - **VI.** Name the file and save the PDF. (*Yours Should look like the attached file named Example*)
- You can now use this report you've created to reconcile your credit card statement to include all fees, negotiations, changes, cancellations and items paid for and attach it as your receipt to your expense report.