



## Appendix 6

### Statistics to be provided by the travel agency

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Detailed statistics shall be provided to the European Agencies by the travel agency according points 3 and 10 of the tender specifications. The mentioned statistics shall include the following elements and be provided in an electronic format compatible with the systems available in the European Agencies.

- Name and surname of the person going on business trip
- Date of the issue of the ticket or date of the hotel booking or the booking of a rental car
- Ticket number, voucher number for hotel bookings and car rentals
- Date of issue of the invoice or credit note
- Number of the invoice or credit note
- Final destination
- Exact route
- Country of destination
- Airline(s) used – name of the hotel or of the car rental company
- Current class(es) of the booking(s) – kind of hotel room – class and kind of car
- Net paid price
- Amount of taxes
- Total price
- Amount of the transaction fee

The consolidated statistics to be provided twice a year shall include and be able to be discriminated, at least, according the following criteria:

- By administrative entity (i.e. unit, sector): net price, reference price, and final balance;
- By name of the person going on business trip: net price, reference price, final balance.

Furthermore, upon request of the European Agencies, the travel agency shall be able to provide statistics including cross references (i.e. kind of reservation by destination, airline per country of destination, class of the reservation by provider, etc.).