

## Account Statement

Maritime Travel is very excited about our new Client Account Statement. The Client Account Statement is a summary of all transactions and will help tremendously with the reconciliation of your credit card statements and travel charges. The Client Account Statement offers:

- Online access in real time through a secured password.
- All invoice numbers are hot linked allowing for reprints of specific invoices
- The statement can be exported to excel and sliced and diced to your requirements by date, department codes, travel authorizations, passenger details, routing, purchase order numbers etc...
- The statement shows the vendor name and amount charged per vendor including the agency service fee.
- The GST/HST is broken out
- Form of payment (including credit card number) is shown
- Balance due where applicable and previous balance is also highlighted on this report

The client account statement is available electronically and in multiple formats (i.e.: excel, csv, etc).

### Client Account Statement Sample:

Statement for the period: **7/1/2009 to 7/31/2009**

← Adjustable Date Ranges

Branch: All

Invoice	Invoice Type	PO	Issue Date	Passenger	Dept	Supplier	Ticket #	Departure	Itinerary	Total Cost
<a href="#">31025256</a>	Sale		7/2/2009			SF Waived		7/2/2009		\$0.00
<a href="#">31025256</a>	Sale		7/2/2009			SF Waived		7/2/2009		\$0.00
<a href="#">31025260</a>	Sale		7/2/2009			Air Canada Web	0142172422438	7/25/2009	YFCYHZYYTYHZYFC	\$716.79
<a href="#">31025260</a>	Sale		7/2/2009			SF Domestic Air Canada		7/2/2009		\$46.33
<a href="#">31025262</a>	Sale		7/2/2009			Air Canada	3946280951	7/25/2009	YFCYHZYYTYHZYFC	\$801.55
<a href="#">31025262</a>	Sale		7/2/2009			SF Domestic Air Canada		7/2/2009		\$46.33
<a href="#">31025277</a>	Sale		7/6/2009			Air Canada Web	0142172422438	7/25/2009	YFCYHZYYTYHZYFC	\$56.50
<a href="#">31025277</a>	Sale		7/6/2009			SF Air Canada Change		7/6/2009		\$29.38
<a href="#">31025278</a>	Sale		7/6/2009			Air Canada	3946280961	7/25/2009	YFCYHZYYTYHZYFC	\$56.50
<a href="#">31025278</a>	Sale		7/6/2009			SF Air Canada Change		7/6/2009		\$29.38
<a href="#">31025347</a>	Sale		7/13/2009			Air Canada	3946280976	7/14/2009	YYGYLBOSORDYYZYGY	\$1,006.42
<a href="#">31025347</a>	Sale		7/13/2009			SF Air Canada Change		7/13/2009		\$29.38
										\$2,818.56

Summary	Previous Balance:	Total Cost	Paid	Net for Period	Balance Due
		\$2,610.09			
GST#		\$208.47			
	\$0.00	\$2,818.56	(\$2,818.56)	\$0.00	\$0.00

Hotlinks  
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