



BTA e-Data File

American Express BTA e-Data provides enriched information electronically, to integrate statement data directly with your Company's financial systems, via Secure File Transfer. It enables your Company to reconcile travel expenditure and make payments more easily, using the systems already in place.

The data files are available in text format, providing simplicity and ease of processing, with the capability to convert to Microsoft Excel format in simple steps.

Below is the file layout.

COLUMN NAME	START	FINISH	LENGTH	FIELD DESCRIPTION
HEADING	1	8	8	Header of the file where each column heading will appear.
CORP_2	10	15	6	Corporate ID level 2 that each BTA is linked to.
CORP_1	17	22	6	Corporate ID level 1 - a one-to-one relationship with each BTA.
BTA_ACCT	24	38	15	Business Travel Account number on Detail line, and your company's ABN on Sub-total line.
STMT_DT	40	49	10	The date the current statement is produced. *See Note 2
STMT_REF_NO	51	65	15	The statement reference number shows year & Julian date the charge was billed to the BTA, the sequential order of each charge & the booking reference number.
CUST_REF	67	86	20	Your internal Customer Reference information (if required), eg. Cost centre number.
TRIP_REQ	88	107	20	Your internal Trip Requisition number (if required), used for trip approvals.
JOB_NO	109	128	20	An optional reference field.
PAX_NM	130	159	30	Name of traveller.
AMOUNT_EX_GST	161	177	17	Amount excluding the GST portion (GST markets only).
GST	179	195	17	The GST amount only (GST markets only).
UNPAID_AMT	197	213	17	Total Unpaid Amount: amount excluding GST plus GST.
CHARGE_DTE	215	224	10	Date of charge.
BKNG_DATE	226	235	10	Date travel was booked.
DEPT_DATE	237	246	10	Date travel started.
TICKET_NO	248	264	17	Airline carrier code and ticket number.
CARRIER	266	295	30	Carrier flown on each sector.
CLASS	297	308	12	Class of travel flown.
DI	310	311	2	Domestic or International travel.
ROUTING	313	392	80	Flight routing information.
TXN_DATE	394	403	10	The date the transaction was originally billed.
Merchant_ABN	405	420	16	ABN of Merchant (supplier) on Detail-line, and ABN of American Express on the Sub-total line.
Book_Ref	422	430	9	Booking Reference
COMMENT1	432	476	45	Additional comments by American Express BTA Analyst.
COMMENT2	478	522	45	Additional comments by American Express BTA Analyst.
COMMENT3	524	568	45	Additional comments by American Express BTA Analyst.
FILLER	570	600	31	

NOTE: 1. In between each field, there is a one character delimiter () which separates each column. This will ensure that the file is easily converted into a spreadsheet format i.e Excel. The record length is 600 bytes.
2. The Value appearing in the SUBTOTAL line for the STMT_DT field indicates the file frequency. 'DAILY TXN', 'WEEKLY TXN', 'STMT TXN' indicates a daily/weekly file; a blank value indicates a monthly file.