

Required fields for Commtrak data import

Field	Data Type	Example	Comments
Traveler First Name	Text	Doe	First and Last name can be in one field with a delimiter.
Traveler Last Name	Text	Jane	
ARC/IATA	Text	12345678	
Branch ¹	Text	12	Used when ARC/IATA is not available.
Arrival Date	Date/Text	09/02/2020	
Departure Date	Date/Text	09/04/2020	If departure is not available,
Number of Nights	Numeric	2	be sure to include the number of nights
Confirmation Number	Text	C12345	
Nightly Rate	Currency	123.45	
Currency Code ²	Text	GBP	Needed to convert the rate into USD for billing.
Commission ³	Currency	24.69	
Hotel Name ⁴	Text	Hilton Hotel	
Hotel Street Address ⁴	Text	123 Main St	
Hotel City ⁴	Text	Atlanta	
Hotel State ⁴	Text	Georga	
Hotel Postal Code ⁴	Text	99999-9999	
Hotel Country ⁴	Text	USA	
Hotel Local Phone	Text	999-999-9999	Used to match the record to a hotel.

You may include any other fields that you wish. If you have a fields that is required to reintegrate the data back into your backoffice system, make sure that field is included in the file and that we are notified that the field is required.

1: We recommend sending Commtrak a yearly branch listing file so that we can keep your ARC locations up to date for accurate quarterly payments.

2: The currency code is only needed if you process foreign customers.
You can exclude this if you convert the currency **before** you send us the file.

3: The commission field is required **if** a rate is not included. **Data is more accurate if you include the rate.**

4: We use the Hotel address to match up records that do not include a phone number. For best processing results, a phone number is **highly recommended**.

Sending Files

You can send data files to Commtrak via our website **Agency Login**. You can also send data to LaurenR@commtrak.com but the website upload is preferred.

Acceptable Data Formats

Tab Delimited Ascii File (.txt)

Database Files (.dbf)

Comma Separated Value Files (.csv)

Spreadsheet Files (.xls / .xlsx)

Any of the above types zipped (.zip)