Commtrak Corporation
+1 888-998-1758

Required fields for Commtrak Data Import

Field	Data Type	Example	Comments
Traveler First Name	Text	Jane	First/Last name can be in the same line with a delimiter
Traveler Last Name	Text	Doe	
ARC/IATA	Text	12345678	
Branch[1]	Text	12	Used when ARC/IATA not available
Arrival Date	Date/Text	09/02/2020	
Departure Date	Date/Text	09/04/2020	
Number of nights	Numeric	2	Provide if departure date NA
Confirmation Number	Text/Num	C12345	
Nightly Rate	Currency	123.45	
Currency Code[2]	Text	GBP	Needed to convert to USD
Commission[3]	Currency	24.69	
Hotel Name[4]	Text	Hilton	
Hotel Address[4]	Text	123 Main St	
Hotel City[4]	Text	Atlanta	
Hotel State[4]	Text	GA	
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 hotel

You may include any other fields that you wish. If you have a field 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.**

Accepted Data Formats
Tab Delimited Ascii File (.txt)
Database Files (.dbf)
Comma Separated Value Fils (.csv)
Spreadsheet Files (.xls/ .xlsx)
Any of the above types zipped (.zip)