







Concur Key Terms and Icons

Profile	Electronic record of a traveler’s personal information, preferences, and delegates
Delegate	An individual designated by the traveler to perform functions on behalf of the traveler or approver, such as entering requests, reports/expenses, or approving travel related work items
Required Approvals	Travel items that require approval, such as requests or reports
Company Notes	Important information provided to all travelers on the Concur dashboard
Tasks	Travel related approvals, expenses, and reports that may require action by the traveler, typically seen on the Concur dashboard
Report	Travel expense report
Available Expenses	Receipts uploaded to the system but not yet assigned to a trip
Request Header	The portion of the travel request in which trip specific information is added to the request, such as trip purpose, travel dates, and destination
Trip Name/ Purpose	A brief description of the trip the request is being entered for, typically including the purpose of the trip and location
Destination	The primary destination for a trip. This should align with the <i>Destination Country</i> and <i>Trip Type</i> .
Budget Entity	A UT term used to identify a particular campus/business unit within the university
Segments	The airfare, lodging, or car rental portion of traveler expenses. These can be paid by the traveler, department, or direct billed.
Expenses	The portion of the travel request where estimated costs not included in the segments portion of the request are entered , such as mileage, conference registration, or other miscellaneous expenses
Approval Flow	The workflow by which a trip request is approved
Audit Trail	A record of changes made to the trip including edits and approvals or rejections by an approver

Concur Key Terms and Icons

Processor	A travel auditor
Event Request	A request created for multiple travelers at one time. This is useful for non-group travel where travelers are going to same place. Ex. Conference
Travel Allowances	Per diem rates based on the maximum allowable CONUS and OCONUS rates published by the U.S. General Services Administration (GSA)
Open Reports	Expense reports that have not been settled in Concur because they are not submitted, have been submitted but not fully approved, or fully approved but pending reimbursement
Itemizations	The break-down of gross expenses associated with a specific expense type, such as lodging or entertainment
Report Totals	An overview of the expenses associated with a trip, including the total, what is reimbursable to the employee, and what the employee owes (usually zero, unless expenses do not exceed cash advance amount). Report totals can be found by selecting “Report Totals” from the ‘Reports Details’ dropdown menu on the “Manage Expenses” display.
Itinerary	A summary of dates and locations traveled relative to the specific expense report you are creating. An itinerary overview can be found by selecting “Manage Travel Allowances” from the ‘Report Details’ dropdown menu on the “Manage Expenses” display.
Report Timeline	Where the Approval Flow and Report Summary can be located in the Expense portion of Concur

Concur Key Terms and Icons

Icon	Name	Description
	Exception	Indicates an error that must be resolved in order to submit a request or report
	Question	Indicates a question that does not prevent submission.
	Information	Indicates an exception that does not prevent submission.
	Alert (Request)	An exception or notification that does not prevent submission
	Calendar	Displays a pop-up calendar when clicked
	View Image	Displays attachments associated with request or report