



# Concur Travel and Expense Icon Quick Reference Guide








*This Quick Reference Guide helps you understand and navigate the Concur Travel and Expense application.*

	<b>Attendees:</b> Indicates that an expense entry has associated attendees.
	<b>Trip Data:</b> Indicates trip information from an itinerary.
	<b>Taxi:</b> Indicates a Taxi expense.
	<b>Credit Card Transaction:</b> Indicates that an expense entry was a credit card transaction.
	<b>Electronic Receipt:</b> Indicates Electronic receipt has been sent by a vendor to a users account.
	<b>Exception:</b> Indicates that an expense entry exception must be resolved before submission.
	<b>Full Allocation:</b> Indicates that the expense entry has been fully allocated.
	<b>Partial Allocation:</b> Indicates that the expense entry has only been partially allocated.
	<b>OCR Receipt:</b> Indicates that an expense entry has an Optical Character Recognition (OCR) receipt.
	<b>Paper Receipt Required:</b> Indicates that an expense requires a paper receipt.
	<b>Receipt Required:</b> Indicates that an expense requires a receipt.
	<b>Receipt Attached:</b> Indicates that the required receipts have been attached.
	<b>Receipt Affidavit:</b> Indicates a missing receipt affidavit has been attached to the expense.
	<b>XML Receipt Attached:</b> Indicates that an XML receipt is attached to the expense.
	<b>Pending Processor Review:</b> Indicates that the submitted expense report is pending review.
	<b>Personal Expense:</b> Indicates that an expense entry was marked as personal.
	<b>Report Ready for Submission:</b> Indicates that the expense report is ready for submission.



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<b>R</b>	Ticket is refundable.
	Flight/Train arrives on a different day.
	Short or long connection time.
	Turboprop plane.
	Least Cost Logical Fare.
	This option is Fly America Act compliant.
	Gogo Wi-Fi 50-99% coverage.
	Gogo Wi-Fi 100% coverage.