New Terminology & Acronyms

Request — Formerly TBA (Travel Budget Authorization), a request is used to estimate the cost of an upcoming trip, verify the budget on a provided chart string, and approval to book travel.

Expense Report — Formerly the travel voucher, an expense report details expenses to be reimbursed.

Risk Messaging — UNT Risk Management can communicate with travelers in case of emergency based on the location of their itinerary in Concur.

Frequent Traveler Programs — Programs such as frequent flier miles, hotel points, parking discounts, and car rental discount programs that employees have registered for.

My Travel Network — My Travel Network is a feature that automatically connects travelers to all Concur travel partners, shows company's negotiated rates, gives the ability to view travel plans on any device using Concur or TripIt, view the status of your travel network.

TripIt — TripIt is an App that helps manage & organize your trip by creating a master itinerary for all scheduled events (airfare, meal reservations, meetings etc.), notifying of delays & gate changes. TripIt also has a neighborhood safety status feature.

Travel Assistants — Travel Assistants are assigned by the traveler in their profile settings to allow another employee to book travel on their behalf.

Delegates — Delegates are assigned by the employee in their profile settings to allow another employee to build travel expense reports on their behalf. Delegates cannot submit expense reports on behalf of the traveler.

Segments — Segments are used to add estimated expense amounts to the Request for travel expenses such as airfare, hotel, rental car, and rail. Once the Request is approved, the Segments can also then be used for direct booking through Concur.

CTP Agent Assist — Travel agents with Corporate Travel Planners that can assist with booking group travel, international, or can help with questions regarding an itinerary.

CRO — The College Research Officer (CRO) provides College specific grant approval for Requests and Expense Reports.

OGCA — The Office of Grants and Contracts Administration (OGCA) grant approval for Requests and Expense Reports when there is not a CRO for a specific college.

E-Receipts — E-Receipts are electronic receipts that are automatically sent to Concur from participating suppliers. E-receipts automatically match with the traveler itinerary.

Dashboard — The Dashboard is the main page of Concur which shows any pending tasks, open reports, and upcoming trips.

GSA — The US General Services Administration (GSA) gives per diem rates and breakdowns per city/county. Rates can be found at gsa.gov/perdiem

Travel Allowance — Travel Allowance is a meal Per Diem based and Lodging maximum based on GSA rates.

Mobile App — The Concur Mobile App allows travelers to build itineraries, take pictures of and store receipts, and submit reports.