































# CONCUR

## Icons and Warnings

TIP: Hover over this icon to note attributes of the selected route.

NOTE: Icons stay with the Report through the Concur process and Approval workflow

Icon	Name	Description
	Attendees	Indicates that an expense entry has associated attendees.
	Comments	Indicated that the expense or report contains a comment.
	Trip Data	Indicates trip information from an itinerary.
	Ground Transportation	Indicates that the expense entry originated from a ground transportation itinerary.
	Personal Expense	Indicates that an expense entry was marked as personal.
	Credit Card Transaction	Indicates that an expense entry originated from a credit card transaction.
	Credit Card Transaction	Indicates that a credit card transaction includes additional data.
	Warning Exception	Indicates that an expense entry has an exception that does not prevent submission.
	Exception	Indicates that an expense entry exception must be resolved before submission.
	Full Allocation	Indicates that the expense entry has been fully allocated.
	Partial Allocation	Indicates that the expense entry has only been partially allocated.
	OCR Receipt	Indicates that an expense entry has an Optical Character Recognition (OCR) receipt (for example, Expenselt).
	Receipt Image Required	Indicates that an imaged receipt is required for this expense.
	Paper Receipt Required	Indicates that an expense requires a paper receipt.
	Missing Receipt Affidavit	Indicates that a missing receipt affidavit has been attached to the expense.
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.
	XML Receipt Attached	Indicates that an XML receipt is attached to the expense.
	Report Ready for Review	Indicates that the expense report has been reviewed by a delegate and is ready for delegator review and submission.
	Budget Item	Indicates that the item is allocated to a budget you manage and requires your budget approval.
	Success	Indicates that all required approvals have been processed.
	Acting as others	Indicates that the user is acting as a delegate for another user.

	Acting as other user	Indicates that the user is acting as a delegate for another user.
	Mobile Phone	Indicates that the user can add a mobile device to their Expense Profile.
	Profile Picture	Indicates that a user can add a profile picture to their Expense Profile.
	Personal Profile	Indicates that the user can click the icon to access their personal profile.
	Personal Car Mileage Calculator	Indicates that the user can click the icon to access the personal car mileage calculator.
	Report Sent Back	Indicates that the approver sent a report back to the submitter with comments.
	View Image	Indicates that the user can click the icon to view an image.
	Mobile Expense	Indicates that the expense entry was created in Mobile.
	Commuter Pass	A commuter pass was used for this (portion of) travel.
	Created Manually	The route was added using the manual route search function, and all aspects, including the route itself, may be edited by the user.
	Created Using Route Search	This route was created using the Route Search feature, and the route information cannot be edited, only selected items such as the Business Purpose.
	IC Card Fare	In Available Expenses, or within the route search results window, the route was returned with an IC card fare.
	Round Trip	This route included round-trip travel.
	Receipt Attached	Like other expense report entries, this entry has a receipt image attached to it.