

# – Concur Products – Icons in the User Interface January 9, 2019

(applies to Professional and Standard Editions)

This document provides a listing of icons in the Concur Travel, Expense, Request, and Invoice products. The icons are listed by individual product.







**NOTE:** These icons do not apply to NextGen Expense.

## Contents

<b>General</b> .....	<b>1</b>
<b>Travel</b> .....	<b>1</b>
<b>Expense</b> .....	<b>2</b>
<b>Invoice</b> .....	<b>4</b>
<b>Request</b> .....	<b>5</b>



## General













The following icons can be found in Expense, Invoice, and Request and have the same meaning in each product:

Icon	Name	Description
	Exception	Indicates an exception must be resolved before submission.
	Question	Indicates a question that does not prevent submission.
	Information	Indicates an exception that does not prevent submission.
	Alert	Indicates an exception that does not prevent submission.
	Calendar	Indicates that the user can click the icon to access the calendar popup.
	View Image	Indicates that the user can click the icon to view an image.

## Travel








The following icons can be found in Travel:

Icon	Name	Description
	Fly America Act Compliant	Indicates the flight is compliant with the Fly America Act.
	Gogo Wi-Fi	Indicates Gogo Wi-Fi is available.














Icon	Name	Description
	Mixed Flight/Train Search	Indicates that the user can click the icon to access the mixed flight/train search window.
	Hotel Search	Indicates that the user can click the icon to access the hotel search window.
	Car Search	Indicates that the user can click the icon to access the car search window.
	Train Search	Indicates that the user can click the icon to access the train search window.
	Flight Status	Indicates that the user can click the icon to view the status of your flights.
	Finalize Trip	Indicates finalization of trip.
	Flight Itinerary	Indicates flight itinerary information
	Hotel Itinerary	Indicates hotel itinerary information
	Car Itinerary	Indicates car itinerary information
	Add Itinerary	Indicates a user can add itinerary to their trip.
	Warning Exception	Indicates that travel policy will be applied after the user selects the flight.
	Quiet Car	Indicates that the rail car has noise restrictions.











## Expense

The following icons can be found in Expense:

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.

\*The Credit Card icon may be a different color depending on which card the charge is made to:  
Green = TCard, Blue = Agency Card, Purple = Hotel Card





Icon	Name	Description
	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, ExpenseIt).
	Receipt Image Required	Indicates that an imaged receipt is required for this expense.
	Paper Receipt Required	Indicates that an expense requires a paper receipt.
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.
	Missing Receipt Affidavit	Indicates that a missing receipt affidavit has been attached to the expense.
	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.








Icon	Name	Description
	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. <b>TIP:</b> Hover over this icon to note attributes of the selected route.
	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.
	e-Bunsho Timestamp	Indicates that the receipt has an e-Bunsho timestamp. Only users who belong to a group that has the e-Bunsho Timestamp feature enabled will see this icon.

---

## Invoice

The following icons can be found in Invoice:






Icon	Name	Description
	Match	Indicates that a payment request and a purchase order match.
	Exception	Indicates that a payment request exception must be resolved before submission.
	Full Allocation	Indicates that a payment request has been fully allocated.
	Partial Allocation	Indicates that a payment request has been partially allocated.

Icon	Name	Description
	View Invoice	Indicates that the user can click the icon to view the invoice image.
	Warning	Indicates that the user must choose a payment request type and select a vendor from the vendor list, or find and select the purchase order for their payment request.
	Delete	Indicates that the user can click the icon to delete pending requests.
	Add	Indicates that the user can click the icon to add a new item.
	Copy	Indicates that the user can click the icon to copy pending requests.
	Pending Purchasing Review	Indicates that the request has been assigned to purchasing.
	Supplier Portal Invitation	Indicates an invitation has been sent to a vendor to join the Supplier Portal.

---

## Request

The following icons can be found in Request:

Icon	Name	Description
	Exception	Indicates that a request exception must be resolved before submission.
	Warning	Indicates that the request has an exception that does not prevent submission.
	Budget Item	Indicates that the item is allocated to a budget you manage and requires your budget approval.
	Segments	Indicates the flight, train, car and hotel trip segments that the user can add to a request.
	Report Sent Back	Indicates that the approver sent a report back to the submitter with comments.