




















## Concur Buttons and Icons

**Purpose:** Concur users will encounter many icons while using the system. Knowing their meanings can increase user efficiency. Hovering over icons encountered in travel requests and expense reports can reveal more information without the need to click to a different window.

**Various displays and operating systems may render icons in different colors.**

	<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.