



## TTE Buttons and Icons

Button/Icon Description	
	<b>Add New Allocation:</b> Add a new allocation row.
	<b>Airfare:</b> Indicates Air Reservation on Request
	<b>Allocate By:</b> Choose between allocating by percentage or amount.
	<b>Allocations:</b> Indicates that an expense entry has been allocated.
	<b>Attendees:</b> Indicates that an expense entry has associated attendees.
	<b>Approve:</b> Approve the expense report for processing.
	<b>Approve &amp; Forward:</b> Add additional review steps for an expense report.
	<b>Calendar:</b> Brings up a calendar to select transaction date
	<b>Car Rental:</b> Indicates Car Rental on Request..
	<b>Credit Card Transaction:</b> Indicates that an expense entry was from a credit card transaction.
	<b>Comments:</b> Indicates that an entry has comments associated with it.
	<b>Create Expense Report:</b> Creates an expense report from a completed Trip Itinerary or a Request.
	<b>Delete Report:</b> Deletes the current expense report. *Only originator can delete.
	<b>Details:</b> Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	<b>Dining:</b> Indicates Per Diem/ Meals on a Request.
	<b>Exceptions:</b> Indicates that an expense entry has an exception associated with it. Red exceptions create a hard stop. Yellow errors allow you to continue.
	<b>Import:</b> Provides access to import trip details or credit card charges to the current expense report.
	<b>Match:</b> This is used to combine Smart Expense entries when Corporate Card Charges and Trip data are not automatically matched by the system.
	<b>Itemize:</b> Save the current expense entry and begin the itemization process. For example, hotel expenses have to be itemized.
	<b>Lodging:</b> Indicates Hotel/Lodging on Request.
	<b>Misc:</b> Indicates Miscellaneous Expenses on a Request.
	<b>Mobile Expense:</b> Indicates that the expense was entered in Concur Mobile.
	<b>Multiply:</b> Reverses the exchange rate when working with foreign out of pocket transactions.
	<b>New Attendee:</b> Add a never before used attendee to an expense report.
	<b>New Expense:</b> Add a new expense entry to an Expense Report.
	<b>New Expense Report:</b> Create a new expense report.
	<b>Next:</b> To advance to next step I the process being used

Button/Icon Description	
	<b>Personal:</b> Indicates that an expense entry was marked as personal.
	<b>Print:</b> Access the fax cover page or detail report for the current expense report.
	<b>Recall:</b> Allows you to recall a submitted Expense Report or Request if it has not been approved.
	<b>Receipts:</b> Access to attach receipt images or view previously attached receipts.
	<b>Receipt Required:</b> Statewide Travel Policy requires a receipt for this item
	<b>Receipt Required:</b> Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item.
	<b>Reserve:</b> Reserves the selected trip details. A green reserve indicates the reservation is within Policy, Yellow indicates out of policy but you can book it. Red indicates out of policy and you will not be allowed to make the reservation.
	<b>Resubmitted:</b> This icon indicates the Expense Report or Request was returned to the maker by an approver at least once. It also appears in the Approval Queue of the approver when a user corrects and resubmits a report.
	<b>Seat map:</b> Click to view the flight seat map.
	<b>Send Back to Employee:</b> Allows the approver to send the expense report back for corrections.
	<b>Submit Report, Submit Request:</b> Submit the report for approval.
	<b>Tooltip:</b> Click the tooltip icon to view the associated field-related help.
	<b>Show / Hide Itemization:</b> Click this icon to view or hide itemization specifics.
	<b>Travel Search Air Fare Legend:</b> Flight has lowest logical airfare.
	<b>Travel Search Air Fare Legend:</b> Refundable Fare.
	<b>Travel Search Air Fare Legend:</b> Flight arrives on a different day than departure.
	<b>Travel Search Air Fare Legend:</b> Short or long connection time.
	<b>Travel Search Air Fare Legend:</b> Turboprop aircraft used.
	<b>Travel Search Air Fare Legend:</b> Flight is Fly America Act compliant.
	<b>Travel Search Air Fare Legend:</b> Flight has 50-90% Go-Go Wi-Fi coverage.
	<b>Travel Search Air Fare Legend:</b> Flight has 100% Go-Go Wi-Fi coverage.
	<b>Yellow Diamond(s):</b> Preferred vendor.