





TEAMWORKS TRAVEL & EXPENSE BUTTONS AND ICONS










General

The following icons can be found both in Expense and Request:

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.















Travel

The following icons can be found in Travel:

Icon	Name	Description
	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.
	Flight Status	Indicates that the user can click the icon to view the status of their flight.
	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 that a user can add itinerary to their trip.
	Warning Exception	Indicates that the Travel Policy will be applied after the user selects the flight.





Expense

The following icons can be found in Expense:

Icon	Name	Description
	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 must be resolved before submission.
	Exception	Indicate that the expense entry 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.
	Receipt Image Required	Indicates that an imaged receipt is required for an expense.
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.
	Report Ready for Review	Indicates that the expense report has been reviewed by a delegate and is ready for delegator review and submission.
	Mileage Calculator	Indicates that the user can click the icon to access the Mileage Calculator in order to enter personal car mileage.
	Report Sent Back	Indicates that the approver has sent a report back to the submitter with comments.
	Mobile Expense	Indicates that the expense entry was created in the Mobile app.
	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.
	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.
	Receipt Attached	Indicates that the entry has a receipt image attached to it.

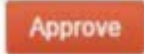

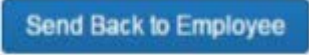
Request

The following icons can be found in Request:

Icon	Name	Description
	Exception	Indicates that a request exception must be resolved before a submission.
	Warning	Indicates that the request has an exception that does not prevent submission.
	Segments	Indicates the flight, train, car and hotel trip segments that the user can add to a request.
	Request Sent Back	Indicates that the approver sent a request back to the submitter with comments.

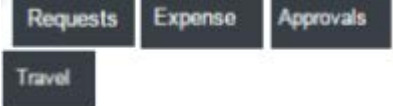
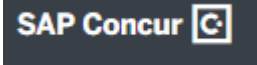
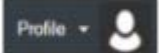
Approver

The following icons can be found in Approver:

Icon	Name	Description
	Approve	Approve for processing.
	Approve & Forward	Add temporary additional review steps to the workflow.
	Send Back to Employee	Return the Request/Report or Cash Advance to the employee unapproved. It requires Comments from the Approver.

General

The following icons are not individual page specific:

Icon	Description
	Tabs to access specific functions.
	Click to return to the Home Page.
	Tab to access traveler profile settings.