

TeamWorks

Travel and Expense

Powered By Concur Technologies

**TTE New User
Interface: 2015**
Overview



Table of Contents

OVERVIEW.....	2
ENHANCED AND NEW PAGES.....	2
Home Page – Fully Redesigned.....	2
Quick Task Bar.....	2
My Trips.....	3
My Tasks.....	4
Returning to Home.....	4
Expense Page – Fully Redesigned.....	5
Approvals Page – NEW.....	6
Travel Page – Enhanced.....	6
Requests, Reporting, and App Center Pages – Look and Feel.....	7
Menus.....	7
Requests Menu.....	7
Travel Menu.....	7
Expense Menu.....	8
Approvals Menu.....	8
Administration Menu.....	8
Resizing – Responsive Design.....	8
Profile – Profile, Sign Out, Delegate, Proxy, Travel Assistant/Arranger.....	9
Profile Menu.....	9
Profile Settings.....	10
Sign Out (Log Out).....	10
Administer for Another User – Delegate, Proxy, Travel Assistant/Arranger.....	10
Additional Travel Pages.....	11
Arranger View Home Page.....	11
Search Results Pages.....	12
Travel Review Pages – NEW.....	12
Additional Expense Pages.....	14
Attendees Table within an Expense.....	14
Available Expenses.....	14
Expense Report Process Changes.....	15
Importing Expenses.....	15
Open Reports.....	15
Move Expense Item to a Different Expense Report.....	16
Two ways to access Report Header.....	17
Expense Delegate and Travel Assistant.....	17
Buttons and Icons Reference.....	19

OVERVIEW

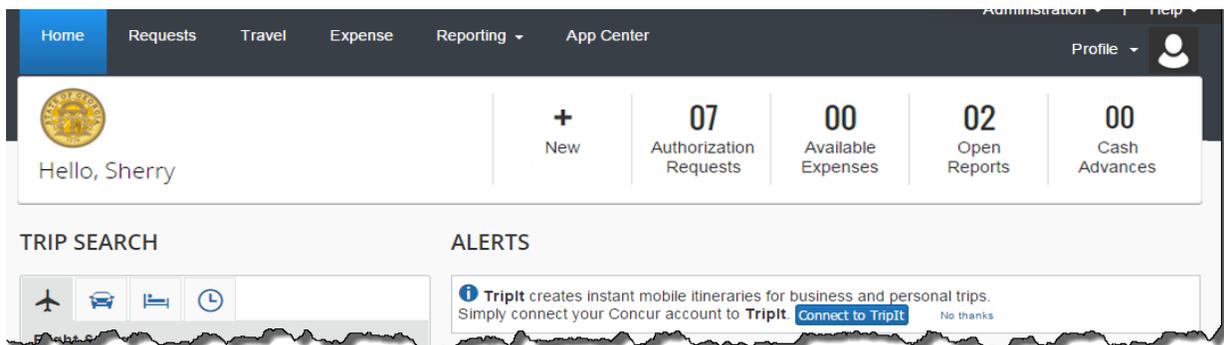
The new TTE User Interface accomplishes three primary goals.

- Modernizes the user experience and increase the usability of TTE, while maintaining the ability to apply and enforce statewide travel policies
- Implements features and functionality in a manner that provides travelers with the maximum benefits for their Travel and Expense needs, while minimizing the impact of the changes
- Allows effortless navigation and access to features for all products on the web and mobile devices

ENHANCED AND NEW PAGES

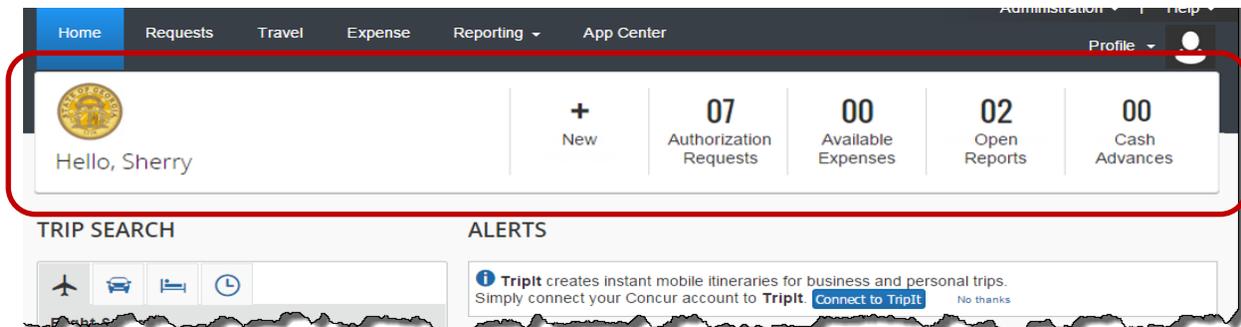
Home Page – Fully Redesigned

In the current UI, the home page is known as **My Concur**. In the enhanced UI, the page is called the Home page.



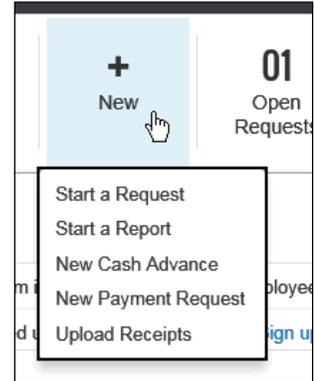
Quick Task Bar

The new Quick Task Bar gives users quick access to their most important tasks. The tasks that appear depend on the user's roles/permissions and may be different than what is displayed here.



It also includes the count of associated tasks. As shown here, this user has 7 open requests and 2 open reports.

- The user clicks a task for quick access to the associated page. For example, when the user clicks the **Open Reports** task, the page listing the user's expense reports appears.
- The user also has no available expenses. (*Available Expenses* is the new name for *Smart Expenses* – card charges, receipt images, e-receipts that can be used to create or attach to expense entries.)
- The **New** task provides one or more additional options. The user hovers the mouse pointer over **New** to start a new report, new cash advance, new request, etc. The options that appear depend on the user's roles/permissions.



My Trips

This section appears just below the **Trip Search** section.

The screenshot shows the 'My Trips' section with a search bar and a list of trips. A callout box with a yellow background and red border provides instructions:

- Click the heading to access the Trip Library.
- Click the name to access a printable version of the itinerary.
- Click the segment icon to access an actionable version of the itinerary.
- Click **More** to access the menu (below).

Below the callout, a detailed view of a trip's status menu is shown. The menu is titled 'Status' and includes the following information and actions:

- Needs Expense Report
- Ticketed
- Expense this trip
- Cancel this trip

The background of the screenshot shows a table of expense items with columns for date, description, amount, and currency.

My Tasks

This section replaces the **Active Work** section on the **My Concur** page and is similar to the Quick Task Bar – it provides users quick access to the most important tasks.

MY TASKS Read more

03 Required Approvals →

Pat D. | Gateway
\$100.00 - Authorization Request

Erin F. | Legal services
\$300.00 - Payment Request

Erin F. | Training boards
\$286.00 - Payment Request

04 Open Requests →

07/15 Trip to Spain
\$400.00

07/12 Cash for New York Trip
\$200.00

02/28 Conference in Mexico
\$1,000.00

Trip to New York
\$1,200.00

21 Available Expenses →

07/17 Office Warehouse
\$68.23

06/20 Alaska Airlines
\$310.00

08/14 Dollar
\$194.74

03/17 Office Warehouse
\$68.23

07/23 Starbucks
\$9.65

04 Open Reports →

03/05 Public Transport
\$1,432.82

02/27 Office Supplies
\$200.00

02/27 June Mileage
\$0.00

02/26 Trip to France
\$1,119.00

Click an individual item to open.

Click a heading to access the entire list, in this case, the list of expense reports.

Returning to Home

Once you leave the home page, the **Home** menu is replaced by the Concur logo. To return to the home page, click the logo.

CONCUR Requests Travel Expense Reporting App Center Administration | Help

Profile

Travel Arrangers Trip Library Templates Tools

Expense Page – Fully Redesigned

The screenshot displays the CONCUR Expense Page interface. At the top, there is a navigation bar with 'CONCUR' logo, 'Requests', 'Travel', 'Expense' (highlighted), 'Reporting', and 'App Center'. On the right, there are links for 'Administration', 'Help', 'Profile', and a user icon. Below the navigation bar, there are tabs for 'Manage Expenses' and 'Cash Advances'. The main content area is divided into three sections:

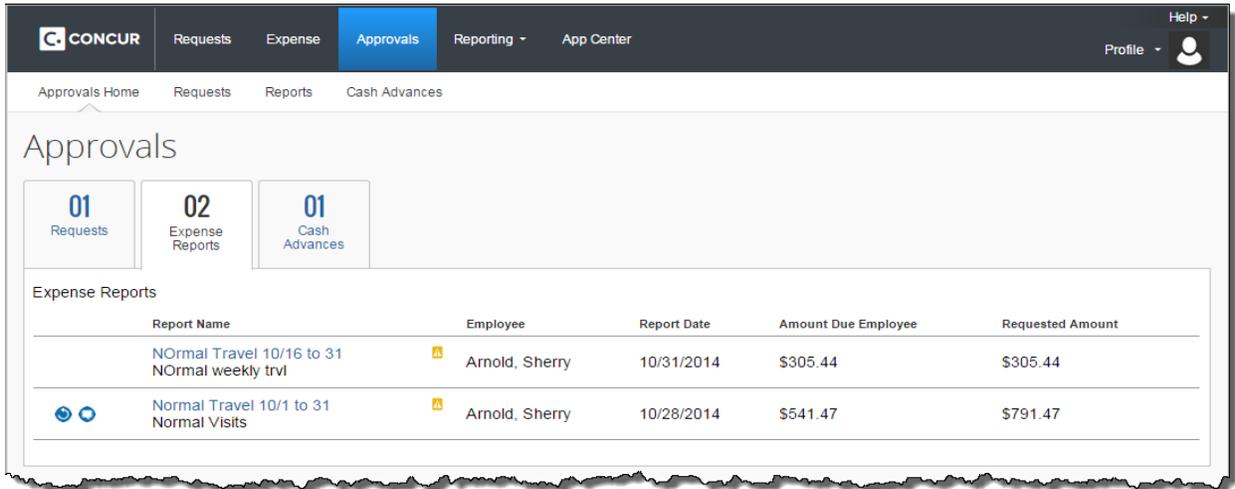
- Active Reports:** A grid of report tiles. A red dashed box highlights a '+ Create New Report' button. The tiles include:
 - RETURNED 11/21/2014:** 'Normal Travel 11/1 to 15' for \$555.17.
 - NOT SUBMITTED:** 'Travel 11/1 to 15' for \$0.00.
 - SUBMITTED 10/31/2014:** 'Normal Travel 10/16 to 31' for \$305.44, 'Submitted & Pending Approval Austin, Leslie'.
 - SUBMITTED 10/28/2014:** 'Normal Travel 10/1 to 31' for \$791.47, 'Submitted & Pending Approval Austin, Leslie', 'Exceptions'.
 - APPROVED 09/23/2014:** 'SPotlight Train 09/16-23' for \$178.64, 'Processing Payment'.
 - APPROVED 09/16/2014:** 'Travel 9-1 to 15' for \$835.12, 'Processing Payment'.
 - SUBMITTED 08/19/2014:** 'Normal Travel 8/1 to 15' for \$831.03, 'Approved & In Accounting Review', 'Exceptions'.
- Available Expenses:** A section with a 'Move' button and a table header:

<input type="checkbox"/> Expense Detail	Expense	Source	Date*	Amount
No Transactions Available				
- Available Receipts:** A section with an 'Upload New' button and three receipt preview tiles, each with a 'Delete' button.

This page shows the user's active reports and available expenses and receipts.

- **Tiles:** The user's active reports are shown as *tiles*. Name, amount, status, and comments appear on each tile. The user clicks a tile to open a report.
- **All reports:** To the right of the tiles is the **All reports** link. The user clicks this link to see all reports – active, paid, etc.
- **New:** To create a new report, the user clicks **Create New Report**.
- **Available Expenses:** Available expenses (formerly known as Smart Expenses) appear at the bottom of the page. The user can add them to an expense report.
- **Available Receipts:** Available receipts appear at the bottom of the page. The user can attach them to an expense.

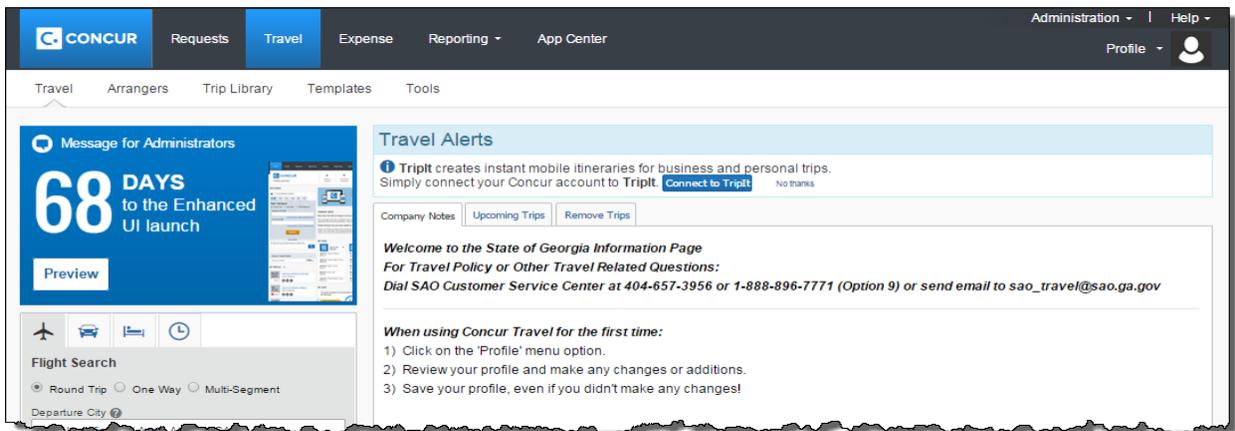
Approvals Page – NEW



The **Approvals** page is new. It contains all items that require the user's approval, such as requests, reports, and cash advances. The user clicks a tab to quickly access each type of item that requires approval. The user clicks an individual item to open it.

To access historical information, the user clicks the appropriate sub-menu option.

Travel Page – Enhanced



For the most part, the enhancements involve look-and-feel, except:

- **Travel Map:** The Travel Map has been removed.
- **Travel policy:** In the current UI, there was a menu option called *Travel Policy*. It highlights all the travel policy rules enabled for the user/arranger's travel class. In the enhanced UI, the link is in the footer:

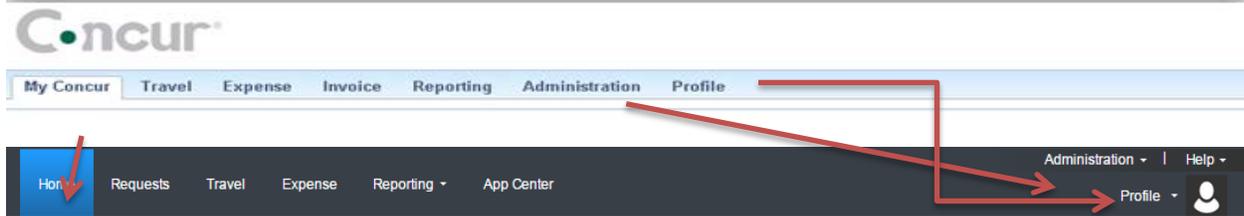


Requests, Reporting, and App Center Pages – Look and Feel

The changes on these pages involve look and feel. Samples are not shown here.

Menus

Here is a quick look at some of the menu options that have moved.



The enhancements are:

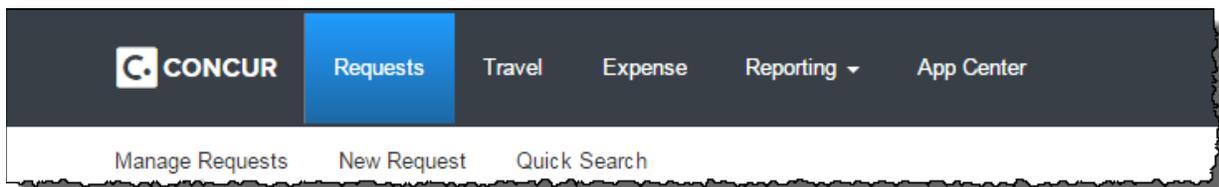
- **My Concur** is now **Home**.
 - To access the home page from another tab, click on the Concur icon at the top of the page



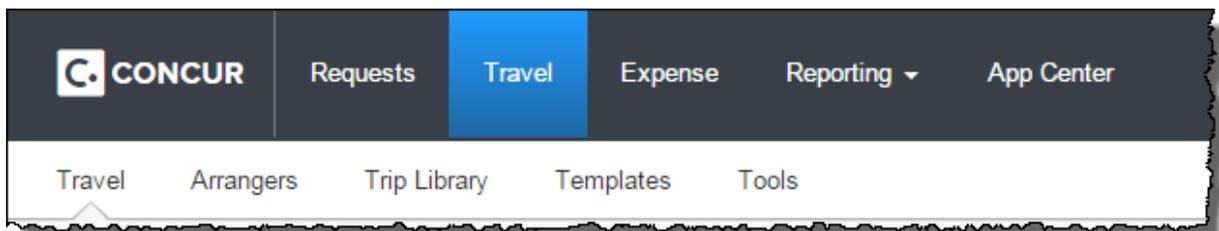
- The admin functions are under **Administration**.
- **Administration** and **Profile** have changed and are described later in this guide.

The expanded menus are shown below.

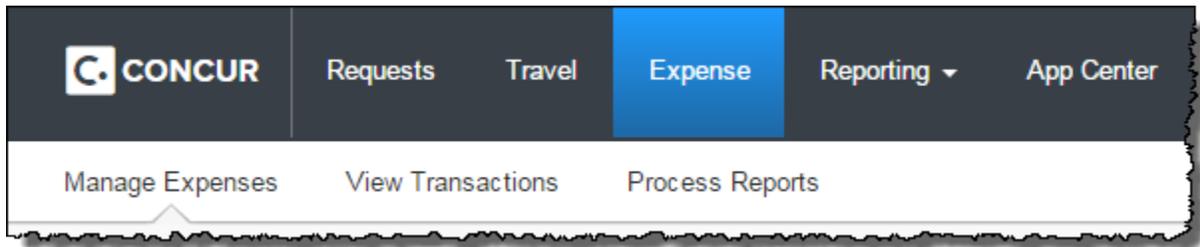
Requests Menu



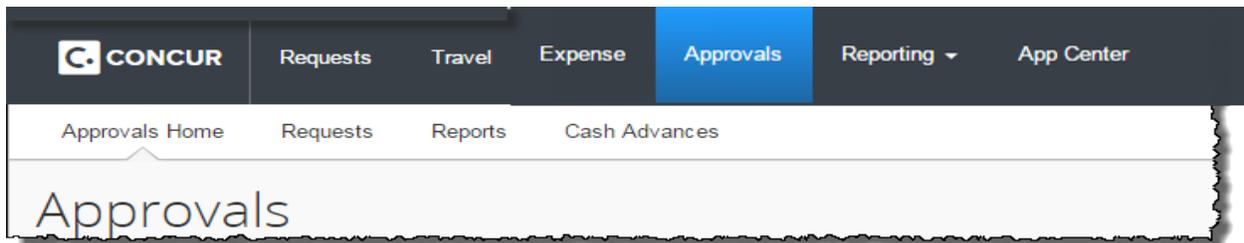
Travel Menu



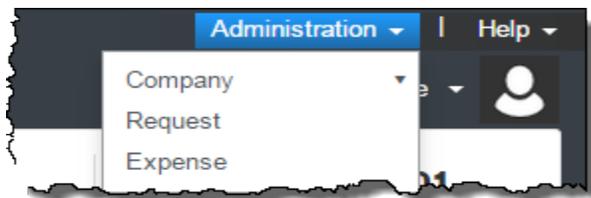
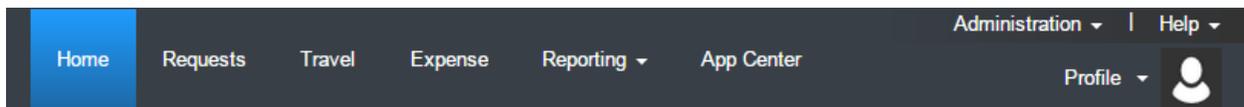
Expense Menu



Approvals Menu



Administration Menu

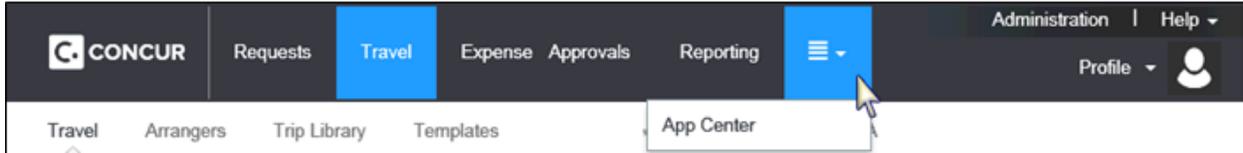


Some of the menu options have moved but the actual pages remain unchanged.

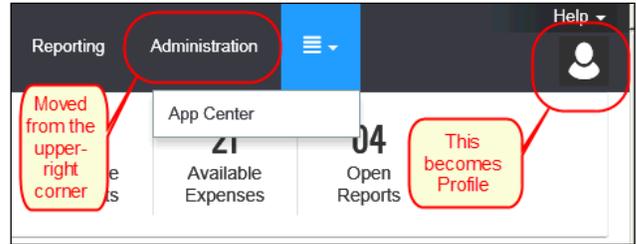
Current Administration menu option	Now available at...
Company Admin	Administration > Company > Company Admin
Request Admin	Administration > Request
Expense Admin	Administration > Expense
Expense Tools	Administration > Company > Tools

Resizing – Responsive Design

If the width of the screen is reduced,  appears. Click to access the additional menu options.



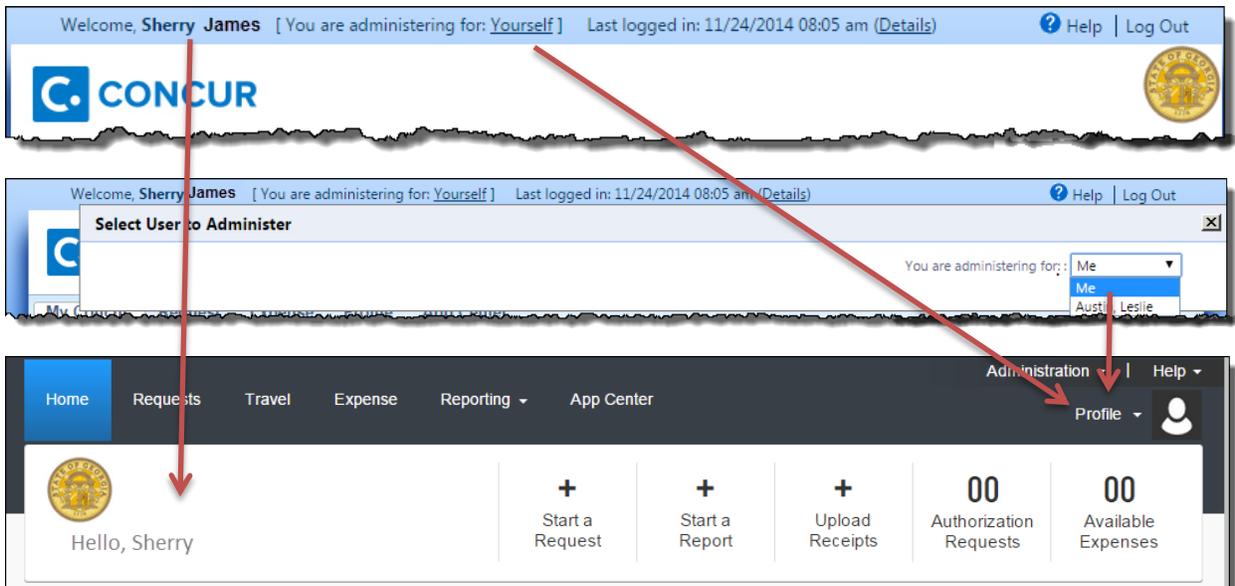
If the width is further reduced (for example, to display on a tablet) the **Administration** menu moves from the upper-right corner and the icon below **Help** becomes **Profile**.

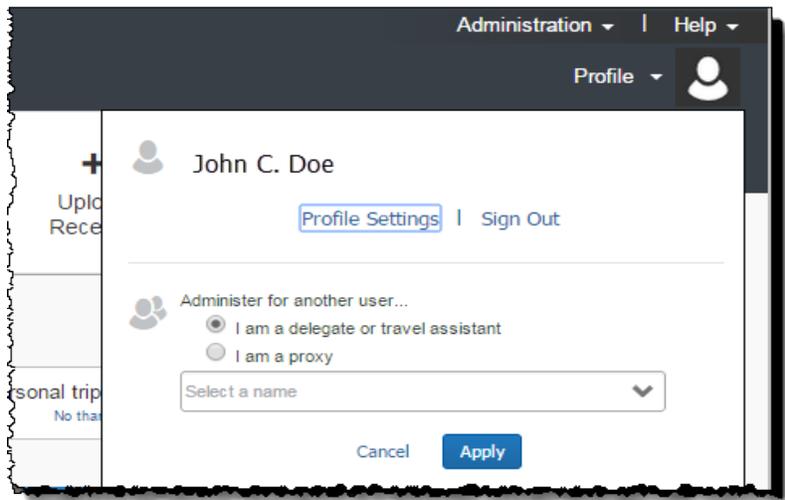


Profile – Profile, Sign Out, Delegate, Proxy, Travel Assistant/Arranger

Profile settings, sign out, and administer for another user (for the delegate, proxy, travel assistant/arranger) have been moved to the **Profile** menu.

Profile Menu





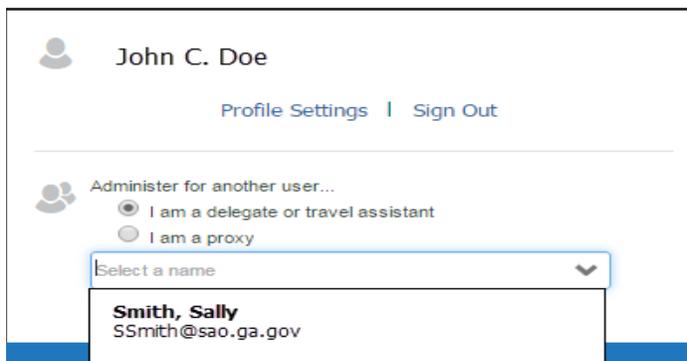
Profile Settings

In the enhanced UI, the user clicks **Profile > Profile Settings**. The changes in the **Profile Options** page involve look-and-feel except Expense credit Card. Refer to *Additional Expense Pages* in this document.

Sign Out (Log Out)

With the enhanced UI, users click **Profile > Sign Out**.

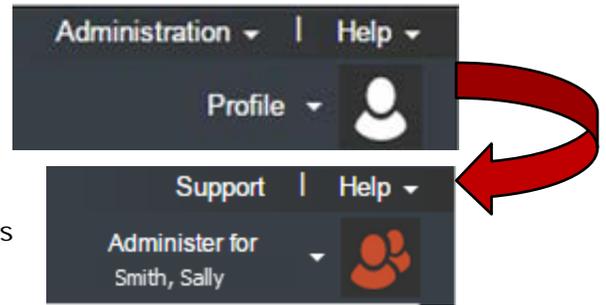
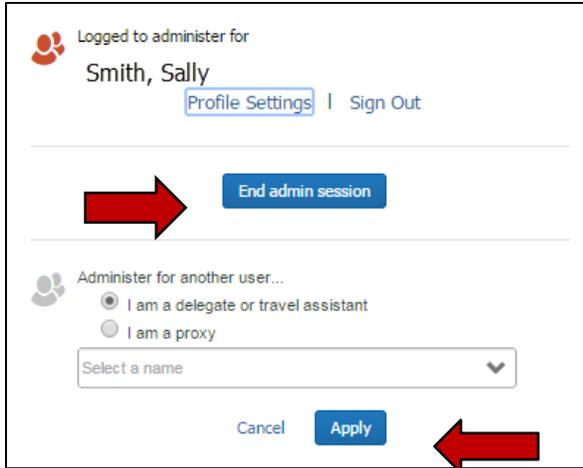
Administer for Another User – Delegate, Proxy, Travel Assistant/Arranger



The delegate, proxy, or travel assistant/ arranger uses **Profile** to select a user. He/She clicks **Profile**, selects the desired user, and clicks **Apply**.

NOTE: If the delegate has 10 or less users, then they appear in a drop list. If there are more than 10, then the user enters the first few letters of the desired user's name and selects from the search results.

The **Profile** menu option then displays **Logged to administer for** and the single "user" icon becomes a double "user" icon.



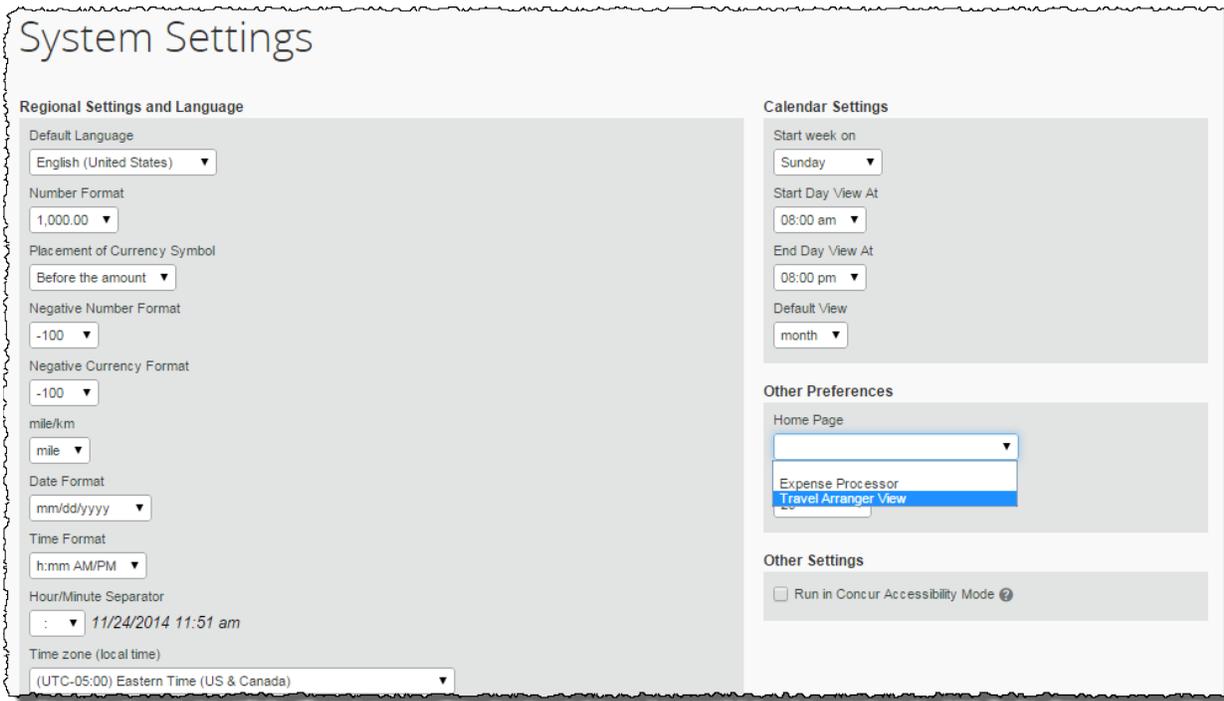
To return to working for himself/herself, the user clicks **End admin session** and **Apply**.

Additional Travel Pages

Here are the other changes to Travel. Most enhancements involve look-and-feel.

Arranger View Home Page

Arrangers can elect to have the Arranger page as the home page via **Profile > Profile Settings > System Settings** (left menu). In the **Other Preferences** section, in the **Home Page** list, the arranger clicks *Travel Arranger View*.



Search Results Pages

Change Flight Search, Filters, and Total Estimated Cost have moved from the right side of the search results page to the left side of the page.

CONCUR Requests **Travel** Expense Reporting App Center Administration Help Profile

Travel Arrangers Trip Library Templates Tools

Trip Summary

Select a Car

Days: 2
Hertz
204 JESSE HILL JR. DR, ATLANTA, GA 30334 (ZEATLC44)

Pick-up: Mon, 12/15/2014
Drop-off: Wed, 12/17/2014

Finalize Trip

Change Car Search

Car Display Filters

- Unlimited miles
- Air conditioning
- Hybrid
- Car Transmission**
 - Automatic
 - Manual

Hertz and Enterprise are the State contracted vendors for all IN-STATE, OFF-AIRPORT locations. Travelers are responsible for securing the lowest cost rental available at time of booking, considering all reasonable associated factors (rates, delivery time, distance and mileage, etc.)

Pick up: Hertz -- 204 JESSE HILL JR. DR, ATLANTA, GA 30334 (ZEATLC44) (ATL) on Mon, Dec 15 09:00 AM
Return: Wed, Dec 17 04:00 PM

All 5 results	Compact Car	Intermediate Car	Full-size Car	Mini Van	Intermediate SUV
Hertz	25.00	26.00	28.00	49.00	49.00

Displaying: 5 out of 5 results.

Sorted By: Policy - Most Compliant

Compact Car (Worldspan)

\$25.00 per day (Corporate rate)

Unlimited miles
Pick-up: Downtown ATL
Automatic transmission
Total cost **\$82.50**

Intermediate Car (Worldspan)

\$26.00 per day (Corporate rate)

Unlimited miles
Pick-up: Downtown ATL
Automatic transmission
Total cost **\$85.80**

Full-size Car (Worldspan)

\$28.00 per day (Corporate rate)

Unlimited miles
Pick-up: Downtown ATL
Automatic transmission
Total cost **\$92.40**

Car size exceeds company policy

Also note that – for air, car, and hotel – the **Reserve** button now reads **Select** .

Travel Review Pages – NEW

This is a new feature with the enhanced UI. This page allows the user/arranger to see, review, and change pertinent options about each segment. Here are a few samples:

- A review of the segments booked

REVIEW RENTAL CAR

Hertz Car Rental

Type	Pick-up	Drop-off
Compact Car	Off-Airport	Off-Airport
Features	ATLANTA	ATLANTA
	09:00 am Mon, 12/15/2014	04:00 pm Wed, 12/17/2014

- Preferences (comments previously called Message to Vendor) – car or hotel

PROVIDE RENTAL CAR PREFERENCES

Your preferences and comments will be passed to the rental car agency.

Comments (30 character max)

Ex: Need early pick-up (10am)

- Traveler information including name, contact information and frequent guest program details – all reservations

ENTER DRIVER INFORMATION

Ensure the name below matches the I.D. you have with you on the day of pick-up. ⓘ

DRIVER

[Edit](#) | [Review all](#)

Name: Donna S Fitzgerald **Phone:** (404) 463-0999

Rental Car Agency Program [Add a Program](#)

- Seat Assignments for Air Reservations

SEAT ASSIGNMENT

Make your trip more enjoyable by selecting your seats now. Otherwise, Concur will request them for you.

[Select Seats](#)

- Method of Payment – Hertz/Enterprise are direct billed, Air is paid by State and Hotel is paid by employee personal credit card.

SELECT A METHOD OF PAYMENT

How would you like to pay?

Choose a credit card

[Add credit card](#)

* Indicates credit card is a company card

- Rules and Restrictions

ACCEPT FARE RULES AND RESTRICTIONS

NON-REFUNDABLE TICKET
 Customers holding NON-REFUNDABLE type tickets may USUALLY cancel their journey, and reuse these tickets to any destination in the carrier's system, within one year following the DATE OF ISSUE (READ THE FARE RULES to be certain this applies). Reservations MUST be cancelled by the intended (original) departure day, or tickets will be void and have NO value for future use. These rules apply to DOMESTIC ticketing only. Select these flights anyway?

RULE APPLICATION AND OTHER CONDITIONS

NOTE - THE FOLLOWING TEXT IS INFORMATIONAL AND NOT VALIDATED FOR AUTOPRICING. EXCURSION FARES APPLICATION CLASS OF SERVICE THESE FARES APPLY FOR FIRST/BUSINESS/ECONOMY/COACH CLASS SERVICE. CAPACITY LIMITATIONS SEATS ARE LIMITED.

ELIGIBILITY
NO ELIGIBILITY REQUIREMENTS APPLY.

DAY/TIME
PERMITTED MON/TUE/WED/THU/SAT.

* I agree to the above fare rules and restrictions.

Additional Expense Pages

Here are the other changes to Expense.

Attendees Table within an Expense

Attendees Attendees: 1 | Attendee Total: \$0.00 | Remaining: \$0.00 | No Shows: 0 \$0.00

New Attendee
Advanced Search
Favorites
Import
Copy Attendees from Request

Remove
Create Group

	Attendee Name	Attendee Title	Company	Attendee Type	Attendee Count	Amount
<input type="checkbox"/>	Brown, Terry			This Employee	1	\$0.00

In the enhanced UI:

- The buttons above the attendee names have been rearranged.
- As the browser size is reduced, the attendee button bar can now collapse from both the right and the left side to compensate.

Available Expenses

Credit card transactions no longer appear on My Concur. They appear in the **Quick Task Bar** and **My Tasks** sections of the Home page and in the **Available Expenses** section of the Expense page.

+

Start a Request

+

Start a Report

+

Upload Receipts

00

Authorization Requests

00

Available Expenses

01

Open Reports

MY TASKS

00 Open Requests

00 Available Expenses →

01 Open Reports →

08
Available Expenses →

07/15 Southwest Airlines Dallas TX USA
\$-348.00

07/07 Southwest Airlines Dallas TX USA
\$-475.00

07/14 Southwest Airlines Dallas TX USA
\$-218.00

Expense Report Process Changes

Importing Expenses

Smart Expenses are now called Available Expenses. Importing Expenses has not changed. However, you may now move an Available Expense directly to an existing expense report or to a new one.

Available Expenses

Move ▾
Match
Unmatch
Delete

<input type="checkbox"/> Expense Detail	Expense	Source	Date ▾	Amount
<input type="checkbox"/> DELTA Air Lines Inc.	Airfare	=	06/11/2013	\$623.39
<input checked="" type="checkbox"/> Southwest Airlines Dallas TX USA	Airfare	=	06/24/2014	\$358.00



Open Reports

Expense reports are listed in Open Reports and can be accessed from the **Quick Task Bar** and **My Tasks** sections of the **Home** page and in the **Active Reports** section of the Expense page. Minimal detail is available on **Quick Task Bar** or **My Tasks**. For example, to view the status of the expense report you must go to **Active Reports** on the **Expense** page.

Expense page:

CONCUR | Requests | Expense | App Center | Help

Manage Expenses | Cash Advances

Active Reports

All reports →

NOT SUBMITTED	SUBMITTED	SUBMITTED
Travel 11/1 to 15 \$0.00	Normal Trvl 11/16-25 \$735.32 Submitted & Pending Approval Austin, Leslie	Normal Travel 11/1 to 15 \$555.17 Submitted & Pending Approval Austin, Leslie
Normal Travel 10/16 to 31 \$305.44 Submitted & Pending Approval Austin, Leslie	Normal Travel 10/1 to 31 \$791.47 Submitted & Pending Approval Austin, Leslie Exceptions	Normal Travel 8/1 to 15 \$831.03 Approved & In Accounting Review Exceptions

Home Page:

Home | Requests | Expense | App Center | Help

Hello, Sherry

+ New | 07 Authorization Requests | 00 Available Expenses | 01 Open Reports | 06 Cash Advances

COMPANY NOTES

[Travel Training Portal](#)
Please see the link above for additional Travel training opportunities.

MY TASKS

13 Open Requests Authorization Requests 07	00 Available Expenses You currently have no available expenses.	01 Open Reports 11/21 Travel 11/1 to 15
--	---	---

Move Expense Item to a Different Expense Report

Most expense items can be moved from one expense report to another existing expense report or a new expense report. Fixed Meals cannot be moved, If an item cannot be moved, when it is selected the **Move** button is grayed out.

Manage Expenses

Normal Trvl 11/16-25

+ New Expense
Details ▾
Receipts ▾
Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ <<

<input type="checkbox"/>	Date ▾	Expense	Requested
<input type="checkbox"/>	11/24/2014	Fixed Meals Doraville (Single Day), Georgia	\$36.00
<input checked="" type="checkbox"/>	11/24/2014	Personal Car Mileage	\$82.32
<input type="checkbox"/>	11/19/2014	Rental Cars Only Hertz, Atlanta, Georgia	\$90.00
<input type="checkbox"/>	11/19/2014	Hotel Ocean Hotel, Savannah, Georgia	\$405.00
<input type="checkbox"/>	11/18/2014	Parking ABC Parking	\$10.00
<input type="checkbox"/>	11/18/2014	Fixed Meals	\$22.00

Two ways to access Report Header

You can access the Report Header via the Details tab as in the past OR by simply clicking on the Expense Report Name.

June 16 to 30 Normal Travel

+ New Expense
Details ▾
Receipts ▾
Print / E
Click to edit report name and other details

Expense Delegate and Travel Assistant

When you access employees you are an Expense Delegate or Travel Assistant for in Profile, the displays change. The name changes on the header to show the person you are acting in behalf of in < > and the profile icon shows two people icons and turns RED.

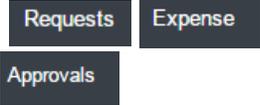
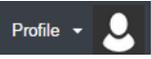
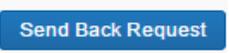
Logged in as YOU

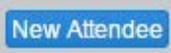
The screenshot shows a navigation bar with 'Home' selected, and other options: 'Requests', 'Travel', 'Expense', 'Reporting', and 'App Center'. On the right, there are 'Administration' and 'Help' dropdown menus, and a 'Profile' dropdown with a user icon. Below the navigation bar, a gold coin icon is followed by the text 'Hello, Sherry'. To the right, there are six data cards: three with a '+' icon and labels 'Start a Request', 'Start a Report', and 'Upload Receipts'; and three with '00' and labels 'Authorization Requests' and 'Available Expenses'.

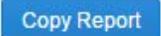
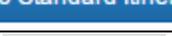
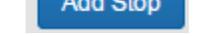
Acting as a Delegate or Assistant for an employee:

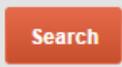
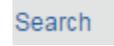
The screenshot shows a navigation bar with 'Home' selected, and other options: 'Requests' and 'Expense'. On the right, there is a 'Help' dropdown menu and a dropdown menu labeled 'Administer for Austin, Leslie' with a group icon. Below the navigation bar, a gold coin icon is followed by the text '<Austin, Leslie>'. To the right, there are six data cards: one with a '+' icon and label 'New'; and five with '00' and labels 'Authorization Requests', 'Available Expenses', 'Open Reports', and 'Cash Advances'.

Buttons and Icons Reference

Button/Icon Description	
General:	
	Tabs: Click to return to the Home page
	Tabs: To access specific functions
	Tabs: To access traveler profile settings or administer for another user (delegate/travel assistant)
Approver:	
	Approve: Approve for processing
	Approve & Forward: Add additional review steps for an expense report
	Send Back to Employee: Return the Report or Cash Advance to the employee unapproved; requires Comments from the Approver
Request:	
	Air Ticket: Indicates Air Reservation on Request
	Car Rental: Indicates Car Rental on Request
	Dining: Indicates Per Diem/ Meals on a Request.
	Lodging: Indicates Hotel/Lodging on Request.
	Misc: Indicates Miscellaneous Expenses on a Request
	Calendar: Brings up a calendar to select transaction date
	Attachments: Check or add attachments to a Request
	Print/Email: Print or email the Request
	Send Back Request: Return the Request to the employee unapproved; requires Comments from the Approver
	Delete, Modify, Allocate: Select to delete, modify or allocate a saved Request segment
	Resubmitted: This icon indicates a Request was returned to the traveler by an approver at least once and remains with the report from that point forward.
	Submit Request: Submit the Request for approval
	Recall: Allows you to recall a submitted Request if it has not been approved.
Expense Reports:	

Button/Icon Description	
	New Expense: Add a new expense entry to an Expense Report.
	+ Create New Expense Report: Create a new expense report
	+ New: Access to Start a Request, Start a Report, New Cash Advance or Upload Receipts from the Quick Task Bar
	Upload: + Upload New Receipt: Upload a new receipt (support document or receipt)
	Attach Receipt: Attach a receipt to an expense item
	Receipts: Access to attach receipt images or view previously attached receipts.
	Receipt Required: Statewide Travel Policy requires a receipt for this item
	Receipt: Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item
	Add New Allocation: Add a new allocation row.
	Allocate By: Select between allocating by percentage or amount.
	Allocate Selected Expenses: To open the allocation window
	Clear Selections: Clear the items selected for allocation
	Delete Selected Allocations: Delete on or more allocation rows
	Select Group: To select a group of allocations previously entered to review or edit
	Allocations: Indicates that an expense entry has been allocated.
	New Attendee: Add a new attendee to an expense report.
	Attendees: Indicates that an expense entry has associated attendees.
	Calendar: Brings up a calendar to select transaction date
	Credit Card Transaction: Indicates that an expense entry was from a credit card transaction
	Comments: Indicates that an entry has comments associated with it

Button/Icon Description	
	Copy: Copy an expense item
	Copy Report: Copy an expense report
	Delete: Delete an item
	Delete Report: Deletes the current expense report. *Only originator can delete
	Details: Provides options to view details of the expense report such as the report header, allocations, and audit trail
	Move: Move an expense item to another expense report; also used to move a trip expense from Available Expenses to an expense report
	Exceptions: Indicates that an expense entry has an exception associated with it; red exceptions create a hard stop; yellow exceptions allow you to continue
	Hide Exceptions: Toggle to hide or display report exceptions
	Import: Access to <i>Available Expenses</i> display for reservations and/or credit card charges available to be imported the expense report
	Import: Import selected <i>Available Expenses</i> into expense report
	Delete: Delete an <i>Available Expense</i> item from the Import display
	Match: This is used to combine <i>Available Expense</i> entries in the Import display when Corporate Card Charges and Trip data are not automatically matched by the system
	Unmatch: This is used to unmatch previously matched <i>Available Expense</i> entries in the Import display when Corporate Card Charges and Trip data were not automatically matched by the system
	Itemize: Begin the itemization process; for example, hotel expenses have to be itemized
	Save Itemizations: Save itemizations entered in an expense; currently only required for hotel expense.
	Show / Hide Itemization: Click to view or hide itemization details
	Go to Single Day Itineraries: Access Meals Per Diem entry for Single Day (no overnight stay)
	Go to Standard Itinerary: Access Meals Per Diem entry for Multiple Days (with overnight stay)
	Add Stop: Add a stop to a Standard Itinerary to calculate Meals Per Diem for multiple days with an associated overnight stay
	Next>>: <<Previous: Navigate to next or previous step in the process
	Save Itineraries: Save Single Day Itineraries entry
	Create Expenses: Creates Fixed Meal Expenses on an expense report

Button/Icon Description	
	Update Expenses: Add new or corrected Meals Per Diem to an expense report with existing Fixed Meal entries
	Mobile Expense: Indicates that the expense was entered in Concur Mobile
	Multiply: Reverses the exchange rate when working with foreign out of pocket transactions
	Print/Email: Access the fax cover page or detail report for the current expense report
	Resubmitted: This icon indicates the expense report was returned to the traveler by an approver at least once and remains with the report from that point forward.
	Notify Employee: Used by Delegate to notify an employee of a change made to an expense report
	Save: Save an expense item
	Submit Report: Submit the Report for approval
	Recall: Allows you to recall a submitted Expense Report if it has not been approved.
Travel:	
	Select: Selects the selected travel item for booking. 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.
	Search: Search in Trip Search
	Search: Search for an off-airport rental car location
	Seat map: Click to view the flight seat map
	Travel Search Air Fare Legend: Flight has least cost logical airfare
	Travel Search Air Fare Legend: Refundable Fare
	Travel Search Air Fare Legend: Arrives on a different day than departure
	Travel Search Air Fare Legend: Short or long connection time
	Travel Search Air Fare Legend: Turboprop aircraft used
	Travel Search Air Fare Legend: Flight is Fly America Act compliant
	Travel Search Air Fare Legend: Flight has 50-90% Go-Go Wi-Fi coverage
	Travel Search Air Fare Legend: Flight has 100% Go-Go Wi-Fi coverage
	Check Flight Status: Click to check the current status of a booked flight.
	Peaches: Preferred Vendor with special pricing for State of Georgia
	Yellow Diamond(s): Northstar Travel Rating for hotels

Button/Icon Description	
choose room ▶	Choose Room: Select to view hotel rooms and rates available a the selected hotel
View rates	View Rates: Click to view lowest hotel room rate and make the choose room option available
more info	More Info: Click to view hotel detail information such as cancellation, amenities, etc.

