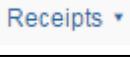
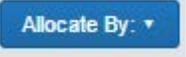
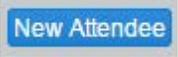
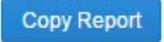
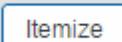
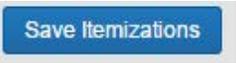
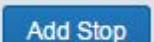


# TTE Buttons and Icons 2015



Button/Icon Description	
<b>General:</b>	
	<b>Tabs:</b> Click to return to the Home page
	<b>Tabs:</b> To access specific functions
	<b>Tabs:</b> To access traveler profile settings or administer for another user (delegate/travel assistant)
<b>Approver:</b>	
	<b>Approve:</b> Approve for processing
	<b>Approve &amp; Forward:</b> Add additional review steps for an expense report
	<b>Send Back to Employee:</b> Return the Report or Cash Advance to the employee unapproved; requires Comments from the Approver
<b>Request:</b>	
	<b>Air Ticket:</b> Indicates Air Reservation on Request
	<b>Car Rental:</b> Indicates Car Rental on Request
	<b>Dining:</b> Indicates Per Diem/ Meals on a Request.
	<b>Lodging:</b> Indicates Hotel/Lodging on Request.
	<b>Misc:</b> Indicates Miscellaneous Expenses on a Request
	<b>Calendar:</b> Brings up a calendar to select transaction date
	<b>Attachments:</b> Check or add attachments to a Request
	<b>Print/Email:</b> Print or email the Request
	<b>Send Back Request:</b> Return the Request to the employee unapproved; requires Comments from the Approver
	<b>Delete, Modify, Allocate:</b> Select to delete, modify or allocate a saved Request segment
	<b>Resubmitted:</b> 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.

Button/Icon Description	
	<b>Submit Request:</b> Submit the Request for approval
	<b>Recall:</b> Allows you to recall a submitted Request if it has not been approved.
<b>Expense Reports:</b>	
	<b>New Expense:</b> Add a new expense entry to an Expense Report.
	<b>+ Create New Expense Report:</b> Create a new expense report
	<b>+ New:</b> Access to Start a Request, Start a Report, New Cash Advance or Upload Receipts from the Quick Task Bar
	<b>Upload:</b> <b>+ Upload New Receipt:</b> Upload a new receipt (support document or receipt)
	<b>Attach Receipt:</b> Attach a receipt to an expense item
	<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:</b> Statewide Travel Policy requires a receipt for this item and it is attached to the expense line item
	<b>Add New Allocation:</b> Add a new allocation row.
	<b>Allocate By:</b> Select between allocating by percentage or amount.
	<b>Allocate Selected Expenses:</b> To open the allocation window
	<b>Clear Selections:</b> Clear the items selected for allocation
	<b>Delete Selected Allocations:</b> Delete one or more allocation rows
	<b>Select Group:</b> To select a group of allocations previously entered to review or edit
	<b>Allocations:</b> Indicates that an expense entry has been allocated.
	<b>New Attendee:</b> Add a new attendee to an expense report.
	<b>Attendees:</b> Indicates that an expense entry has associated attendees.

Button/Icon Description	
	<b>Calendar:</b> Brings up a calendar to select transaction date
	<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>Copy:</b> Copy an expense item
	<b>Copy Report:</b> Copy an expense report
	<b>Delete:</b> Delete an item
	<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>Move:</b> Move an expense item to another expense report; also used to move a trip expense from Available Expenses to an expense report
	<b>Exceptions:</b> Indicates that an expense entry has an exception associated with it; red exceptions create a hard stop; yellow exceptions allow you to continue
	<b>Hide Exceptions:</b> Toggle to hide or display report exceptions
	<b>Import:</b> Access to <i>Available Expenses</i> display for reservations and/or credit card charges available to be imported the expense report
	<b>Import:</b> Import selected <i>Available Expenses</i> into expense report
	<b>Delete:</b> Delete an <i>Available Expense</i> item from the Import display
	<b>Match:</b> 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
	<b>Unmatch:</b> 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
	<b>Itemize:</b> Begin the itemization process; for example, hotel expenses have to be itemized
	<b>Save Itemizations:</b> Save itemizations entered in an expense; currently only required for hotel expense and rental car expenses from Hertz at only the Capitol Hill location.
	<b>Show / Hide Itemization:</b> Click to view or hide itemization details
	<b>Go to Single Day Itineraries:</b> Access Meals Per Diem entry for Single Day (no overnight stay)
	<b>Go to Standard Itinerary:</b> Access Meals Per Diem entry for Multiple Days (with overnight stay)
	<b>Add Stop:</b> Add a stop to a Standard Itinerary to calculate Meals Per Diem for multiple days with an associated overnight stay

Button/Icon Description	
 	<b>Next &gt;&gt;:</b> << <b>Previous:</b> Navigate to next or previous step in the process
	<b>Save Itineraries:</b> Save Single Day Itineraries entry
	<b>Create Expenses:</b> Creates Fixed Meal Expenses on an expense report
	<b>Update Expenses:</b> Add new or corrected Meals Per Diem to an expense report with existing Fixed Meal entries
	<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>Print/Email:</b> Access the fax cover page or detail report for the current expense report
	<b>Resubmitted:</b> 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.
	<b>Notify Employee:</b> Used by Delegate to notify an employee of a change made to an expense report
	<b>Save:</b> Save an expense item
	<b>Submit Report:</b> Submit the Report for approval
	<b>Recall:</b> Allows you to recall a submitted Expense Report if it has not been approved.
<b>Travel:</b>	
	<b>Select:</b> 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.
	<b>Search:</b> Search in Trip Search
	<b>Search:</b> Search for an off-airport rental car location
	<b>Seat map:</b> Click to view the flight seat map
	<b>Travel Search Air Fare Legend:</b> Flight has least cost logical airfare
	<b>Travel Search Air Fare Legend:</b> Refundable Fare
	<b>Travel Search Air Fare Legend:</b> 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

Button/Icon Description	
	<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>Check Flight Status:</b> Click to check the current status of a booked flight.
	<b>Peaches:</b> Preferred Vendor with special pricing for State of Georgia
	<b>Yellow Diamond(s):</b> Northstar Travel Rating for hotels
<b>choose room</b> ▶	<b>Choose Room:</b> Select to view hotel rooms and rates available a the selected hotel
<b>View rates</b>	<b>View Rates:</b> Click to view lowest hotel room rate and make the choose room option available
<b>more info</b>	<b>More Info:</b> Click to view hotel detail information such as cancellation, amenities, etc.