# **Glossary Terms**

This is an explanation of terms used in Concur.

Click on any of the links below to skip ahead to the desired term.

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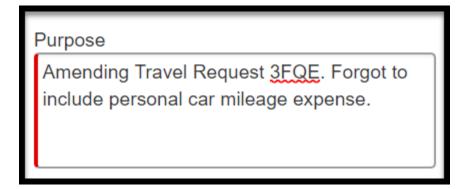
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If you need assistance with logging into Concur, go to Logging into Concur.

### **Amended Travel Request**

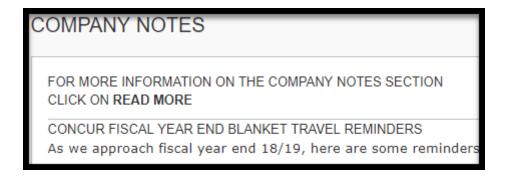
An updated travel request that is added to your original travel request (i.e., additional expenses added, different travel dates, personal travel, etc.)



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### **Company Notes**

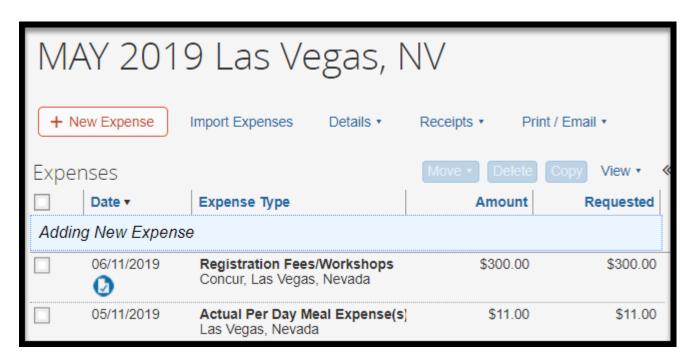
Section of the Concur Dashboard that includes updates, policy and form links as well as general Concur travel information.



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### **Expense Reports**

Action you take / Item created to reconcile any P-Card transactions or travel expenses that you incurred during your trip.



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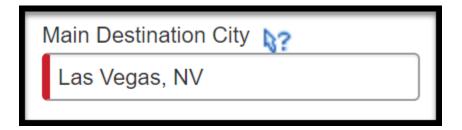
## **Lodging Itemization**

Adding individual financial detail (itemizing) to your hotel transaction and add your expenses based on your trip stay.

~	07/30/2018	Lodging DAN HOTELS, Los Angeles, Calif	\$1,652.83	\$1,652.83
	05/10/2019	Lodging	\$260.00	\$260.00
	05/10/2019	Lodging Tax	\$70.56	\$70.56
	05/11/2019	Lodging	\$260.00	\$260.00
	05/11/2019	Lodging Tax	\$70.59	\$70.59
	05/12/2019	Lodging	\$260.00	\$260.00
	05/12/2019	Lodging Tax	\$70.56	\$70.56
	05/13/2019	Lodging	\$250.00	\$250.00
	05/13/2019	Lodging Tax	\$80.56	\$80.56
	05/14/2019	Lodging	\$250.00	\$250.00
	05/14/2019	Lodging Tax	\$80.56	\$80.56

## **Main Destination City**

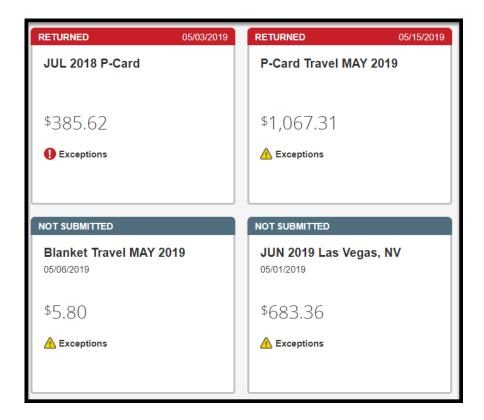
The destination of your travel. If multiple locations; the first stop.



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### **Open Reports**

Refers to the status of P-Card Goods and Services Expense Reports and Travel Expense Reports. Open Report status includes any expense report that is in the process of being completed.



#### P-Card Goods & Services Itemization

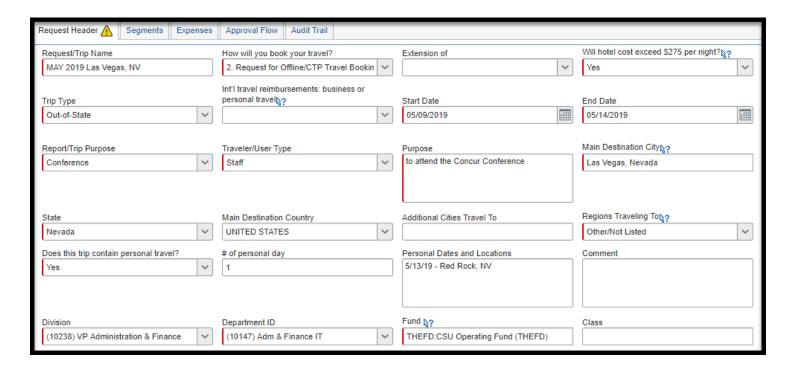
P-Card goods and services transactions include selecting the correct expense type and account code.



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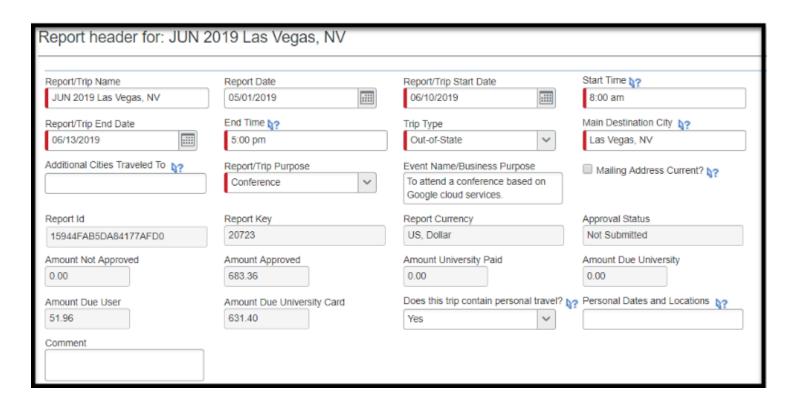
### **Request Header**

This is where you will add details of your travel request. i.e. Billing Cycle Dates, Trip Purpose, Trip Destination, Travel Dates, etc.



### **Report Header**

This is where you will add details of your expense report. i.e. Billing Cycle Dates, Trip Purpose, Trip Destination, Travel Dates, etc.



#### Request ID

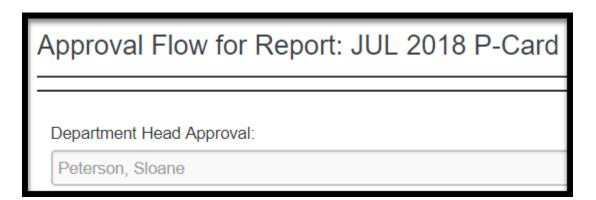
Your Travel Request ID #, formerly known as the TR#.



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## **Required Approver**

The MPP responsible for approving travel and expense reports.



## Need more help?

Contact Concur Support at <u>concur@fullerton.edu</u> or at 657-278-3600.