

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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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.)

The screenshot shows a form titled "Purpose" with a text area containing the following text: "Amending Travel Request 3FQE. Forgot to include personal car mileage expense." The text "3FQE" is underlined in red.

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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.

The screenshot shows the "COMPANY NOTES" section. It contains two main headings: "FOR MORE INFORMATION ON THE COMPANY NOTES SECTION" with a link "CLICK ON READ MORE", and "CONCUR FISCAL YEAR END BLANKET TRAVEL REMINDERS" with a paragraph "As we approach fiscal year end 18/19, here are some reminders".

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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.

MAY 2019 Las Vegas, NV

+ New Expense

Import Expenses

Details ▾

Receipts ▾

Print / Email ▾

Expenses

Move ▾ Delete Copy View ▾

<input type="checkbox"/>	Date ▾	Expense Type	Amount	Requested
Adding New Expense				
<input type="checkbox"/>	06/11/2019 	Registration Fees/Workshops Concur, Las Vegas, Nevada	\$300.00	\$300.00
<input type="checkbox"/>	05/11/2019	Actual Per Day Meal Expense(s) Las Vegas, Nevada	\$11.00	\$11.00

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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	\$1,652.83	\$1,652.83
		DAN HOTELS, Los Angeles, Calif		
	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

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Main Destination City





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

Main Destination City

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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.

RETURNED 05/03/2019 JUL 2018 P-Card \$385.62  Exceptions	RETURNED 05/15/2019 P-Card Travel MAY 2019 \$1,067.31  Exceptions
NOT SUBMITTED Blanket Travel MAY 2019 05/06/2019 \$5.80  Exceptions	NOT SUBMITTED JUN 2019 Las Vegas, NV 05/01/2019 \$683.36  Exceptions

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P-Card Goods & Services Itemization


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

✓	07/18/2018	IT Goods	\$41.02
		Stationery, Office Supplies, Pri, Lc	
<hr/>			
	07/18/2018	(616002) I/T Hardware	\$41.02

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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.

Request Header 				Segments	Expenses	Approval Flow	Audit Trail
Request/Trip Name MAY 2019 Las Vegas, NV		How will you book your travel? 2. Request for Offline/CTP Travel Bookin		Extension of		Will hotel cost exceed \$275 per night?	
Trip Type Out-of-State		Int'l travel reimbursements: business or personal travel?		Start Date 05/09/2019		End Date 05/14/2019	
Report/Trip Purpose Conference		Traveler/User Type Staff		Purpose to attend the Concur Conference		Main Destination City Las Vegas, Nevada	
State Nevada		Main Destination Country UNITED STATES		Additional Cities Travel To		Regions Traveling To Other/Not Listed	
Does this trip contain personal travel? Yes		# of personal day 1		Personal Dates and Locations 5/13/19 - Red Rock, NV		Comment	
Division (10238) VP Administration & Finance		Department ID (10147) Adm & Finance IT		Fund THEFD:CSU Operating Fund (THEFD)		Class	

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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.

Report header for: JUN 2019 Las Vegas, NV

Report/Trip Name JUN 2019 Las Vegas, NV	Report Date 05/01/2019	Report/Trip Start Date 06/10/2019	Start Time 8:00 am
Report/Trip End Date 06/13/2019	End Time 5:00 pm	Trip Type Out-of-State	Main Destination City Las Vegas, NV
Additional Cities Traveled To	Report/Trip Purpose Conference	Event Name/Business Purpose To attend a conference based on Google cloud services.	<input type="checkbox"/> Mailing Address Current?
Report Id 15944FAB5DA84177AFD0	Report Key 20723	Report Currency US, Dollar	Approval Status Not Submitted
Amount Not Approved 0.00	Amount Approved 683.36	Amount University Paid 0.00	Amount Due University 0.00
Amount Due User 51.96	Amount Due University Card 631.40	Does this trip contain personal travel? Yes	Personal Dates and Locations
Comment			

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Request ID

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

Request 3FQE

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Required Approver

The MPP responsible for approving travel and expense reports.

Approval Flow for Report: JUL 2018 P-Card

Department Head Approval:

Peterson, Sloane

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Need more help?



Contact Concur Support at concur@fullerton.edu or at 657-278-3600.