**Concur Terminology Reference Guide**

The following is a list of common Concur terminology, intended to be used as a quick reference guide. Users should consult the Concur [website](https://finance.tcu.edu/contracts-procurement-travel/travel-expense/index.php) for detailed resources before contacting Concur Support for assistance.

**General Information**

1. Request (also referred to as an Authorization Request)
	1. Required for all employee travel with an overnight stay
	2. Used to request a TCU credit card (purchasing card or travel card) or to request an update to an existing TCU credit card

Request(s) for travel are estimates and are designed as a tool for departments to monitor expected expenditures versus actual expenses. Information entered in the Request header pulls into respective expense reports, however attachments and line-item detail does not flow into expense reports. Users should work with their department regarding the level of detail required in Request(s).

1. Report (also referred to as Expense Report in Concur)
	1. Used to request reimbursement
	2. Used to action TCU credit card charges

Report(s) include employee, student and guest reimbursements as well as used to action TCU credit card charges (see #4 below). Students and guests do not have access to Concur; a TCU employee must submit a reimbursement report for students and guests. To reimburse a student or guest, employees mustselect the TCU Student Reimbursements or TCU Guest Reimbursements Report Type. *Caution – If users do not select student or guest reimbursements in the Report Type, the employee will be paid rather than the student or guest.*

1. Concur Travel
	1. Allows users to book hotel accommodations and airfare in Concur
	2. Provides contact information for Anthony Travel, TCU’s Agent-Assisted Support representative to assist with your travel reservations, cancellations and/or changes
2. Action TCU credit card charges - All TCU credit card charges must be added to a report within 30 days of the transaction. TCU credit card charges feed into your Concur dashboard under Available Expenses. Adding TCU credit card charges to a report includes ensuring the expense type and budget information is accurate, along with completing required fields. Users submit their report after travel, once all expenses (TCU credit card charges and personal payments) have been added to their report.
3. Airfare comparison – Required for personal travel days and or flight upgrades. Users must provide comparisons for same day travel and should take screenshots of comparable travel, excluding the personal days and/or for the most economical unrestricted coach fare when booking airfare. Screenshots must be attached to the respective expense line in the expense report. If personal funds were used, users should input the comparison rate(s) when requesting reimbursement. When TCU credit cards are used, users should itemize the expense line and code the difference to Personal/Non-Reimbursable.
4. Alerts
	1. Alerts with are informational – some alerts allow users to submit reports, while others require action to submit
	2. Alerts with  require action, users will not be able to submit until requirements are met

Users should follow link(s) in alerts to obtain information regarding requirements. Some alerts require users to submit the report before the alert is cleared. After making required changes, users should submit their report.

**Report (AKA Expense Report) Terms**

1. Allocation - A feature in Concur which allows users to charge portions of an expense to more than one department code.
2. Available Expenses – Represents TCU credit card charges. Card charges are imported onto users Concur dashboard 3-5 days after the transaction. Users must wait for TCU credit card charges to post to their Concur dashboard before submitting their report. Users should not use the New Expense tab to add expenses to a report if paid with a TCU credit card.
3. Combine Expenses – Used to match expenses uploaded through the Concur app to the respective TCU credit card charge. When using the Concur app, users must wait for the TCU credit card charge(s) to post to Available Expenses on their Concur dashboard. Matching of expenses (from Concur app to Available Expenses) should happen automatically, however in some cases Concur is unable to match, in those cases users can manually match using the Combine Expenses feature.
4. Employee Paid – Represents expenses incurred with personal funds (i.e. not TCU credit cards). Users should request reimbursement within 30 days of the transaction. Select the New Expense tab in the Concur report to add employee paid expenses.
5. Expense Type – Users select expense types from lists provided in Concur to record transactions. Users should select the expense type that best represents what was purchased. Use of Other Expense should be limited and requires additional information. Expense types determine the budget account code to which a transaction will be charged. Users can view a crosswalk of Account Codes to Expense Types on the Concur website in the FAQ section.
6. Itemization – A feature in Concur which allows users to charge portions of an expense to more than one expense type, which drives the budget account code.
7. Itinerary – Required in Concur when requesting a travel allowance (AKA per diem, see #9 below). Users must enter Itinerary Stop information in Concur in order to complete the travel allowance request. An Itinerary Stop details departure city and arrival city for each flight (i.e. outbound and inbound). Users must enter a total of 4 stops for round trip travel.
8. Pending Card Transaction – Acts as a payment type place holder. Users cannot submit reports with a payment type of Pending Card Transaction. TCU card charges will automatically update the payment type field to represent the card purchase once TCU credit card charges are posted. Users who did not use a TCU credit card must use the dropdown arrow to select the accurate payment type.
9. Print Share – Provides detailed information regarding the expenses included in a report, including budget (Account, Fund, Department) information. It is suggested submitters and approvers review the TCU Report Budget Code report before submitting or approving reports.
10. Report Details – Provides information regarding your report, including report header details, report totals, report timeline and audit trail information.
11. Travel Allowance – Represents per diem in Concur. Employees are allowed a daily allowance (per diem) to cover business related meals and incidentals when traveling. Per IRS requirements, travel allowances are reduced to 75% of the daily per diem rates on travel days. See Expense Policy for more information regarding per diem qualifications. Users must select “Yes, I require Travel Allowance” in the Create New Report popup to record per diem amounts in Concur. Users must exclude meals provided from travel allowance amounts.