



## Concur Icons and Buttons in Concur

### General Icons

Icon	Name	Description
	Exception	Indicates an error must be resolved before submission
	Information	Indicates an exception that does not prevent submission
	Alert	Indicates a warning that does not prevent submission
	Calendar	Indicates that the user can select dates from the calendar
	View Image	Indicates an attachment to view
	Fly America Act Compliant	Indicates the flight is compliant with the Fly America Act

### Travel Requests and Booking

Icon	Name	Description
	Comments	Indicates that the expense or report contains a comment
	Explanation	Indicates that comments were added by Administrators for the field
	Trip Data	Indicates trip information from an itinerary
	Comments	Indicates that the expense or report contains a comments
	Mixed Flight/Train Search	Indicates that the user can access the mixed flight/train search window
	Hotel Search	Indicates that the user can click the icon to access the hotel search window

	Car Search	Indicates that the user can click the icon to access the car search window
	Train Search	Indicates that the user can click the icon to access the train search window
	Flight Status	Indicates that the user can click the icon to view the status of your flights
	Flight Itinerary	Indicates flight itinerary information
	Hotel Itinerary	Indicates hotel itinerary information
	Car Itinerary	Indicates car itinerary information
	Add Itinerary	Indicates a user can add itinerary to their trip
	Warning Exception	Indicates that travel policy will be applied after the user selects the flight

## Expense Reports

Icon	Name	Description
	Attendees	Indicates that an expense entry has associated attendees
	Comments	Indicated that the expense or report contains a comment
	Trip Data	Indicates trip information from an itinerary
	Full Allocation	Indicates that the expense entry has been fully allocated
	Partial Allocation	Indicates that the expense entry has only been partially allocated
	Receipt Image Required	Indicates that an imaged receipt is required for this expense
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses section of the screen

	Missing Receipt Affidavit	Indicates that a missing receipt affidavit has been attached to the expense
	Report Ready for Review	Indicates that the expense report has been reviewed by a delegate and is ready for delegator review and submission
	Acting as other user	Indicates that the user is acting as a delegate for another user
	Mobile Phone	Indicates that the user can add a mobile device to their Expense Profile
	Personal Profile	Indicates that the user can access their personal profile
	Personal Car Mileage Calculator	Indicates that the user can click the icon to access the personal car mileage calculator

## Concur Mobile Application

Icon	Name	Description
	Mileage (Calculated)	This icon indicates when there is no location and only distance is provided
	Report Sent Back	Indicates that the approver sent a report back to the submitter with comments
	View Image	Indicates that the user can click the icon to view an image
	Mobile Expense	Indicates that the expense entry was created in Mobile
	Round Trip	This route included round-trip travel
	Receipt Attached	Like other expense report entries, this entry has a receipt image attached to it