Concur

Icon Quick Reference Guide

- **Attendees**: An expense entry has associated attendees
- **Comments**: An expense entry has comments
- **Credit Card**: An expense entry was a corporate credit card transaction
  - **Credit Card**: A corporate credit card transaction includes additional data
- **Exception**: An expense entry exception that must be resolved before submission
- **Warning**: An expense entry warning that may require additional action
- **Full Allocation**: An expense entry has been fully allocated
- **Receipt Required**: An expense entry requires a receipt
- **Receipt Attached**: An expense entry has a receipt attached
- **ExpenseIT Receipt**: An expense entry was created using the ExpenseIT mobile app
- **Missing Receipt Affidavit**: A missing receipt affidavit was attached to the expense
- **Mobile Transaction**: An expense entry was created using the Concur mobile app
- **Personal Expense**: An expense entry was marked as a personal expense
- **Submission**: An expense report prepared by a delegate is ready for submission