SAP Concur

CONCUR BUTTONS AND ICONS

GENERAL ICONS

Icon	Name	Description
❗	Exception	Indicates an exception must be resolved before submission.
❓	Question	Indicates a question that does not prevent submission.
ℹ️	Information	Indicates an exception that does not prevent submission.
⚠️	Alert	Indicates an exception that does not prevent submission.
📅	Calendar	Indicates that the user can click the icon to access the calendar popup.
🖼️	View Image	Indicates that the user can click the icon to view an image.

REQUEST ICONS

Icon	Name	Description
❗	Exception	Indicates that a request exception must be resolved before submission.
⚠️	Warning	Indicates that the request has an exception that does not prevent submission.
🏛️	Budget Item	Indicates that the item is allocated to a budget you manage and requires your budget approval.
✈️🚆🚗🛏️	Segments	Indicates the flight, train, car and hotel trip segments that the user can add to a request.
🔄	Report Sent Back	Indicates that the approver sent a report back to the submitter with comments.

TRAVEL ICONS

Icon	Name	Description
✈	Mixed Flight/Train Search	Indicates that the user can click the icon to 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.
✓	Finalize Trip	Indicates finalization of trip.
✈	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.
🔇	Quiet Car	Indicates that the rail car has noise restrictions.

EXPENSE ICONS

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.
	Ground Transportation	Indicates that the expense entry originated from a ground transportation itinerary.
	Personal Expense	Indicates that an expense entry was marked as personal.
	Credit Card Transaction	Indicates that an expense entry originated from a credit card transaction.
	Credit Card Transaction	Indicates that a credit card transaction includes additional data.

Icon	Name	Description
	Warning Exception	Indicates that an expense entry has an exception that does not prevent submission.
	Exception	Indicates that an expense entry exception must be resolved before submission.
	Full Allocation	Indicates that the expense entry has been fully allocated.
	Partial Allocation	Indicates that the expense entry has only been partially allocated.
	OCR Receipt	Indicates that an expense entry has an Optical Character Recognition (OCR) receipt (for example, ExpenseIt).
	Receipt Image Required	Indicates that an imaged receipt is required for this expense.
	Paper Receipt Required	Indicates that an expense requires a paper receipt.
	E-Receipt Available	Indicates that an e-receipt is available in Available Expenses.
	Missing Receipt Affidavit	Indicates that a missing receipt affidavit has been attached to the expense.
	XML Receipt Attached	Indicates that an XML receipt is 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.
	Budget Item	Indicates that the item is allocated to a budget you manage and requires your budget approval.

	Success	Indicates that all required approvals have been processed.
	Acting as others	Indicates that the user is acting as a delegate for another user.
	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.
	Profile Picture	Indicates that a user can add a profile picture to their Expense Profile.
	Personal Profile	Indicates that the user can click the icon to access their personal profile.
	Personal Car Mileage Calculator	Indicates that the user can click the icon to access the personal car mileage calculator.

	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.
	Commuter Pass	A commuter pass was used for this (portion of) travel.
	Created Manually	The route was added using the manual route search function, and all aspects, including the route itself, may be edited by the user.
	Created Using Route Search	This route was created using the Route Search feature, and the route information cannot be edited, only selected items such as the Business Purpose. **TIP:** Hover over this icon to note attributes of the selected route.
	IC Card Fare	In Available Expenses, or within the route search results window, the route was returned with an IC card fare.
	Round Trip	This route included round-trip travel.
	Receipt Attached	Like other expense report entries, this entry has a receipt image attached to it.