



## Concur Travel Glossary of Terms

Term	Definition
<b>Activity</b>	Activity is an optional segment that can be used to segregate different activities for budget or other tracking purposes when they fall within a unique combination of Source, Org and Function. The segment can also be used to aggregate different activities where the activity crosses multiple Sources, Orgs, or Functions. The use of and values for this segment will be prescribed at the Dean/VP level.
<b>Agent Assist</b>	Traveler will be using an actual Travel Agent at Travel Leaders Corporation (TLC) to book travel. Traveler will need to contact the Travel Agent using the information on the UMB Travel Website.
<b>Allocate</b>	Identify the SOAPF/Project that will be charged for one or more travel request items if expenses will be split between two or more fund sources. Allocations can be done at the report level, the expense type level or the receipt level.
<b>Book in Concur</b>	This is the required method to book air travel unless using Agent Assist. It allows the user to book flights on-line within Concur similar to other on-line flight booking websites.
<b>Booking Type</b>	Booking Type indicates how you will book the trip after the request is approved. Each type is tied to travel policy rules.
<b>Company Notes</b>	UMB travel specific news and policy are linked here.
<b>Concur Landing Page</b>	Includes the UMB Logo, shortcuts to Start a Request; Start a Report; Upload Receipts; and Infotiles that show the number of Authorization Requests; Available Expenses; and Open Reports.
<b>Cost Center Approver</b>	This level of approval ensures there is adequate budget to take the trip. Approvers are established based on the Org in a SOAPF or based on the Project Owning Dept.
<b>Delegates</b>	Delegates are people who are allowed to perform work on behalf of other people. Expense and Request modules share Delegates. By assigning approver permissions to a delegate, you are assigning all approver permissions for Expense and Request. Delegates can receive some or all functionality that the delegator has in the Concur System.
<b>Exception Booking</b>	Traveler is requesting permission to book airfare outside Concur as a departure from Travel Policy. Routes to Dean/VP for approval.
<b>Function</b>	The Function segment is used to group expenses (and related revenues) according to the purpose for which the costs are incurred. The classifications tell why an expense was incurred rather than what was purchased. Reporting expenses by functional classification helps donors, granting agencies, creditors, and other readers of the financial statements to understand the various mission-related activities at UMB and their relative importance. The definitions conform to NACUBO definitions and are used for Integrated Postsecondary Education Data System (IPEDS) and Financial Statement reporting.
<b>Hotel - Estimate only</b>	The Hotel Estimate Only calculates the Federal rate per night to determine what is a reasonable hotel charge. This Hotel Estimate Only must be removed and entered under the Hotel Expense before submitting the Travel Request. If the person is staying at a hotel where the conference is held then they don't need to use the hotel estimate.

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<b>No Booking</b>	Traveler will not use Concur or the live agent to book any travel. Travelers should not select this option if they will book airfare that will be paid by UMB. This option should be used if UMB is not paying for any of the travel expenses.
<b>Non-TMC Int'l Airfare</b>	Overseas carrier that provides travel between countries that are NOT found in Concur.
<b>Object</b>	The object segment is based on the Trip Type or the type of expense and is automatically generated when the expense type is saved.
<b>Organization</b>	The Org segment indicates a specialized functional area within UMB. Generally, an Org will "own" employees and/or have separate budget authority.
<b>Payment Types</b>	A payment type determines to whom the total approved expenditure is paid. Payment types such as cash and out of pocket refer to payments that are made to the employee.
<b>Personal Dates of Travel</b>	Dates travel where reimbursement will not be applicable. This field requires Additional Information text to be entered.
<b>Project/SOAPF</b>	The Project/SOAPF refers to the funding source that will be charged for travel or business expenses. The value that is entered on the header will apply to all expenses in the form unless reallocated at the specific expense type level. A default header level SOAPF will be derived based on the employee's Payroll Clearing Account SOAPF combined with the Travel Clearing Account purpose (555555555) and should be changed on each request.
<b>Purpose</b>	Purpose is an optional segment that can be used to segregate different activities for budget or other tracking purposes when they fall within a unique combination of Source, Org and Function. The segment can also be used to aggregate different activities where the activity crosses multiple Sources, Orgs, or Functions. The use of and values for this segment will be prescribed at the Dean/VP level.
<b>Request Approvers</b>	Default Departmental approver(s) for your Request.
<b>Request Policy</b>	In the Create New Request Form, the Policy field provides a drop-down list for the user to choose the form they are submitting: Travel; Business Expense (non-travel); Central Reconciliation Policy. The default Request form is Travel.
<b>Request/Trip Name</b>	The name (title) the end user gives for the Request/Trip.
<b>Source</b>	The source segment is used to group expenses (and related revenues and net assets) according to how they are funded. The classifications tell who provided the funds and whether there are restrictions on the use of the funds. As a state agency subject to Governmental Accounting Standard Board (GASB) rules, the accounting activity must be balanced by Source.
<b>Tiles</b>	The default view in Manage Requests displays Active Requests in index card style format providing: the current Status and date of the Request's Workflow (Submitted, Ready To Books, Not Submitted, etc.); the description of the Requests; and the Amount of the Request. The gray band at the bottom of the tile indicates next step in approval.
<b>Traveler</b>	The default role for every UMB employee. Enables access to the Concur Travel system. Enables user to create and submit travel requests forms.
<b>Traveler Administrator</b>	This level of approval ensures that the travel request is within travel policy and is assigned based on the employee's home department or based on the requesting department for a non-employee.

<b>Traveler Supervisor</b>	This level of approval grants permission for the employee to take the trip. The supervisor name is integrated from the HR system.
<b>Traveler Type</b>	The traveler should be identified as one of 3 different employee types: Faculty, Staff or Student- Employee OR one of 2 different non-employee types: Student- Non-employee or Other-Non-employee.
<b>Trip Purpose</b>	Several options are available to describe the purpose the travel request, e.g., Conference/Workshop Attendee, Research, etc.
<b>Trip Type</b>	Options include In-State Travel, Out-of-State Travel, and International Travel. Washington DC is considered In-State and US Territories are considered Out-of-State not International.