**Affidavit:** an electronically submitted statement confirming the required receipt(s) or proof(s) of payment was unattainable from a business or was lost by the University Traveler.

**Allocate:** The method of splitting the funding for the trip.

**Blanket Travel Authorization:** authorization for employee travel for trips with the same business purpose, which can consist of multiple trips throughout a fiscal year.

**Delegate:** A delegate is a user who is granted permission to act on behalf of another user to perform tasks such as creating a travel request or entering an expense report on their behalf. Only the traveler can submit the travel request or expense report.

**Commute:** the normal, direct route between a university or state college employee’s home and permanent work location.

**Concur:** Concur is an easy to use, management software that integrates pre-trip request information, itinerary details, and expense tracking into a single application. Employees can quickly take a picture of receipts, submit expenses and review approvals on the go.

**Departure Time:** the time the traveler leaves their home or work location and is in travel status.

**Direct Payments:** payments made by the university or state college on behalf of the traveler for business-related travel expenses.

**Direct Route:** the shortest or most efficient route between a point of departure and a final destination.

**e-Receipt:** The term e-receipts refers to data sent to Concur through the Concur Connect Program. This data comes directly from the supplier and provides the user with a complete receipt image linked to their expense item. The e-receipt information may not contain all line items, usually due to credits or returns. The total on the e-receipt will always be the correct transaction total.

**Expense Preferences:** allows the traveler to designate update settings such as receiving specific system-generated emails, see Concur prompts, or display certain items.

**ExpenseIT:** an application inside the Concur app allowing a traveler to create images of the expense receipts which are reviewed and analyzed, and automatically generated. The traveler simply assigns the expenses to the expense report.

**Financial Approver:** an employee that oversees, regulates and approves all expenses from a specific funding source(s).

**International Travel:** travel outside of the continental United States, Alaska, and Hawaii unless otherwise stated within the university travel policy.
**Pre-Trip Request:** an approval within the Concur application for a traveler to travel for university or state college business and/or to use a university or state college funding source for expenses related to the business travel including but not limited to research and scholarly activity.

**Request:** a pre-trip authorization to travel.

**Return Time:** the time the traveler returns to their home or work location after ending travel status.

**Supervisor Approver:** an employee who manages the time and performance of duties of a specific traveler.

**Traveler:** a university or state college employee, including a graduate assistant when they are traveling as an employee and not as a student, independent contractor, speaker, or guest who is traveling on official university or state college business.

**Travel Status:** when a traveler is outside of their normal city of work or residency or their respective regular commute while conducting or engaging in official university or state college business.

**TripIt Pro:** an app that will organize all travel plans in one place, accessible anytime on any device. Get real-time travel alerts, find better seats when they become available.

**University Travel Office:** the system-wide office dedicated to travel administration, traveler service(s) and education for travelers and management of system-wide travel resources.