

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.

TriplT 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.