

Glossary: Old to New Terms

With the switch to Concur, the University's new travel booking and reimbursement system, the terminology we use related to travel is changing, too. Here are some terms TSU has traditionally used or currently uses translated into the terms used in Concur:

Account String → **Cost Allocations:** You can allocate percentages or specific dollar amounts of your individual expenses to disparate accounts in Concur. This is called a *cost allocation*.

Cash Advance → **Request:** When requesting a cash advance, you will use the *Request* feature in Concur.

Corporate Card →: In the Expense or Reporting modules of Concur, you may see the TSU T/P and One Card referred to as a *university card*.

TC → **Processor:** Individuals who will process transactions in Concur are called *processors*. At TSU, the individual typically include the Travel Coordinator.

History → **Audit Trail:** In reporting, the traveler's expense history is referred to as the *audit trail*.

TSU Org Manager → **Cost Object Approver:** In Concur, individuals with a TSU org manager role are referred to as *cost object approvers*.

Object Code → **Account Code:** In Concur, the object code is referred to as an *account code*.

Per Diem → **Travel Allowance:** A per diem amount is referred to as a *travel allowance* in Concur.

Route Log → **Approval Flow:** The log of approvals for requests or travel expense reports is referred to in Concur as the *approval flow*.

Supervisor → **Business Intelligence (BI) Manager:** In Concur, supervisors are referred to as business intelligence (BI) managers.

Travel Arranger/Assistant → Delegate (for Request or Expense): Concur still uses the term “assistant” in reference to a person authorized to book travel on your behalf. Request or expense *delegates* are authorized to perform functions such as requesting travel approvals and prepare and manage expenses and expense reports for you.

Travel Reimbursement/Trip → Expense Report: In Concur, a traveler completes an *expense report*, which is then reviewed and approved, as appropriate. If a reimbursement is due the traveler, one will be issued.