**Concur Terminology**

**Request** = Travel Authorization (TA)

**Report or Expense** = Travel Reimbursement (TR)

**Travel or Travel Wizard** = Online Booking Tool

**Delegate** = delegate and/or proxy approver

**Segments** = Expenses linked to Locate: Flight, Hotel, Car Rental, Train

**Request Hotel & Meals Per Diem Expense Types** = Estimated per diem rates

**Custom Mileage** = Mileage at a different rate

**Meals, Custom** = Meals per diem at a different rate

**Print/Email Report** = Summary Report

**Travel Allowances** = Per Diem

**Expense Itinerary** = Imported from TripLink, or create to include per diem expenses

**Default Approver or Manager** = Supervisory Approver

**Cost Object Approval (COA)** = Budget Authority (BA)

**Approval Flow** = Approval Queue (TEM Banner Workflow)

**TripLink** = Connects traveler's bookings and e-receipts to expense reports