Concur Terminology

Request = Travel Authorization (TA)
Report or Expense = Travel Reimbursement (TR)
Travel Tab = Online Booking Tool
Delegate = Data Entry Delegate and/or Proxy Approver
Custom Mileage = Mileage at a different rate
Meals, Custom = Meals per diem at a different rate
Print/Share Report = Summary Report
Travel Allowance = Meals Per Diem
Itinerary (Expense Report) = Electronically imported from Travel, TripLink, or manually created to include meals per diem expenses for overnight trips
Report Timeline, Approval Flow = Approval Queue
Default Approver or Manager = Supervisory Approver
Cost Object Approval (COA) = Budget Authority (BA)
TripLink = Connects traveler's bookings and e-receipts to expense reports