WESTERN
WASHINGTON
UNIVERSITY

Travel Services

SAP Concur C·

# 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**

Sally Parsons | Travel Services
sally.parsons@wwu.edu | 360.650.6640

Devlin Sweeney | Business & Financial Systems
devlin.sweeney@wwu.edu | 360.650.4550