

Get to Know the Travel and Expense System Icons

Icons appear in the travel and expense system to alert you to an action. View the icons to learn their meanings.



















	Attendees: Indicates that an expense entry has associated attendees.
	Trip Data: Indicates trip information from an itinerary.
	Ground: Indicates a Limo, Taxi, or Car ground transportation expense.
	Credit Card Transaction: Indicates that an expense entry was a credit card transaction.
	Credit Card Transaction: Indicates that a credit card transaction includes additional data.
	Electronic Receipt: Indicates Electronic receipt has been sent by a vendor to a users account.
	Exception: Indicates that an expense entry exception must be resolved before submission.
	Full Allocation: Indicates that the expense entry has been fully allocated.
	Partial Allocation: Indicates that the expense entry has only been partially allocated.
	OCR Receipt: Indicates that an expense entry has an Optical Character Recognition (OCR) receipt.
	Paper Receipt Required: Indicates that an expense requires a paper receipt.
	Receipt Required: Indicates that an expense requires a receipt.
	Receipt Attached: Indicates that the required receipts have been attached.
	Receipt Affidavit: Indicates a missing receipt affidavit has been attached to the expense.
	XML Receipt Attached: Indicates that an XML receipt is attached to the expense.
	Pending Processor Review: Indicates that the submitted expense report is pending review.
	Personal Expense: Indicates that an expense entry was marked as personal.
	Report Ready for Submission: Indicates that the expense report is ready for submission.

Figure 1









	Report Ready for Submission: Indicates that the expense report is ready for submission.
R	Ticket is refundable.
	Flight/Train arrives on a different day.
	Short or long connection time.
	Turboprop plane.
	Least Cost Logical Fare.
	This option is Fly America Act compliant.
	Gogo Wi-Fi 50-99% coverage.
	Gogo Wi-Fi 100% coverage.

Figure 2