












Icon Quick Reference Guide

Overview

This guide helps you understand the Icons displayed in the Concur Expense Management System.

Icon	Name	Description
	Attendees	An expense entry has associated attendees
	Comments	An expense entry has comments
	Credit Card	An expense entry was a corporate credit card transaction
	Exception	An expense entry expectation exists which must be resolved before submission
	Warning	An expense entry warning that may require additional action
	Full Allocation	An expense entry has been allocated
	Receipt Required	An expense entry requires a receipt to be attached
	Receipt Attached	An expense entry has a receipt attached
	ExpenseIT Receipt	The expense entry was created using the ExpenseIT mobile app
	Missing Receipt Declaration	A missing receipts declaration was attached to the expense entry
	Mobile Transaction	An expense entry was created using the Concur mobile app

Additional Information

For additional information and user guides please visit the Concur Expense Management page:

<https://services.anu.edu.au/information-technology/software-systems/concur-expense-management>