

Concur Terminology Crosswalk

TERM		DEFINITION
<u>Concur</u>	<u>SAP</u>	
Cost Object	Cost Center, Internal Order, or Funded Program	Departmental Funding
Concur Expense	TRAVELTracks Travel FC	Software to create travel requests and expense reports for approval and reimbursement
Concur Travel	N/A	Software used to book university direct bill travel reservations, which will interface with Concur Expense
Cost Object Approver	Account Manager	Designated approver based on cost center or fund
Delegate	Substitute	Staff assigned to specific roles (arranger or approver) as a substitute for another
Processor	Travel Office Staff	Final approval by Travel Office
Proxy	Travel Assistant	Can create Travel Requests/Expense Reports on behalf of others in Concur Expense
Travel Arranger	Travel Assistant	Can book airfare/lodging/rental vehicles on behalf of others in Concur Travel