TravelWayne Action Buttons and Icons

Button/Icon Description	
Add New Allocation	**Add New Allocation:** Add a new allocation row.
Allocate By:	**Allocate By:** Choose between allocating by percentage or amount.
	Allocations: Indicates that an expense entry has been allocated.
	Attendees: Indicates that an expense entry has associated attendees.
Approve	**Approve:** Approve the expense report for processing.
Approve & Forward	**Approve & Forward:** Add additional review steps for an expense report.
, ,	**Credit Card Transaction:** Indicates that an expense entry was from a credit card transaction. Amex , Visa and MasterCard .
	Comments: Indicates that an expense entry has comments associated with it.
Delete Report	**Delete Report:** Deletes the current expense report.
Details	**Details:** Provides options to view details of the expense report such as the report header, allocations, and audit trail.
	E-Receipt: Indicates that the credit card transaction contains an electronic receipt.
	Exceptions (Yellow): Indicates that an expense entry has an exception associated with it.
	Exceptions (Red): Indicates that an expense entry has an exception associated with it that must be resolved before you can submit the expense report.
Import	**Import:** Provides access to import trip details or credit card charges to the current expense report.
Itemize	**Itemize:** Save the current expense entry and begin the itemization process.
	Mobile Expense: Indicates that the expense was entered in Concur Mobile.
	Multiply: Reverses the exchange rate when working with foreign out of pocket transactions.
New Attendee	**New Attendee:** Add a never before used attendee to an expense report.
New Expense	**New Expense:** Create an out of pocket expense entry.
New Expense Report	**New Expense Report:** Create a new expense report.
Next > >	**Next:** After creating the expense report header go to the next step in the process.
	Personal: Indicates that an expense entry was marked as personal.
Print / Email	**Print:** Print the fax cover page or detail report for the current expense report.
Receipts	**Receipts:** Access to attach receipt images or view previously attached receipts.
	Receipt Attached: Indicates that a receipt is attached to the expense entry.
	Receipt Image Required: Indicates that a receipt is required for the expense entry.
	Report returned to Approver: Indicates that the report was returned to the submitter from the approver.
Send Back to Employee	**Send Back to Employee:** Allows the approver to send the expense report back for corrections.
Submit Report	**Submit Report:** Submit the expense report for approval.
	Tooltip: Click the tooltip icon to view the associated field-related help.
	Trip Data: Indicates trip information from an itinerary.
	Show / Hide Itemization: Click this icon to view or hide itemization specifics.