




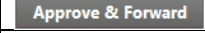















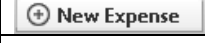
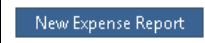











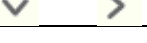


## TravelWayne Action Buttons and Icons

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