NYU

Travel and Expense Terminology

In the document, you will find common terminology used in Travel and Expense.

New Term	Previous Term	Definition
SAP Concur ("Concur")	N/A	Tool that powers the Travel and Expense solution
Expense Report ("Report")	Reimbursement Request	Collection of expenses that were incurred on behalf of the University and are submitted in the Travel and Expense solution for reimbursement to the user and / or the payment card provider (bank).
Request	NA	Area in Concur to perform requests that require pre-approval. This includes the pre-trip travel request, the payment card request, and the delegate approver request.
Delegation of Authority (DoA)	Delegation of Authority (DoA)	Approval workflow as defined in the Signature Authority policy; Travel and Expense has new thresholds in DoA • Level 3 - $10,000 + • Level 4 - $5,000 • Level 5 - $2,500
Cash Advance	Cash Advance	Cash advance request where cash is provided to the traveler via direct deposit or check. Can be used when traveling to cash-preferred destinations. Created through a Travel Request.
Not available	Advance Request	Previously, an advance request was submitted in AP Workflow by a traveler for costs incurred on a personal credit card or the Amex T&E card on transactions 'in advance' of the completion of the trip or conference. This feature is no longer available in Concur.

		Other options may be available to prevent the user from being out of pocket for the expense, including obtaining / using a Bank of America (BofA) T&E card or using a department travel card (CTA card) if available.
Pre-trip Travel Request	Advance approval for travel requiring cash advance	Form within Travel and Expense used to submit a request for travel. Required for cash advance or as defined by a school/unit.
Payment Card Request	New Payment Card Application or Exception Request	Form within Travel and Expense used to submit a new payment card request or exception to an existing payment card (e.g., monthly limit increase, purchase exception)
Delegate Approver Request	Delegation of Approval Authority	Form within Travel and Expense used to submit a delegation of approval authority. Once approved, the delegate approver will be granted access in Concur to approve on behalf of another user.
Delegate (n.)	Admin Initiator or “preparation” delegate	Individual that supports another individual in preparing an expense report or a request on their behalf
Assigning a Delegate	Assigning an Admin Initiator	When a user assigns a delegate, they are giving that individual the authority to act on their behalf in preparing an expense report, preparing and submitting a request, or arranging travel. These tasks can be self assigned by the user to one or more individuals. Delegating one’s approval authority to another individual must be formally submitted via the Delegate Approver Request.
Travel Allowance	Per Diem	In Travel and Expense, the travel allowance feature is used to request the per diem for meals within the expense report. Rate is based on the General Services Administration rate for domestic and international travel
Out-of-Pocket Expense	Business expense paid with personal funds	Expense that is paid by a user with their personal credit card or cash