



GLOSSARY OF SAP CONCUR

**A Quick Reference Guide to
SAP Terminologies**

Concept/Term	Definition
SAP Concur	A cloud-based solution from SAP for managing travel, expense, and invoice processes to improve visibility and control over business spending.
Expense Management	The process of tracking, approving, reimbursing, and analyzing employee-incurred business expenses using Concur.
Travel Request	A pre-authorization document submitted by an employee before incurring travel expenses, outlining trip purpose, cost estimates, and itinerary.
Expense Report	A submission in SAP Concur where employees record and categorize expenses for reimbursement or accounting.
Concur Travel	A module for booking flights, hotels, car rentals, and other travel services directly within the SAP Concur platform.

Concept/Term	Definition
Concur Expense	A module that automates the creation, submission, and approval of expense reports, integrating with credit cards and ERP systems.
Concur Invoice	A module for automating the accounts payable process, including vendor invoice capture, approval workflows, and payments.
Travel Management Company (TMC)	An external agency integrated with Concur for booking and managing corporate travel.
Itinerary	The detailed plan of travel arrangements, including flights, hotels, and ground transportation booked through Concur Travel.
Per Diem	A daily allowance for meals and incidental expenses provided to employees during business travel, calculated and tracked in Concur.

Concept/Term	Definition
Mileage Reimbursement	Compensation for employees using personal vehicles for business purposes, calculated based on distance traveled.
Credit Card Integration	Linking of corporate or personal credit cards to Concur so transactions can be automatically imported into expense reports.
Receipt Imaging	The process of uploading, scanning, or photographing receipts into Concur for attaching to expense claims.
Mobile App	SAP Concur's mobile application that enables users to book travel, capture receipts, and submit expenses on-the-go.
Approval Workflow	A series of defined steps within Concur through which expense or invoice reports are reviewed and approved.

Concept/Term	Definition
Audit Rules	Predefined validations set in Concur to flag policy violations, errors, or missing information in expense reports.
Compliance Check	Ensuring that employee travel and expense submissions adhere to internal policies and regulatory requirements.
Delegates	Assigned users who can create or submit reports and bookings on behalf of another user in Concur.
Cost Object	The internal accounting element (such as cost center or project) charged for expenses incurred.
Policy Violation	An alert or error triggered when an expense or travel item doesn't comply with the company's travel and expense policy.

Concept/Term	Definition
Workflow Step	A task or approval activity that occurs during the processing of an expense or invoice in Concur.
Cash Advance	A pre-approved amount issued to an employee before a trip to cover anticipated travel expenses.
Out-of-Pocket Expense	Business expenses paid personally by the employee and later submitted for reimbursement.
Expense Type	A classification for each expense (e.g., airfare, lodging, meals), determining how it's processed and reported.
Audit Trail	A complete record of changes, approvals, and actions taken on an expense or invoice report.

Concept/Term	Definition
Travel Allowance	A system-generated calculation of eligible per diem and reimbursements for business trips, especially international.
Concur Request	A module used to request travel pre-approval and manage budgets before actual expenses are incurred.
Vendor Invoice Management	The end-to-end process of capturing, coding, and approving vendor invoices in Concur Invoice.
Optical Character Recognition (OCR)	Technology used in Concur to read and extract information from uploaded receipts automatically.
Business Purpose	A required justification or description for each expense item in Concur to explain its business relevance.

Concept/Term	Definition
Custom Fields	Organization-specific fields added to capture additional data during expense or invoice entry.
ERP Integration	The process of linking Concur with ERP systems (e.g., SAP S/4HANA, ECC) to sync financial, cost center, and user data.
Compliance Audit	A review of submitted reports by internal or external auditors to ensure adherence to spending policies.
Budget Check	A function in Concur to validate that expense requests do not exceed pre-set budgets.
E-Receipts	Electronic receipts sent directly by vendors (like airlines or hotels) to Concur, eliminating the need for physical copies.

Concept/Term	Definition
Tax Reclamation	The process of reclaiming VAT or GST on eligible travel and expense transactions through integrations or reporting in Concur.
Personal Expense	An expense marked by the employee as non-reimbursable, ensuring it isn't paid out.
Audit Service	An optional SAP Concur service where a third-party team reviews expense reports for compliance before approval.
Pre-populated Report	An automatically generated expense report in Concur based on imported credit card or booking data.
Report Header	The top section of an expense report that includes trip purpose, dates, employee details, and cost center information.

Concept/Term	Definition
Employee Reimbursement	The process of reimbursing employees for approved and verified out-of-pocket expenses.
Role-Based Access	User access controls based on assigned roles, determining what features or reports a user can view or edit in Concur.
Invoice Capture	The process of uploading or scanning vendor invoices into Concur Invoice using OCR and other automation tools.
SAP ICS (Integration Connector Service)	A middleware tool used to connect Concur with SAP ERP systems securely and efficiently.
Spend Visibility	The ability to analyze and report on business spend across travel, expense, and invoices using Concur reporting tools.

Concept/Term	Definition
Analytics & Intelligence	Concur's reporting toolset for analyzing travel and expense data through dashboards, KPIs, and scheduled reports.
Audit Comment	A note added by an approver or auditor to clarify decisions or highlight policy violations within a report.
User Profile	The employee's Concur account setup, including preferences, travel documents, roles, and payment methods.
Card Feed	The automatic import of transactions from linked corporate or personal credit cards into Concur Expense.
Report Status	The current state of an expense or invoice report, such as Draft, Submitted, Approved, or Paid.