

## Concur Equivalencies

Concur Module	Purpose	Who will enter?	On behalf of whom?	Past Methods
<b>Request International Travel Request</b>	To request International Travel Approval	Employee or Delegate	Employees Only	Varied across campus
<b>Travel</b>	To book travel for self, other UA employees, or UA guests or students	Employee (Traveler) or Travel Arranger	Employees, Guests, Students	Varied across campus <i>Expedia, Travelocity, Orbitz, Delta, Southwest, etc.</i>
<b>Expense Pcard Non-travel</b>	To reconcile non-travel transactions on UA P-Card	P-Cardholder or Delegate	Employees Only	P-Card Reconciliation (Works)
<b>Expense Travel, Entertainment, and Reimbursable</b>	To request reimbursement for out-of-pocket expenses and to reconcile transactions on the UA P-Card related to Travel, Entertainment, or other reimbursable expenses	Employee or Delegate	Employees Only <i>Note Guest and Student Travel can be booked through Travel on a UA P-Card and would be reconciled here.</i>	Travel Voucher MDV for UA employee reimbursement P-Card Reconciliation (Works)
<b>Invoice</b>	To request payment to non-UA individuals or entities for goods or services provided to UA	Employee or Delegate	Non-UA Individuals - Guests, Students, other individuals providing services and/or Vendors	MDV for Non-UA Employee or Vendor Payment