





















Icon	Description
	<p>The airplane icon indicates an electronic itinerary because the airline reservation was made using AggieTravel. <i>(Users should no longer see this type of icon)</i></p>
	<p>The pie chart indicates the expense has an account allocation tied to it. Mouse over the icon to see the allocation(s).</p>
	<p>The incomplete pie chart indicates the expense is only partially allocated. The user will need to fully allocate the expense before submitting the report.</p>
	<p>The car icon indicates the rental car reservation was made using AggieTravel. <i>(Users should no longer see this type of icon)</i></p>
	<p>The blue conversation bubble indicates there is a comment. Mouse over the icon to see the comment.</p>
	<p>The credit card icon with a plus sign indicates a full electronic itemization is available by mousing over the icon.</p>
	<p>The credit card icon indicates the expense was imported from the travel card. Mouse over the icon to see the transaction details.</p>
	<p>The e-receipt icon indicates AggieTravel received a receipt by electronic transmission from BCD Travel. <i>(Users should no longer see this type of icon)</i></p>
	<p>The yellow exclamation point indicates there is an item in the report requiring your attention. This note will stay on the report through the approval routing.</p>

	The red exclamation point will prevent the report from being submitted until the error is corrected.
	The lodging icon indicates the hotel reservation was made using AggieTravel. <i>(Users should no longer see this type of icon)</i>
	The mobile phone icon indicates the expense is either a CTS Imported Expense or an expense created using the mobile application.
	The single person icon indicates the expense is Personal/Non-Reimbursable.
	The multiple person icon indicates the expense has an attendance list attached to it.
	The green checkmark indicates the report is ready for review.
	The blue paper symbol indicates receipts are attached. Mouse over the icon to see the attached document(s).
	The yellow paper symbol indicates a receipt is required.
	Indicates the report has been recalled by the user or returned to the user by an approver.
	Indicates the report contains a missing receipt affidavit.
	Indicates the mileage claim is round trip.