Email Notification Guide				
Triggers	Email Name	Rule Description	Notification	User Action
Unassigned University Card Charge	*UA-15-44 days Unassigned Card Transactions	This reminder identifies unassigned credit card charges that have a transaction date within 15-44 days from the current date and are **not assigned to an expense report.**	Traveler/Cardholder	If the trip has not commenced and you have incurred charges for Airfare, Booking Fees, Car Rental, Lodging Advance Deposit, and Registration please assign these charges to an expense report to prevent additional emails or alerts for those transactions. If your trip has been completed please assign all the transaction to an expense report and submit for approval.
Unassigned University Card Charge	*UA-45-89 days Unassigned Card Transactions	This reminder identifies unassigned credit card charges that have a transaction date within 45-89 days from the current date and are **not assigned to an expense report.**	Traveler/Cardholder	If the trip has not commenced and you have incurred charges for Airfare, Booking Fees, Car Rental, Lodging Advance Deposit, and Registration please assign these charges to an expense report to prevent additional emails or alerts for those transactions. If your trip has been completed please assign all the transaction to an expense report and submit for approval.
Unassigned University Card Charge	*UA-90+ days Unassigned Card Transactions	This reminder identifies unassigned credit card charges that have a transaction date greater than 90 days from the current date and are **not assigned to an expense report.**	Traveler/Cardholder	If the trip has not commenced and you have incurred charges for Airfare, Booking Fees, Car Rental, Lodging Advance Deposit, and Registration please assign these charges to an expense report to prevent additional emails or alerts for those transactions. If your trip has been completed please assign all the transaction to an expense report and submit for approval.
Unsubmitted University Card Charges	*UA-15-44 days Unsubmitted Card Transactions	This reminder identifies unsubmitted credit card charges assigned that have a transaction date 15-44 days old from the current date and an expense report has **not been submitted for approval.**	Traveler/Cardholder	Please login and submit the expense report for approval to avoid expenses becoming taxable to the traveler
Unsubmitted University Card Charges	*UA-45-89 days Unsubmitted Card Transactions	The reiminder identifies unsubmitted credit card transactions 45-89 days old, that **have been assigned** to an expense report, and the expense report has **not been submitted for approval.**	Traveler/Cardholder	Please login and submit the expense report for approval to avoid expenses becoming taxable to the traveler.
Unsubmitted University Card Charges	*UA-90+ days Unsubmitted Card Transactions	This reminder identifies unsubmitted credit card charges **not assigned** to an expense report, that have a transaction date greater than 90 days old from the current date has **not been submitted for approval.**	Traveler/Cardholder	Please login and submit the expense report for approval to avoid expenses becoming taxable to the traveler.
Other Active Email Reminders for Expense	*UA-Repayment Email - Employee	Notification that an expense report with an Amount Owed to the University has been processed. The University will reclaim these funds via a payroll deduction, within the next 2 pay periods.	Traveler	No Action.
Other Active Email Reminders for Expense	*UA-Overdue Expense Report Approvals - 2 days	This reminder notifies the approver of outstanding Expense Report/s that have **not been approved** within 2 days and will notify the approver every 2 days.	Approver	Please login and to review and approve outstanding Expense Reports
Active Email Reminders for Request	Request Email Reminder: *Overdue Request Approvals	This reminder identifies requests submitted for approval, that have not been approved within 4 days. The approver will receive a notification every 2 days.	Approver	Please login and review and approve outstanding Request.
Approved Request without Reports	Concur Alert: Approved requests without reports	This reminder notifies the traveler of outstanding requests that have not started an expense report 15 days after the Trip End Date.	Traveler	Please login and intiate an expense report. Note: If your trip was wholly paid by a 3rd party, select the Request and close/inactivate to stop the email notifications.