

# Concur Sources

Concur Sources can be used in custom field and/or custom published actions.

| Concur field                        | Source                                                                                                                                                      | Validation Lis      |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Org. Unit/Division                  | Division                                                                                                                                                    |                     |
| Rule Class                          | RuleClass                                                                                                                                                   |                     |
| Employee ID                         | EmployeeID                                                                                                                                                  |                     |
| Entity Number                       | Entity Number                                                                                                                                               |                     |
| Business Unit                       | Business Unit                                                                                                                                               |                     |
| Department                          | Department                                                                                                                                                  |                     |
| Cost Center                         | ConcurCostCenter                                                                                                                                            |                     |
| Home Address                        | <ul style="list-style-type: none"> <li>home_street</li> <li>home_city</li> <li>home_zip</li> <li>home_country</li> <li>home_state</li> </ul>                |                     |
| Billing Address                     | <ul style="list-style-type: none"> <li>billing_street</li> <li>billing_city</li> <li>billing_zip</li> <li>billing_country</li> <li>billing_state</li> </ul> |                     |
| Work Address                        | <ul style="list-style-type: none"> <li>work_street</li> <li>work_city</li> <li>work_zip</li> <li>work_country</li> <li>work_state</li> </ul>                |                     |
| Redress Number                      | redressNumber                                                                                                                                               |                     |
| Pre Check Number                    | preCheckNumber                                                                                                                                              |                     |
| Sabre Profiles Profile ID           | SabreProfileId                                                                                                                                              |                     |
| PAR/Level 2 STAR                    | GDSProfileName                                                                                                                                              |                     |
| Name Suffix                         | nameSuffix                                                                                                                                                  | [L=-; =I;  =II;  I= |
| Name Title                          | customTitle                                                                                                                                                 |                     |
| Nickname                            | preferredName                                                                                                                                               |                     |
| Custom Field                        | Custom field Name                                                                                                                                           |                     |
| Emergency Contact relationship      | EmergencyRelationship                                                                                                                                       | [L=-;Brother;Pa     |
| Emergency Contact Alternative phone | EmergencyPhoneAlternate                                                                                                                                     |                     |
| Air Travel Preferences – AAA/CAA    | AAARate                                                                                                                                                     | [L=false=No;true    |

|                                                                   |                        |                 |
|-------------------------------------------------------------------|------------------------|-----------------|
| Air Travel Preferences – Senior/AARP                              | AARPRate               | [Lfalse=No;true |
| Air Travel Preferences – Government                               | GovtRate               | [Lfalse=No;true |
| Air Travel Preferences – Military                                 | MilitaryRate           | [Lfalse=No;true |
| Air Travel Preferences – Seat Section                             | SectionPositionCode    | [LDontCare=-;I  |
| Air Travel Preferences – Preferred Departure Airport              | HomeAirport            |                 |
| Air Travel Preferences – Other Air Travel Preferences             | AirOther               |                 |
| Air Travel Preferences – Medical Alerts                           | MedicalAlerts          |                 |
| Hotel Travel Preferences – Smoking Preference                     | HotelSmokingCode       | [LDontCare=D    |
| Hotel Travel Preferences – RoomType                               | RoomType               | [LDisability=Di |
| Hotel Travel Preferences – hotel that has: a gym                  | PreferGym              | [Lfalse=No;true |
| Hotel Travel Preferences – hotel that has: a pool                 | PreferPool             | [Lfalse=No;true |
| Hotel Travel Preferences – hotel that has: a restaurant           | PreferRestaurant       | [Lfalse=No;true |
| Hotel Travel Preferences – hotel that has: room service           | PreferRoomService      | [Lfalse=No;true |
| Hotel Travel Preferences – hotel that has: Early Check-in         | PreferEarlyCheckIn     | [Lfalse=No;true |
| Hotel Travel Preferences – Accessibility needs: Wheelchair access | PreferWheelchairAccess | [Lfalse=No-Wh   |

|                                                                  |                       |                                                                           |
|------------------------------------------------------------------|-----------------------|---------------------------------------------------------------------------|
| Hotel Travel Preferences – Accessibility needs: Blind accessible | PreferAccessForBlind  | [Lfalse=No;Blir                                                           |
| Hotel Travel Preferences - Message to hotel Vendor               | HotelOther            |                                                                           |
| Hotel Travel Preferences - Rollaway bed                          | PreferRollawayBed     | [Lfalse=No;true                                                           |
| Hotel Travel Preferences - Crib                                  | PreferCrib            | [Lfalse=No;true                                                           |
| Hotel Travel Preferences - Foam pillows                          | PreferFoamPillows     | [Lfalse=No;true                                                           |
| Car Rental Preferences – Smoking Preference                      | CarSmokingCode        | [LDontCare=D                                                              |
| Car Rental Preferences – Car Type                                | CarType               | [LDontCare=- I Hybrid;FullSize SUV;Full-size= SUV;Luxury=L Hybrid;Standar |
| Car Rental Preferences – Message to Car Rental Vendor            | CarOther              |                                                                           |
| Car Rental Preferences – Car Transmission                        | CarTransmission       | [LAutomatic=A                                                             |
| Car Rental Preferences - CPS                                     | CarGPS                | [Lfalse=No;true                                                           |
| Gender/TSA Info                                                  | Gender                | [L=-;Female=F                                                             |
| Car Rental Preferences - Ski rack                                | CarSkiRack            | [Lfalse=No-Ski                                                            |
| Contact Information - Work Fax                                   | ContactFaxPhoneNumber |                                                                           |

|                                                                                                                                                                    |                                                                                             |                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------|
| Contact Information -2nd Work Phone/Remote Office <ul style="list-style-type: none"> <li>if no Faces business phone - number will be push to Work Phone</li> </ul> | ContactWorkPhoneNumber                                                                      |                                 |
| Contact Information - Work extension                                                                                                                               | ContactWorkPhoneExtension                                                                   | Note: Does not                  |
| Contact Information - Pager                                                                                                                                        | ContactPagerPhoneNumber                                                                     |                                 |
| Contact Information - Other                                                                                                                                        | ContactOtherPhoneNumber                                                                     |                                 |
| Employee Position/Title (Job Title)                                                                                                                                | JobTitle                                                                                    |                                 |
| additional Email address                                                                                                                                           | EmailPersonal                                                                               |                                 |
| Advantage Programmes                                                                                                                                               | AdvantageMembership[@VendorCode {} @ProgramNumber {} @ProgramCode AFABT @ExpirationDate {}] | example:<br>AdvantageMer        |
| Manager Name                                                                                                                                                       | ManagerEmail                                                                                | In case the source Manager Name |

## Concur Validation List specific fields

### US-State Codes:

[L=-;AL=ALABAMA;AK=ALASKA;AB=ALBERTA;AS=AMERICAN SAMOA;AZ=ARIZONA;AR=ARKANSAS;BC=BRITISH COLUMBIA;CA=CALIFORNIA;CO=COLORADO;CT=CONNECTICUT;DE=DELAWARE;DC=DISTRICT OF COLUMBIA;FM=FEDERATED STATE OF MICRONESIA;FL=FLORIDA;GA=GEORGIA;GU=GUAM;HAMPshire=HAMPshire;HI=HAWAII;ID=IDAHO;IL=ILLINOIS;IN=INDIANA;IA=IOWA;KS=KANSAS;KY=KENTUCKY;LA=LOUISIANA;ME=MAINE;MB=MANITOBA;MH=MARSHALL ISLANDS;MD=MARYLAND;MA=MASSACHUSETTS;MI=MICHIGAN;MN=MINNESOTA;MS=MISSISSIPPI;MO=MISSOURI;MT=MONTANA;NE=NEBRASKA;NV=NEVADA;NB=NEW BRUNSWICK;NH=NEW HAMPSHIRE;NJ=NEW JERSEY;NM=NEW MEXICO;NY=NEW YORK;NL=NEWFOUNDLAND AND LABRADOR;NC=NORTH CAROLINA;MP=NORTHERN MARIANA ISLAND;NT=NORTHWEST TERRITORIES;NS=NOVA SCOTIA;OH=OHIO;OK=OKLAHOMA;ON=ONTARIO;OR=OREGON;PW=PALAU;PA=PENNSYLVANIA;PE=PRINCE EDWARD ISLAND;PR=PUERTO RICO;QC=QUEBEC;RI=RHODE ISLAND;SK=SASKATCHEWAN;SC=SOUTH CAROLINA;ND=SOUTH DAKOTA;SD=SOUTH DAKOTA;TN=TENNESSEE;TX=TEXAS;UT=UTAH;VT=VERMONT;VI=VIRGIN ISLANDS;VA=VIRGINIA;WA=WASHINGTON;WV=WEST VIRGINIA;WI=WISCONSIN;WY=WYOMING;YT=YUKON