

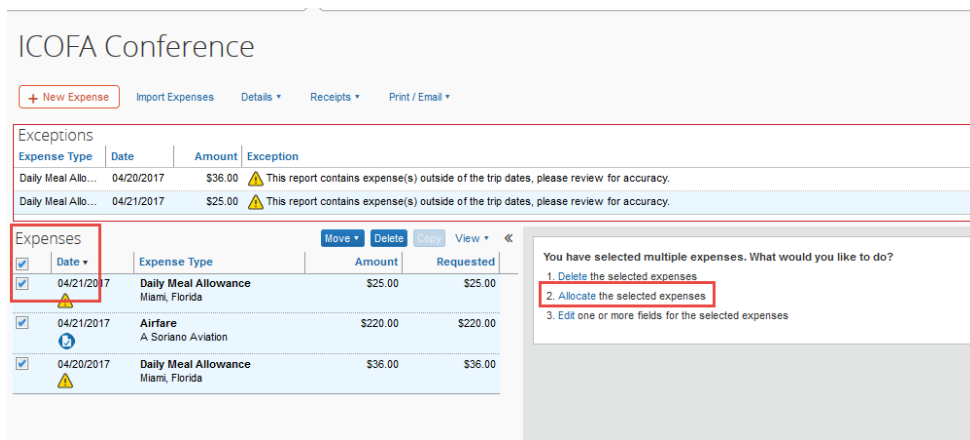


Allocating Expenses

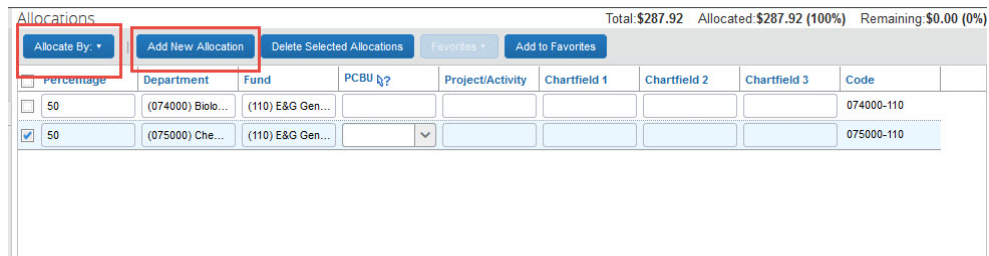
Purpose: The Allocations (also known as split-funding) feature allows users to allocate expenses to multiple department-fund-project combinations. Allocation can be done on either Travel Requests or Expense Reports. The process is the same for both. Users can allocate to any account by single, multiple, or all expense lines. Users can also split charges to multiple accounts. By default, all expenses will be charged to the department-fund-project combination that is entered in the Travel Request or Expense Report Header.

To allocate charges:

1. **Important!** Enter all expenses before beginning Allocation. If you allocate before entering all expense lines, some or all allocations will be lost.



2. Select all expenses on the report by clicking the check box to the left of the Date column, or click the check box for individual expenses, if allocating individual expense items to different accounts.
3. Use the **Allocate** hyperlink to the right of the expense items, that states **Allocate the selected expenses**, or if the hyperlink does not display because you have chosen just one expense item, click the **Allocate** button in the lower right corner of the screen.
4. The **Allocate By** dropdown allows the user to choose Percentage or Dollar Amount. If allocating to more than one account, click **Add New Allocation**.



5. Enter appropriate values.
6. Click **Save**, then click **Done**.
7. If you allocate by dollar amount, Concur will convert those amounts to percentages upon clicking **Save**.



8. Allocations can also be found on the Expense Report page, under the Details link.

Seattle Conference

[+ New Expense](#) [Import Expenses](#) [Details](#) [Receipts](#) [Print / Email](#)

Exceptions		
Expense Type	Date	Amount
Meal Per Diem	05/07/2016	\$57.00
Meal Per Diem	05/08/2016	\$57.00

Expenses			Requested
Date	Expense Type		
05/08/2016	Meal Per Diem Seattle, Washington		\$57.00
05/07/2016	Meal Per Diem Seattle, Washington		\$57.00
05/07/2016	Emergency Office Office Depot2		\$25.00
05/06/2016	Meal Per Diem Seattle, Washington		\$39.00
05/06/2016	Emergency Computer Supplie Office Depot, Seattle, Washington	\$25.00	\$25.00
05/06/2016	Emergency Office Supplies Kinkos, Seattle, Washington	\$30.00	\$20.00
05/06/2016	Lodging Seattle Hilton, Seattle, Washington	\$750.00	\$750.00
05/06/2016	Group Business Meals < 10 At Le Pommier, Seattle, Washington	\$180.00	\$180.00

Report

- Report Header
- Totals
- Audit Trail
- Approval Flow
- Comments

Allocations

- Allocations

Travel Allowances

- New Itinerary
- Available Itineraries
- Expenses & Adjustments

9. The total amount must be allocated 100%, otherwise an audit rule is flagged and the user will not be able to submit the report.

- If the expense is 100% allocated, the icon appears with the expense.
- If the expense is not 100% allocated, the icon appears with the expense.