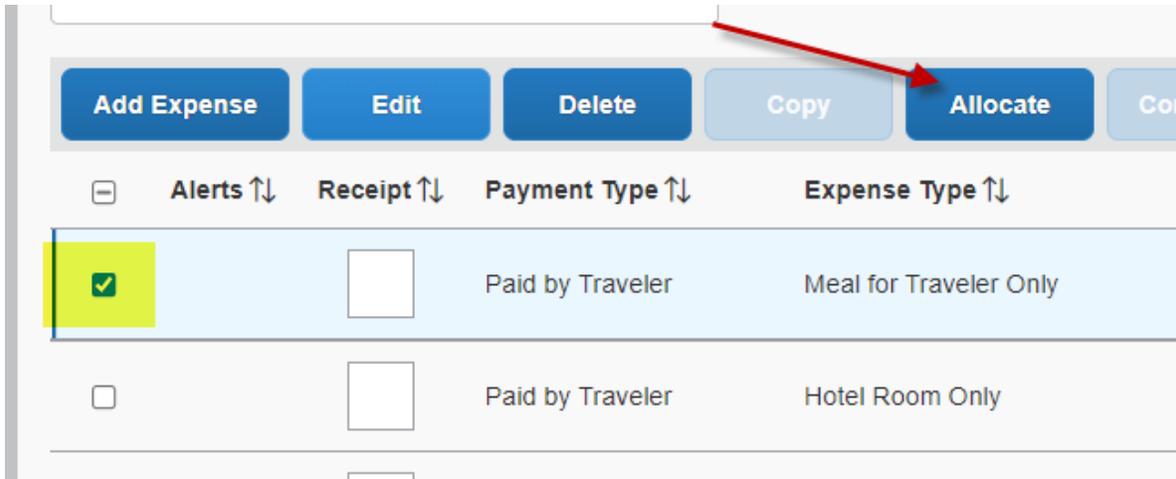


Allocating Expenses in Concur

When splitting an expense(s) to more than one cost center, it is advised to follow the instructions listed below:

1. Login to Concur
2. Open the applicable Expense Report
3. Select the expense item(s) that you want to allocate
4. Click on **Allocate** after you have selected the expense item(s)



5. When the Allocations page opens up click on **Add New Allocation**
6. You can either **Allocate By:** Percentage or Amount
7. Be sure to fill out all of the fields (including Travel Type)
8. Once you have finished entering in the data be sure to click **Save**

Percent Amount

Amount \$45.00	Allocated \$45.00 100%	Remaining \$0.00 0%
-------------------	---------------------------	------------------------

Default Allocation

Code
Default

Percent %
100

Add Edit Remove Save as Favorite

No Allocations

These expenses are assigned to your default allocation shown above. Click the allocate button to allocate part or all of these expenses differently.

Cancel Save