



DATE OF LAST UPDATE

July 28, 2022

LAST UPDATED BY

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STEP	ACTIVITY
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What are Allocations?

Allocations in Concur allow you to assign different chartfields (i.e. funds, departments, etc.) to different travel expenses. For example, if part of your travel is being covered by HM500 and the rest is being covered by a different fund (or funds), this guide is for you.

If you are using multiple funding sources for travel, you'll need to allocate funds when you initiate your trip request, and again when you create your expense report after you return from traveling to receive the proper travel authorizations.

Part 1 - Travel Request: allocating **expenses** in your request gives you the initial authorization to use certain funds prior to traveling.

Part 2 - Expense Report: allocating an expense report happens after you travel. Allocating an expense report identifies which funds will actually be charged.

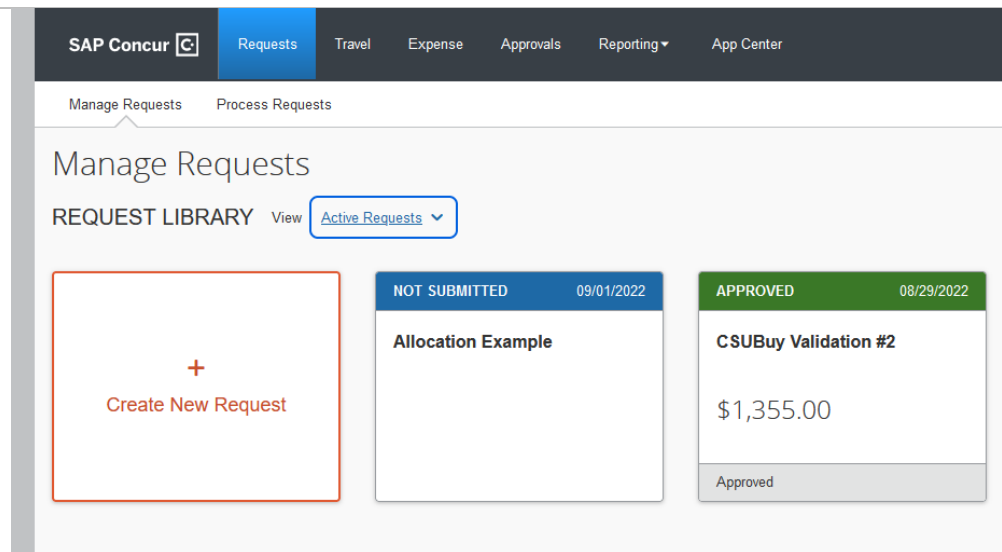
Part 1

ALLOCATING A TRIP REQUEST (before traveling)

ALLOCATING A TRIP REQUEST (before traveling)

Proceed with your new request as you normally would (by selecting **"Create New Request"** and filling out the header as is standard).

Then, add expenses to your request by clicking the blue **"Add"**



After expected expenses are added, select the expense requiring allocation by clicking the box to the left of the expense line, then select “**Allocate**” from the row of blue action items. (You may select all expense lines if total amount is being split between chartfields rather than specific expenses).

Manage Requests Process Requests

Allocation Example \$1,350.00

Not Submitted | Request ID: 6NRG

Request Details Print/Share Attachments

EXPECTED EXPENSES

Add Edit Delete Allocate

<input type="checkbox"/>	Expense type	Details	Date	Amount	Requested
<input type="checkbox"/>	Hotel Reservation	Long Beach, California	09/01/2022	\$550.00	\$550.00
<input type="checkbox"/>	Air Ticket	McKinleyville (ACV) - Los Angeles (LAX) : Round Trip	09/01/2022	\$500.00	\$500.00
<input checked="" type="checkbox"/>	Registration/Fees		09/01/2022	\$300.00	\$300.00
					\$1,350.00

This will open a box that will allow you to allocate based on percent (percentage of total amount you want to come from a certain chartfield) or by amount (specific amount coming from the chartfields).

Allocate

Expenses: 1 | \$300.00

Percent Amount

Amount: \$300.00 Allocated \$300.00 100% Remaining \$0.00 0%

Default Allocation

Code: HMCMP-HM500-D30003 Percent %: 100

Add Edit Remove Save as Favorite

No Allocations

This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Cancel Save

Click the blue “**Add**” to add the new chartfield, which opens up this screen. Add the new chartfield here by typing in and selecting from the category drop downs and hit “**Save**”.

Add Allocation

+ New Allocation Favorite Allocations

* Required field

Business Unit * (HMCMP) HMCMP - Humboldt State University

Fund * (HM592) HM592 - ADV TRAVEL PASS THROUGH

Department * (D30003) D30003 - ACCOUNTS PAYABLE

Program Search by Text

Cancel Save

The chartfield will appear here as shown. This is where you can select **Percent** allocated or **Amount** allocated by selecting the preferred tab at the top, then you can edit the actual percentage or amount to the far right of the chartfield. You can add more than one chartfield on each expense. Select **"Save"** once done.

Allocate

Expenses: 1 | \$300.00

Percent | Amount

Amount: \$300.00 | Allocated \$300.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: HMCMP-HM500-D30003 | Percent %: 0

Buttons: Add, Edit, Remove, Save as Favorite

Business Unit	Fund	Department	Program	Class	Project	Code	Percent %
HMCMP - Humboldt State University	HM592 - ADV TRAVEL PASS THROUGH	D30003 - ACCOUNTS PAYABLE				HMCMP-HM592-D30003	100

Buttons: Cancel, Save

Expense type	Details	Date	Amount	Requested
Hotel Reservation	Long Beach, California	09/01/2022	\$550.00	\$550.00
Air Ticket	McKinleyville (ACV) - Los Angeles (LAX) : Round Trip	09/01/2022	\$500.00	\$500.00
Registration/Fees		09/01/2022	\$300.00	\$300.00 <i>Allocated</i>

After hitting Save, it will take you back into the main page of your request. Expense lines that were allocated will now say "Allocated" on the right hand side under the total of that line.

You may double check the allocations by clicking the “**Request Details**” dropdown and then selecting “**Allocation Summary**”

Allocation Example \$1

Not Submitted | Request ID: 6NRG

Request Details ▾ Print/Share ▾ Attachm

EXPENSES

Edit Request Header Edit Delete

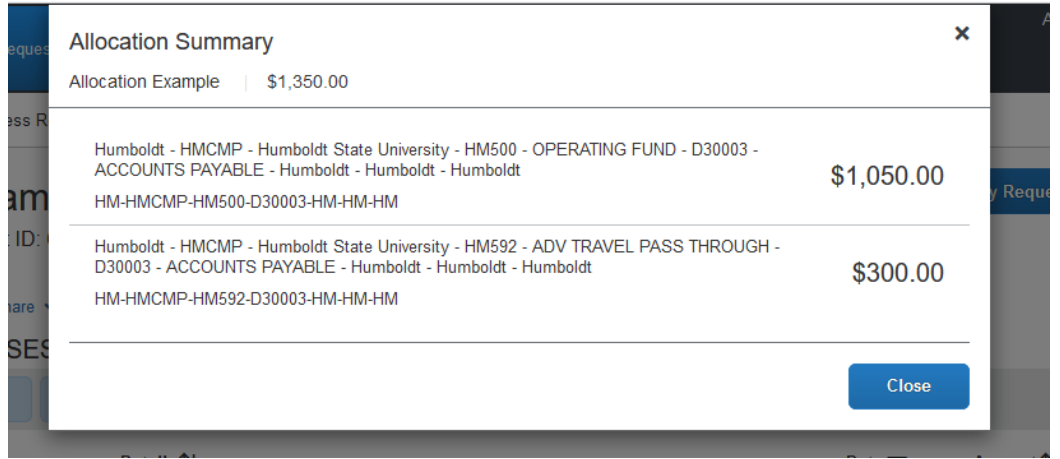
Request Timeline

Audit Trail e ↑↓ Deta

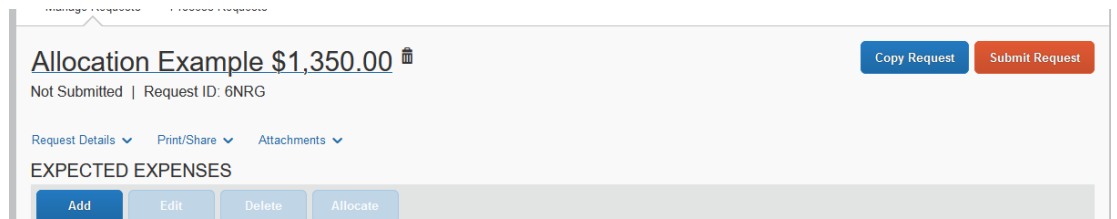
Allocation Summary

Hotel Reservation Long

This will provide you with the breakdown of expenses being allocated to each chartfield. If you do not add a chartfield through Allocation, all expenses will come from the original chartfield entered in your Request Header.



Once all expenses have been added and allocated as is appropriate for your unique situation, you may submit your request by clicking the orange "Submit Request" in the upper right. This will now route to the appropriate COA (budget level approvers) for each of the chartfields utilized.



ALLOCATING EXPENSES IN YOUR EXPENSE REPORT

Part 2

It is important to keep in mind, the allocations in your Request will not carry over to your expense report. Allocating in the Request allows the Request to route appropriately for budget approval. Allocating in your Expense Report is where specific expenses (or total amounts) are being assigned to specific chartfields.

First, go to your approved Request, and click the orange “**Create Expense Report**” in the upper right hand corner to create an Expense Report linked to your request.

More Actions ▾

Create Expense Report

Add your expenses from the trip by clicking the blue “**Add Expense**”.

Example Allocate \$1,260.00

Not Submitted

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allo

Add Expense

Edit

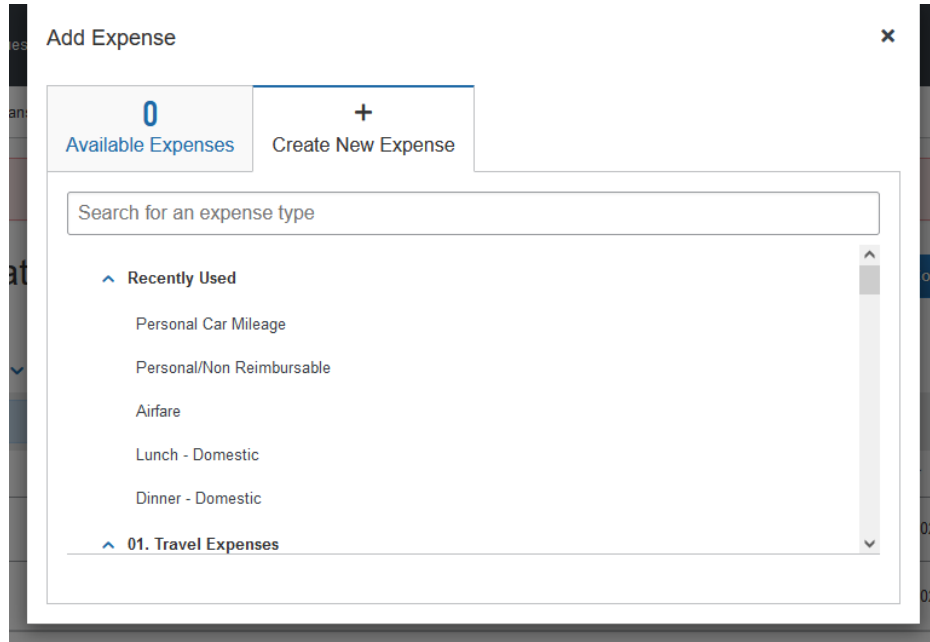
Delete

Copy

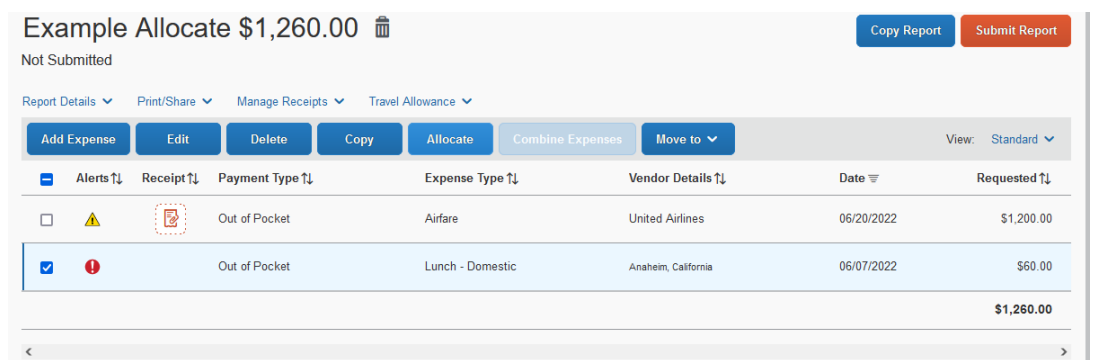
Alerts ↑↓ Receipt ↑↓ Payment Type ↑↓

Add all expenses incurred on your trip by selecting Available Expenses (travel card transactions) or Create New Expense (out of pocket expenses needing to be reimbursed).

Please see "Expense Reports" guide if you have questions about adding/creating expenses.



After expenses are added, select the expense requiring allocation by clicking the box to the left of the expense line, then select "Allocate" from the row of blue action items. (You may select all expense lines if total amount is being split between chartfields rather than specific expenses).



This will open a box that will allow you to allocate based on percent (percentage of total amount you want to come from a certain chartfield) or by amount (specific amount coming from the chartfields).

The screenshot shows a window titled "Allocate" with a close button (X) in the top right corner. Below the title bar, it displays "Expenses: 1 | \$60.00". There are two tabs: "Percent" (selected) and "Amount".

Summary information:

- Amount: \$60.00
- Allocated: \$60.00 (100%)
- Remaining: \$0.00 (0%)

Default Allocation section:

- Code: HMCMP-HM500-D30003
- Percent %: 100

Buttons: Add, Edit, Remove, Save as Favorite

Message: No Allocations
This expense is assigned to your default allocation shown above. Click the allocate button to allocate part or all of this expense differently.

Bottom right: Cancel, Save

Click the blue **"Add"** to add the new chartfield, which opens up this screen. Add the new chartfield here by typing in and selecting from the category drop downs and hit **"Save"**.

The chartfield will appear here as shown. This is where you can select **Percent** allocated or **Amount** allocated by selecting the preferred tab at the top, then you can edit the actual percentage or amount to the far right of the chartfield. You can add more than one chartfield on each expense. Select **"Save"** once done.

Business Unit T1	Fund T1	Department T1	Program T1	Class T1	Project T1	Code Δ	Percent %
HMCMP - Humboldt State University	HM592 - ADV TRAVEL PASS THROUGH	D30003 - ACCOUNTS PAYABLE	A0530 - SEASON TICKET REVENUE			HMCMP-HM592-D30003-A0530	100

After hitting Save, it will take you back into the main page of your expense report. Expense lines that were allocated will now say "Allocated" on the right hand side under the total of that line.

Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Airfare	United Airlines	06/20/2022	\$1,200.00
<input type="checkbox"/>		Out of Pocket	Lunch - Domestic	Anaheim, California	06/07/2022	\$60.00 <small>Allocated</small>
						\$1,260.00

You may double check the allocations by clicking the "Report Details" dropdown and then selecting "Allocation Summary"

Example Allocate \$1,260.00
Not Submitted

Report Details | Print/Share | Manage Receipts

- Report Header
- Report Totals
- Report Timeline
- Audit Trail
- Allocation Summary**
- Linked Add-ons
- Manage Requests

This will provide you with the breakdown of expenses being allocated to each chartfield. If you do not add a chartfield through Allocation, all expenses will come from the original chartfield entered in your Report Header.

Allocation Summary [Close]

Example Allocate | \$1,260.00

The sum of allocation amounts may not exactly match the expense amount due to rounding.

Code	Amount
HMCMP-HM500-D30003	
HMCMP - Humboldt State University - HM500 - OPERATING FUND - D30003 - ACCOUNTS PAYABLE	\$1,200.00
HMCMP-HM592-D30003-A0530	
HMCMP - Humboldt State University - HM592 - ADV TRAVEL PASS THROUGH - D30003 - ACCOUNTS PAYABLE - A0530 - SEASON TICKET REVENUE	\$60.00

[Close]

Example Allocate \$1,260.00

Copy Report

Submit Report

Not Submitted

[Report Details](#) ▾

[Print/Share](#) ▾

[Manage Receipts](#) ▾

[Travel Allowance](#) ▾

Once all expenses have been added and allocated as is appropriate for your unique situation, you may submit your request by clicking the orange **"Submit Report"** in the upper right. This will now route to the appropriate COA (budget level approvers) for each of the chartfields utilized.