

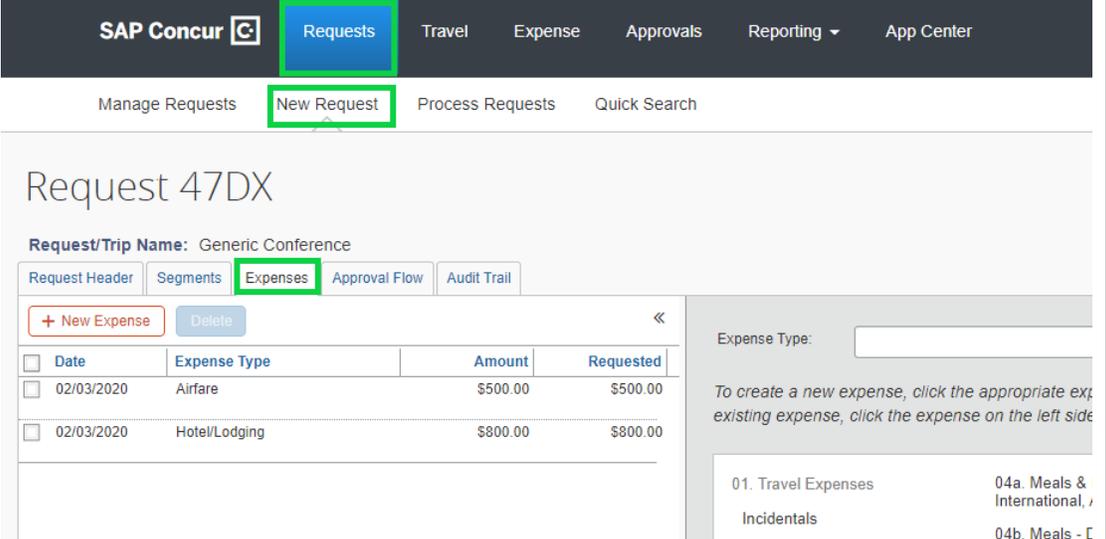


DATE OF LAST UPDATE

February 5, 2020

LAST UPDATED BY

Steve Bagley

STEP	ACTIVITY												
<p>What are Allocations?</p>	<p>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.</p>												
<p>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.</p>	<p>Part 1 - Travel Request: allocating expenses in your request gives you the initial authorization to use certain funds prior to traveling.</p> <p>Part 2- Allocating Air, Car Rental, and Hotel Segments in your Travel Request.</p> <p>Part 3- Expense Report: allocating an expense report happens after you travel. Allocating an expense report identifies which funds will actually be charged.</p>												
<p>Part 1</p>	<p>ALLOCATING A TRIP REQUEST (before traveling)</p>												
<p>ALLOCATING A TRIP REQUEST (before traveling)</p> <p>Proceed with your new request as you normally would (by filling out "Request Header" and "Segments").</p> <p>Then, to Allocate an expense in your Trip Request click on the Expenses tab.</p>	 <p>The screenshot shows the SAP Concur interface for 'Request 47DX'. The 'Expenses' tab is selected and highlighted with a green box. Below the tab, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Expense Type</th> <th>Amount</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td>02/03/2020</td> <td>Airfare</td> <td>\$500.00</td> <td>\$500.00</td> </tr> <tr> <td>02/03/2020</td> <td>Hotel/Lodging</td> <td>\$800.00</td> <td>\$800.00</td> </tr> </tbody> </table> <p>The 'New Request' button in the top navigation bar is also highlighted with a green box.</p>	Date	Expense Type	Amount	Requested	02/03/2020	Airfare	\$500.00	\$500.00	02/03/2020	Hotel/Lodging	\$800.00	\$800.00
Date	Expense Type	Amount	Requested										
02/03/2020	Airfare	\$500.00	\$500.00										
02/03/2020	Hotel/Lodging	\$800.00	\$800.00										

On the right, choose the **Expense Type** that you will be allocating.

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Travel Expenses Incidentals	04a. Meals & Incidentals - International, Alaska & Hawaii	10. Team/Group Other Accommodation (Group Only)
02. Personal Car Mileage	04b. Meals - Domestic	Team/Group Meals
03. Transportation Ground Transportation Parking/Tolls	05. Hospitality Hospitality	
	09. Other Other Expense Registration/Fees	

This will open a gray box on the right side of the screen.

Add the dollar amount of the expense.

Add a comment providing additional details about the nature of this expense.

Then, assign this expense to a new fund by clicking **Allocate**.

Expense Type: **Team/Group Meals**

Travel Start Date: 02/03/2020

Travel End Date: 02/07/2020

Transaction Amount: **400.00** USD

Comments To/From Approvers/Processors: **Meals for 10 students for 5 days.**

Select the expense by clicking the check box.

Then click "**Allocate Selected Expenses.**"

Allocations for Request : Generic Conference

Request List

<input type="checkbox"/>	Date ▼	Expense Type	Group	Amount
<input type="checkbox"/>	02/03/2020	Airfare		\$500.00
<input type="checkbox"/>	02/03/2020	Hotel/Lodging		\$800.00
<input checked="" type="checkbox"/>	02/03/2020	Team/Group M...		\$400.00

onference

On the right side of the screen, the default chart field will appear.

Allocations Total:\$400.00 Allocated:\$400.00(100%) Remaining:\$

Summary

Amount
\$500.00
\$800.00
\$400.00

Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

Percentage	* Business Unit	* Fund	* Department	Program	Class
<input type="checkbox"/> 100	(HMCMP) HM...	(HM500) HM5...	(D30003) D30...		

Type and/or select the **Fund** you'd like to allocate the expense to.

Allocations Total:\$400.00 Allocated:\$400.00(100%) Remaining:\$0.00(0%)

Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

Percentage	* Business Unit	* Fund	* Department	Program	Class
<input type="checkbox"/> 100	(HMCMP) HM...	(HM500) HM5...	(D30003) D30...		

Type to search by: TEXT CODE
(Code) Text

- (TL301) TL301 - CEEE LEADERSHIP STUDIES BA
- (TL401) TL401 - CEEE GEOSPATIAL CERTIFICATE
- (TM001) TM001 - HEALTH FACILITIES
- (TM003) TM003 - HEALTH FACILITIES-NRMR
- (TM005) TM005 - HEALTH FACILITIES - CIMP
- (TN001) TN001 - ASSOCIATED STUDENT BODY
- (TO100) TO100 - HSU IRA PARENT FUND
- (TO110) TO110 - IRA HUMBOLDT ENERGY INDEPNDC
- (TO120) TO120 - IRA ATHLETICS FUND
- (TO130) TO130 - IRA JACK PASS FUND
- (TO140) TO140 - IRA COMMITTEE FUND**
- (TO205) TO205 - IRA 05/06
- (TO206) TO206 - IRA 06/07
- (TP004) TP004 - C+G HSU CHILDRENS CTR
- (TP005) TP005 - CHILDREN CENTER RESERVE FUND
- (TP011) TP011 - STORMWATER GRANT

Type and/or select the **Department** through which that fund will be provided.

Allocations Total:\$400.00 Allocated:\$400.00(100%) Remaining:\$0.00(0%)

Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

Percentage	* Business Unit	* Fund	* Department	Program	Class
<input type="checkbox"/> 100	(HMCMP) HM...	(TO140) TO14...	(D30003) D30...		

Type to search by: TEXT CODE
(Code) Text

- (D20109) D20109 - INTERNATIONAL STUDENTS
- (D20111) D20111 - ENVIRONMENT AND COMMUNITY MA
- (D20112) D20112 - ENGLISH LANGUAGE INSTITUTE
- (D20130) D20130 - CENTERS FR ACADEMIC EXCELLENCE
- (D20160) D20160 - ENVIRONMENTAL STUDIES
- (D20173) D20173 - ITS ADMINISTRATIVE SUPPORT
- (D20174) D20174 - INSTRUCT FACILITIES TECHNOLOGY
- (D20176) D20176 - ENTERPRISE DATA MANAGEMENT
- (D20180) D20180 - CIRCULATION SERVICES
- (D20181) D20181 - LIBRARY INFORMATION RESOURCES
- (D20182) D20182 - LIBRARY TECHNICAL SERVICES
- (D20183) D20183 - SPECIAL COLLECTIONS
- (D20184) D20184 - LIBRARY INSTR & RESEARCH SRVCS
- (D30001) D30001 - ADMIN & FINANCE VP
- (D30002) D30002 - ACCOUNTING
- (D30003) D30003 - ACCOUNTS PAYABLE**

Click **Save** in the bottom right corner.

Allocations Total:\$400.00 Allocated:\$400.00(100%) Remaining:\$0.00(0%)

Allocate By: ▾ | Add New Allocation | Delete Selected Allocations | Favorites ▾ | Add to Favorites

<input type="checkbox"/>	Percentage	* Business Unit	* Fund	* Department	Program	Class
<input type="checkbox"/>	100	(HMCMP) HM...	(TO140) TO14...	(D30003) D30...		

Save Cancel

On the left side of the screen, you'll see the new expense appear.

A pie chart icon will indicate that the expense has been allocated.

You can allocate any other expenses by following this procedure.

Once finished, you can submit your **Request** as you normally would.

Request 47DX

Request/Trip Name: Generic Conference

Request Header | Segments | Expenses | Approval Flow | Audit Trail

+ New Expense Delete «

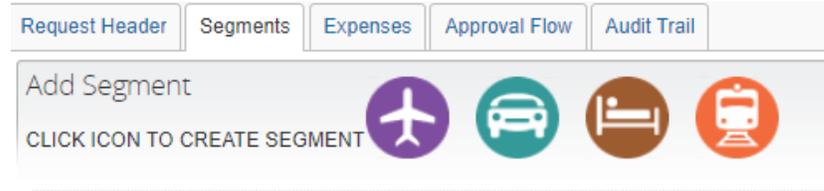
<input type="checkbox"/>	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	02/03/2020	Airfare	\$500.00	\$500.00
<input type="checkbox"/>	02/03/2020	Hotel/Lodging	\$800.00	\$800.00
<input type="checkbox"/>	02/03/2020	Team/Group Meals	\$400.00	\$400.00



ALLOCATING SEGMENTS IN YOUR TRIP REQUEST

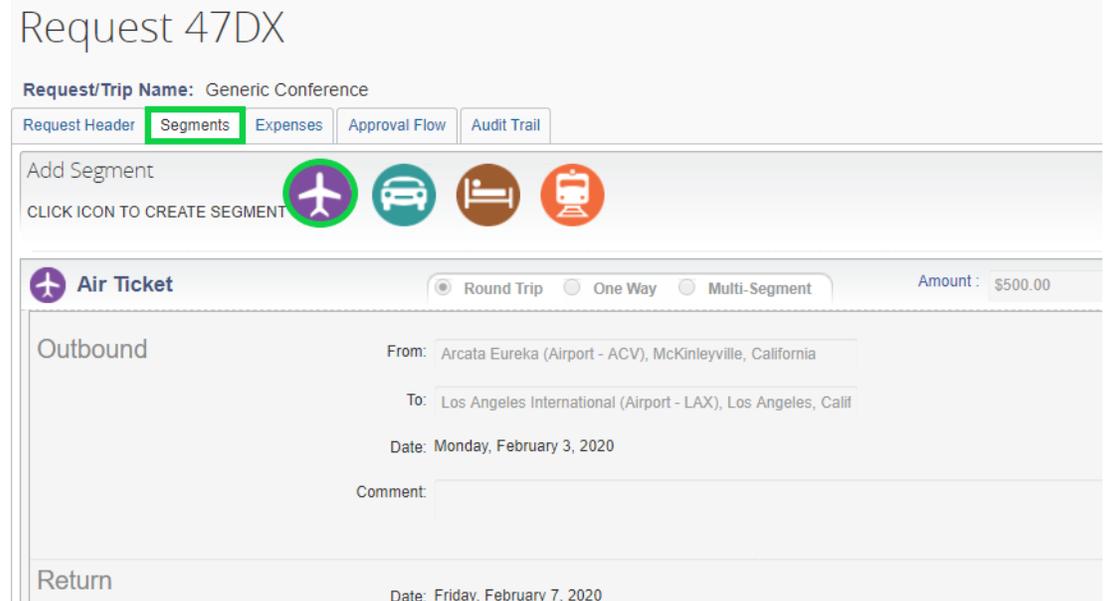
Part 2



Segments refer to major expenses which include **Airfare**, **Hotel**, and **Rental Car**.

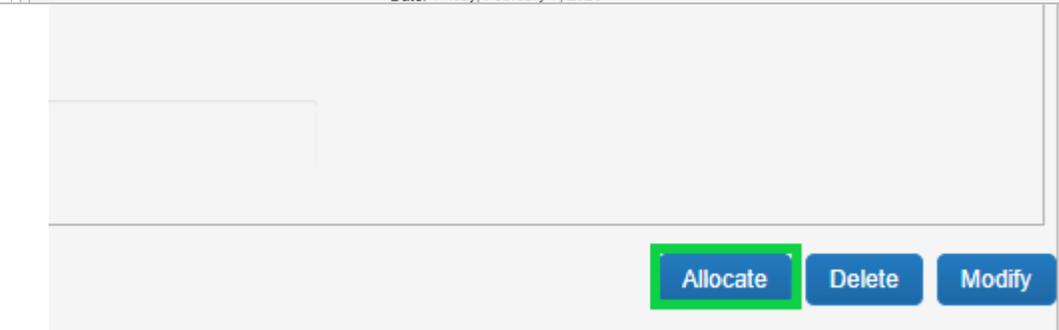
Before you begin: It's important to keep in mind that if you allocate one segment in a **Request**, it automatically allocates the other segments to the same fund. For instance, allocating Airfare will automatically allocate Hotel, as well.

To do this, fill out **Segment** information and save it.



To allocate, scroll to the bottom right of the Segment screen, and click on "**Allocate**."

Note: You can also allocate Segments from the Expense tab.



The allocation box will open.

Use the check boxes to select the **Segment(s)**.

Click "**Allocate Selected Expenses**" at the top.

Remember: selecting one segment item will **automatically select the other segments**. They cannot be allocated to separate funds.

For example, if you allocate Airfare, it will also apply to Hotel/Lodging.

Allocations for Request : Generic Conference

Request List

Allocate Selected Expenses **Clear Selections** **Summary**

Select Group ▾

<input type="checkbox"/>	Date ▾	Expense Type	Group	Amount
<input checked="" type="checkbox"/>	02/03/2020	Airfare		\$500.00
<input checked="" type="checkbox"/>	02/03/2020	Hotel/Lodging		\$800.00
<input type="checkbox"/>	02/03/2020	Team/Group M...	1	\$400.00

Allocations

Allocate By: ▾

This opens the **Allocations** field.

Select "**Allocate by**" and then "**Amount**" so you can see the cost break down by dollar amount instead of by percentage.

Summary

Amount

\$900.00

\$1,200.00

Allocations

Total:\$2,100.00 Allocated:\$2,100.00(100%) Remaining:\$0.00(0%)

Allocate By: ▾ **Add New Allocation** **Delete Selected Allocations** **Favorites** ▾ **Add to Favorites**

Percentage	* Business Unit	* Fund	* Department	Program	Class
<input checked="" type="radio"/> Amount	(HMCMP) HM...	(HM500) HM5...	(D30003) D30...		

Save **Cancel**

Now you can choose **Business Unit, Fund, Department, and Program (if applicable)** from a drop down box.

If you are staff or faculty traveling with students, you can use **"Add New Allocation"** to split the funding for the airfare and hotel if the cost of student travel is coming from a different fund.

Click **"Save."**

Once in the **Expenses** tab, you'll see a pie chart icon indicating the Segment, or Segments, that have been allocated.

Once finished allocating segments and/or expenses, you can submit your **Request** as you normally would.

Part 3

ALLOCATING AN EXPENSE REPORT (after traveling)

PLEASE NOTE: This process applies to *all expense types, including segments*. Though your segments cannot be allocated separately in a trip request, they **CAN** be allocated separately in an expense report.

Begin your expense report.

Do this by going into **"Requests."**

Click **"Expense"** on the far right.

This will bring you to the "Create a New Expense Report" section.

Manage Expenses View Transactions

Create a New Expense Report

Report Header

Report Key	Report/Trip Name	Trip Type
<input type="text"/>	Professional Fundraising CSU	1-In-State
Traveler Type	Trip Purpose	Personal Dates of Travel-If none enter I
1-Faculty	Professional Development	NA
Business Unit	Fund	Department
(HMCMP) HMCMP - Humboldt	(HM500) HM500 - OPERATIN	(D20184) D20184 - LIBRARY

<input type="button" value="Add"/>	<input type="button" value="Remove"/>
Amount Approved	Amount Remaining
\$1,388.00	\$601.58

In the bottom right corner, click **Next**.

This will open your **expense report**. Select the **Import Expenses** button at the top of the screen on the left.

Professional Fundraising CSU

Details Receipts Print / Email

Expenses View <<

Date	Expense Type	Amount	Requested
Adding New Expense			
No Expenses Found			

New Expense

Expense Type

To create a new expense, click the appropriate expense type below or type the exp. click the expense on the left side of the page.

Recently Used Expense Types

- Personal Car Mileage Hotel/Lod
- Personal/Non Reimbursable Lunch - D
- Dinner - Domestic

All Expense Types

01. Travel Expenses	06. Office E
Hotel/Lodging	Postage/F
Hotel/Lodging Tax	Printing/P
Incidentals	07. Commu

You will see a number of expenses populate on the right of the screen.

To import them, **select the expenses** associated with this trip by clicking on the **check boxes**.

Click the drop down button that says “**Move**” and select “**To Current Report.**”

Expense Detail	Expense Type	Source	Amount
United Airlines 800-932-2732, TX	Airfare		\$469.80
United Airlines 800-932-2732, TX	Airfare		\$40.00
Airfare	Airfare		\$469.80

Now the expenses from your trip will appear on the left.

Select an expense item that needs to be **allocated**.

Date	Expense Type	Amount	Requested
01/22/2020	Airfare Arcata, California	\$469.80	\$469.80
01/22/2020	Airfare UNITED 0162491822099, Arcata	\$40.00	\$40.00
01/10/2020	Airfare UNITED 0162489635284	\$469.80	\$469.80

This will open a gray box on the right.

Click on **Allocate** in the bottom right corner.

Expense Type: Airfare
Transaction Date: 01/10/2020
Ticket Number: 0162489635284
Vendor: United Airlines
City of Purchase:
Payment Type: *CSU-USBank-CBCP
Request: 02/05/2020, \$650.00 - Middle
Amount: 469.80 USD
Buttons: Save, Itemize, Allocate, Attach Receipt, Cancel

This opens the **Allocations** field, which allows you to choose **Business Unit, Fund, Department, and Program, Class, or Project** (if applicable) from a drop down box.

Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

Percentage * Business Unit * Fund * Department Program Class

100 (HMCMP) HM... (TO140) TO14... (D30003) D30003

Type to search by: TEXT CODE
(Code) Text

(D20109) D20109 - INTERNATIONAL STUDENTS
(D20111) D20111 - ENVIRONMENT AND COMMUNITY MA
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(D20174) D20174 - INSTRUCT FACILITIES TECHNOLOGY
(D20176) D20176 - ENTERPRISE DATA MANAGEMENT
(D20180) D20180 - CIRCULATION SERVICES
(D20181) D20181 - LIBRARY INFORMATION RESOURCES
(D20182) D20182 - LIBRARY TECHNICAL SERVICES
(D20183) D20183 - SPECIAL COLLECTIONS
(D20184) D20184 - LIBRARY INSTR & RESEARCH SRVCS
(D30001) D30001 - ADMIN & FINANCE VP
(D30002) D30002 - ACCOUNTING
(D30003) D30003 - ACCOUNTS PAYABLE

Once you've selected, the proper fund and department (and any other fields that need to be changed), you can click **"Save"** and then **"Done"** in the bottom right corner.

Allocations Total: \$469.80 Allocated: \$469.80 (100%) Remaining: \$0.00 (0%)

Clear Selections Summary

Allocate By: | Add New Allocation | Delete Selected Allocations | Favorites | Add to Favorites

Percentage * Business Unit * Fund * Department Program Class Proje

100 (HMCMP) HM... (TO140) TO14... (D30003) D30003

T...	Group	Amount
		\$469.80
		\$40.00
		\$469.80

Save Cancel

On the left side of the screen, you'll see a pie chart icon confirming that this expense has been allocated (shown by the green arrow).

Expenses Move Delete Copy View <<

Date Expense Type Amount Requested

Adding New Expense

<input type="checkbox"/>	01/22/2020	Airfare Arcata, California	\$469.80	\$469.80
<input type="checkbox"/>	01/22/2020	Airfare UNITED 0162491822099, Arcata	\$40.00	\$40.00
<input type="checkbox"/>	01/10/2020	Airfare UNITED 0162489635284, Los Ar	\$469.80	\$469.80

New Expense

Expense Type

To create a new e...
click the expense

Recently U

Airfare

Dinner - Domes

Airline Fees

All Expense

01 - Travel Exp

You can proceed normally with your expense report and **submit when you are done.**