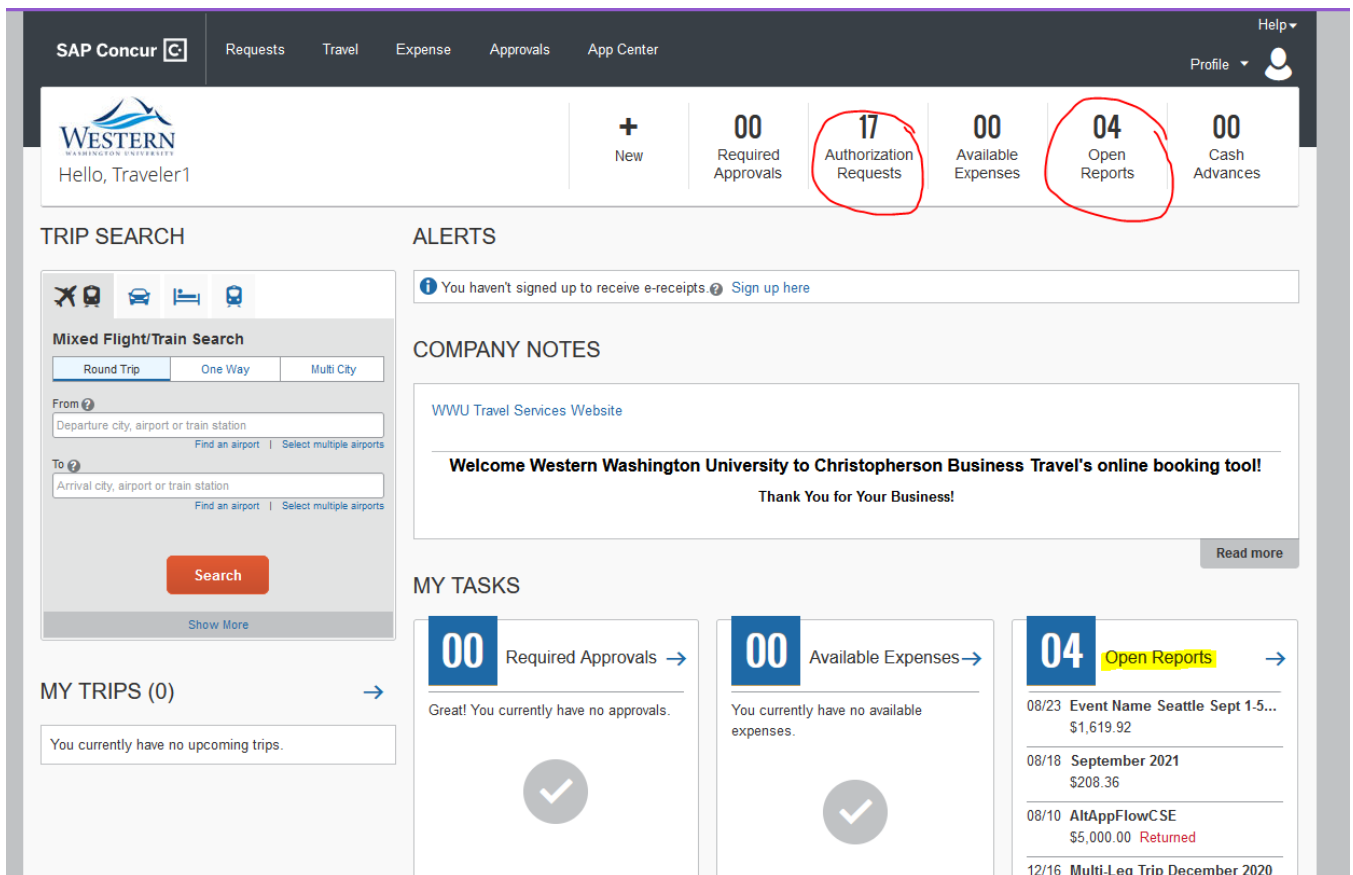
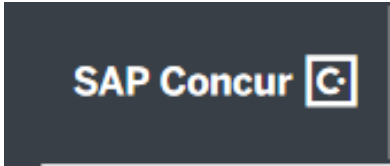


How to Change or Split Funding, AKA Allocate Expenses

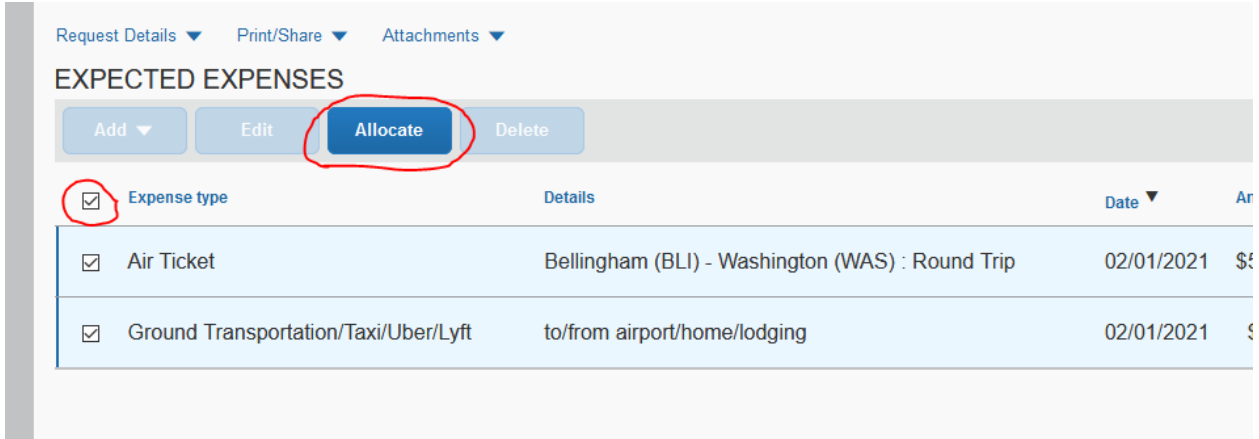
1. Open the Request or Report in [Concur](#):



The screenshot shows the SAP Concur dashboard for a user. At the top, there is a navigation bar with 'SAP Concur' and a user profile icon. Below this is a summary row with several metrics: 'New' (00), 'Required Approvals' (00), 'Authorization Requests' (17), 'Available Expenses' (00), 'Open Reports' (04), and 'Cash Advances' (00). The 'Authorization Requests' and 'Open Reports' values are circled in red. Below the summary row are sections for 'TRIP SEARCH', 'ALERTS', 'COMPANY NOTES', and 'MY TASKS'. The 'TRIP SEARCH' section includes a 'Mixed Flight/Train Search' form with fields for 'From' and 'To' and a 'Search' button. The 'ALERTS' section contains a notification about signing up for e-receipts. The 'COMPANY NOTES' section has a welcome message from Christopherson Business Travel. The 'MY TASKS' section shows three task cards: 'Required Approvals' (00), 'Available Expenses' (00), and 'Open Reports' (04). The 'Open Reports' card is highlighted in yellow and shows a list of reports with dates, event names, and amounts.



2. To change the funding, select one or more expenses and click the Allocate button:



Request Details ▾ Print/Share ▾ Attachments ▾

EXPECTED EXPENSES

Add ▾ Edit **Allocate** Delete

<input checked="" type="checkbox"/>	Expense type	Details	Date ▾	Am
<input checked="" type="checkbox"/>	Air Ticket	Bellingham (BLI) - Washington (WAS) : Round Trip	02/01/2021	\$5
<input checked="" type="checkbox"/>	Ground Transportation/Taxi/Uber/Lyft	to/from airport/home/lodging	02/01/2021	\$

3. This opens the Allocation wizard. Add funds by selecting the fast index or Grant:



Allocate x

Expenses: 2 | \$600.00

Percent	Amount

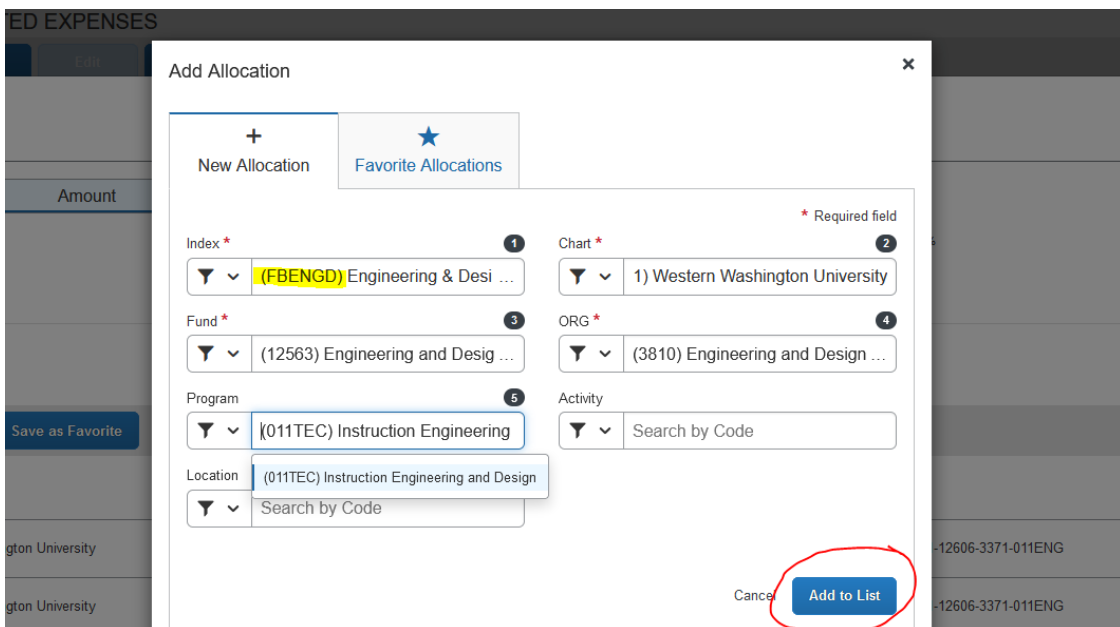
Amount: \$600.00 | Allocated: \$600.00 (100%) | Remaining: \$0.00 (0%)

Default Allocation

Code: **FBCOVI-1-15301-5230-084LSA** | 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.



Add Allocation

New Allocation + Favorite Allocations ★

Index * (1) (FBENGD) Engineering & Desi ...

Chart * (2) 1) Western Washington University

Fund * (3) (12563) Engineering and Desig ...

ORG * (4) (3810) Engineering and Design ...

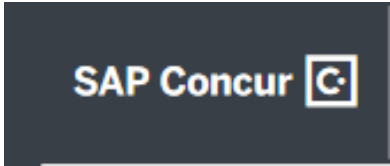
Program (5) (011TEC) Instruction Engineering

Activity Search by Code

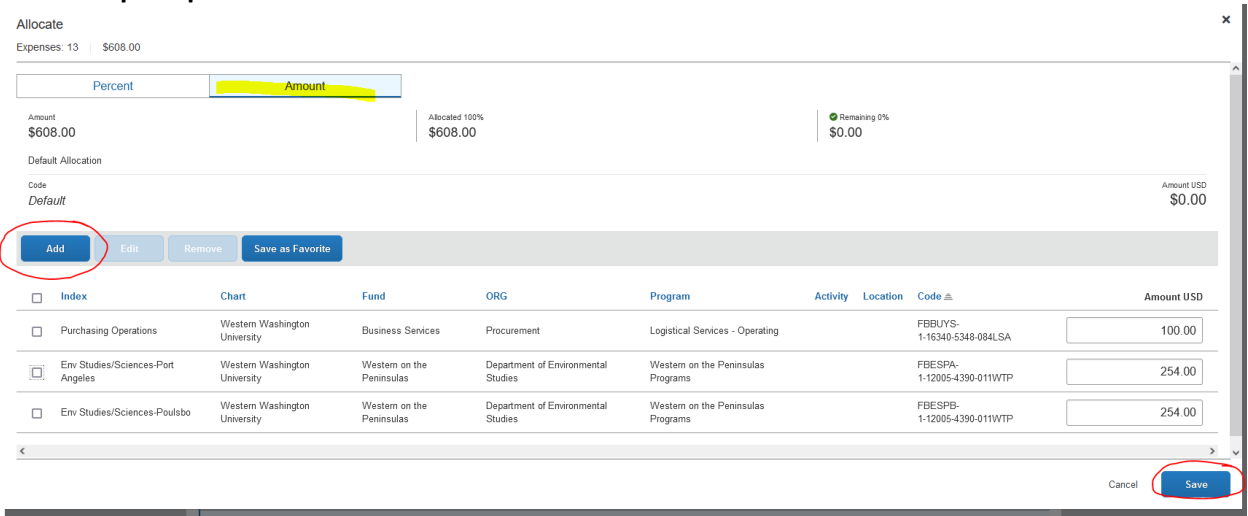
Location (011TEC) Instruction Engineering and Design

Search by Code

Cancel **Add to List**



- Each added fund appears below the bar. Add more funds (including the default fund from the Header if desired).
- Once all the needed funds are showing in the window below, use the Percent or Amount tabs at the top to split as desired:



Allocate
Expenses: 13 | \$608.00

Percent | Amount

Amount: \$608.00 | Allocated 100%: \$608.00 | Remaining 0%: \$0.00

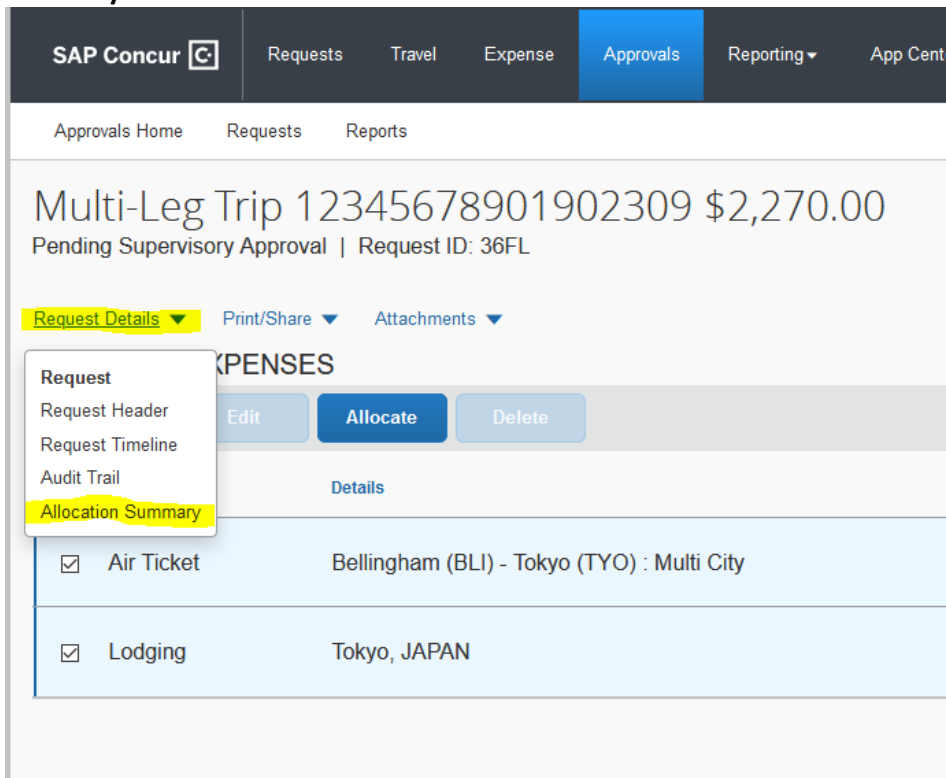
Default Allocation Code: Default | Amount USD: \$0.00

Buttons: Add (circled), Edit, Remove, Save as Favorite

Index	Chart	Fund	ORG	Program	Activity	Location	Code	Amount USD
<input type="checkbox"/>	Purchasing Operations	Western Washington University	Business Services	Procurement	Logistical Services - Operating		FBBUYS-1-16340-5348-084LSA	100.00
<input checked="" type="checkbox"/>	Env Studies/Sciences-Port Angeles	Western Washington University	Western on the Peninsulas	Department of Environmental Studies	Western on the Peninsulas Programs		FBESPA-1-12005-4390-011WTP	254.00
<input type="checkbox"/>	Env Studies/Sciences-Poulsbo	Western Washington University	Western on the Peninsulas	Department of Environmental Studies	Western on the Peninsulas Programs		FBESPB-1-12005-4390-011WTP	254.00

Buttons: Cancel, Save (circled)

- Click the Save button. Review and confirm your changes in Request/Report Details > Allocation Summary:



SAP Concur | Requests | Travel | Expense | Approvals | Reporting | App Center

Approvals Home | Requests | Reports

Multi-Leg Trip 12345678901902309 \$2,270.00
Pending Supervisory Approval | Request ID: 36FL

Request Details | Print/Share | Attachments

EXPENSES

Buttons: Edit, Allocate, Delete

Details

- Air Ticket | Bellingham (BLI) - Tokyo (TYO) : Multi City
- Lodging | Tokyo, JAPAN