

Charging Multiple Chartfields

In some cases, you may need to charge your travel to multiple funding sources. In these cases, you will allocate your expenses through Concur. If the allocations have different Cost Object Approvers, the request & expense report will sit pending each COA's approval before becoming fully approved.

From in a Request of Expense Report

1. Choose the Expenses to be allocated
2. Click **Allocate** from the bottom right.

Request 36DV
[Attachments](#) [Print / Email](#) [Delete Request](#) [Submit Request](#)

Trip Name: Allocate Test
 Status: Not Submitted
 Amount: \$1,934.50

Additional Information:

Request Header Segments Expenses Approval Flow Audit Trail

[+ New Expense](#) [Delete](#)

<input checked="" type="checkbox"/>	Date	Expense Type	Amount	Requested
<input checked="" type="checkbox"/>	03/01/2019	Airfare	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	03/01/2019	02. Other Travel Expenses	\$500.00	\$500.00
<input checked="" type="checkbox"/>	03/01/2019	03. Personal Car Mileage	\$54.50	\$54.50
<input checked="" type="checkbox"/>	03/01/2019	Daily Meal Per Diem	\$380.00	\$380.00

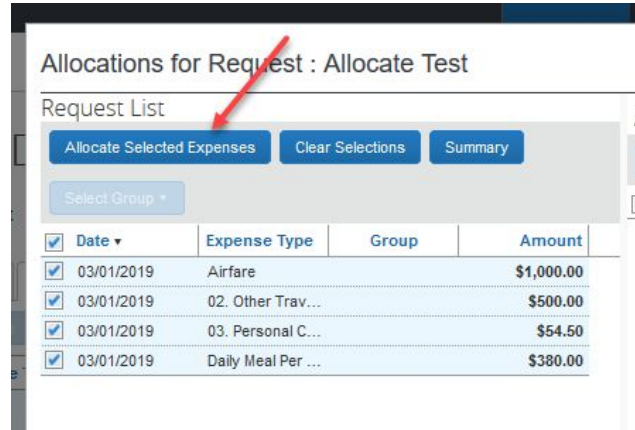
Expense Type: Airfare Transaction Amount: 1,000.00 USD

TOTAL AMOUNT: **\$1,934.50** | TOTAL REQUESTED: **\$1,934.50**

[Allocate](#) [View segment detail](#)

This will bring up the Allocation screen.

3. Choose the Expenses to be allocated again.
4. Click **Allocate Selected Expenses**.



Allocations for Request : Allocate Test

Request List

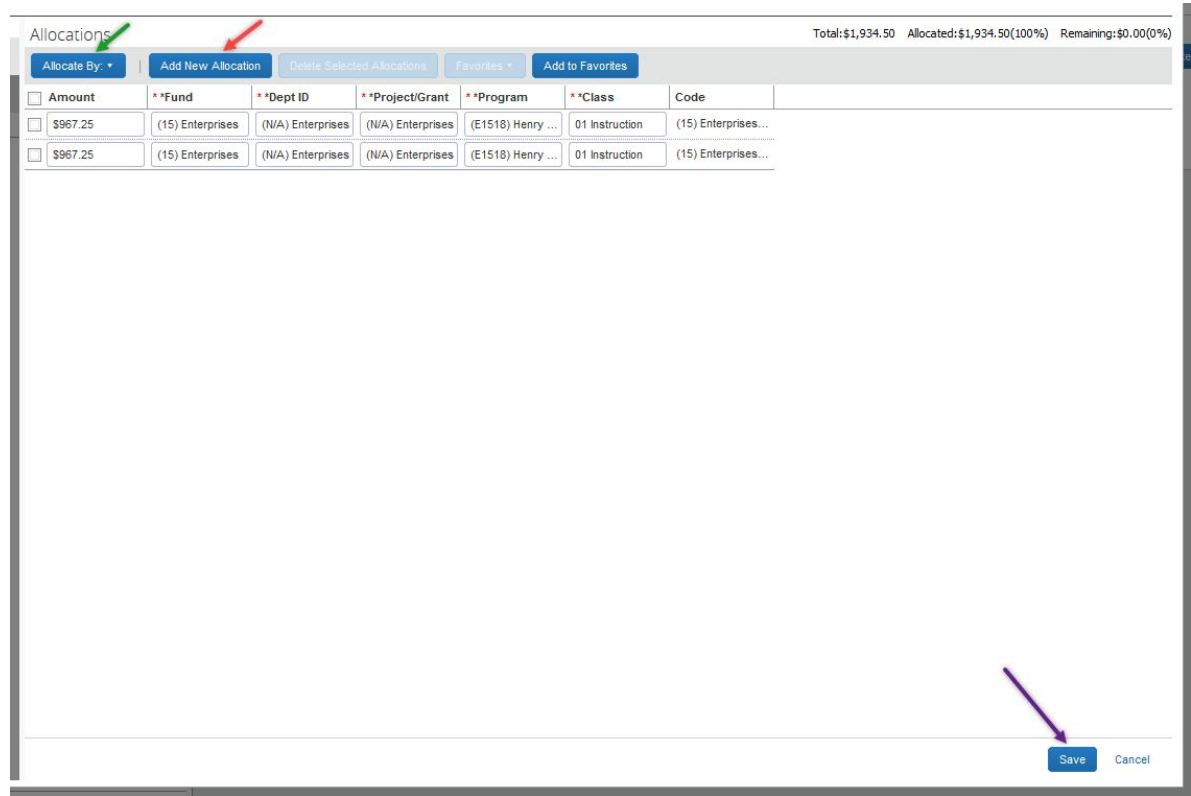
Allocate Selected Expenses Clear Selections Summary

Select Group *

<input checked="" type="checkbox"/>	Date ▼	Expense Type	Group	Amount
<input checked="" type="checkbox"/>	03/01/2019	Airfare		\$1,000.00
<input checked="" type="checkbox"/>	03/01/2019	02. Other Trav...		\$500.00
<input checked="" type="checkbox"/>	03/01/2019	03. Personal C...		\$54.50
<input checked="" type="checkbox"/>	03/01/2019	Daily Meal Per ...		\$380.00

5. Click **Add New Allocation**
6. Add the new chartfield string
7. Choose to **Allocate By:** Percentage or Amount
8. Change percentage or amount to reflect the budget allocation.
9. Click **Save**.

If the chartfields that you need are not available, email travel@tcnj.edu to request the addition.



Allocations Total:\$1,934.50 Allocated:\$1,934.50(100%) Remaining:\$0.00(0%)

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

<input type="checkbox"/>	Amount	**Fund	**Dept ID	**Project/Grant	**Program	**Class	Code
<input type="checkbox"/>	\$967.25	(15) Enterprises	(N/A) Enterprises	(N/A) Enterprises	(E1518) Henry ...	01 Instruction	(15) Enterprises...
<input type="checkbox"/>	\$967.25	(15) Enterprises	(N/A) Enterprises	(N/A) Enterprises	(E1518) Henry ...	01 Instruction	(15) Enterprises...

Save Cancel