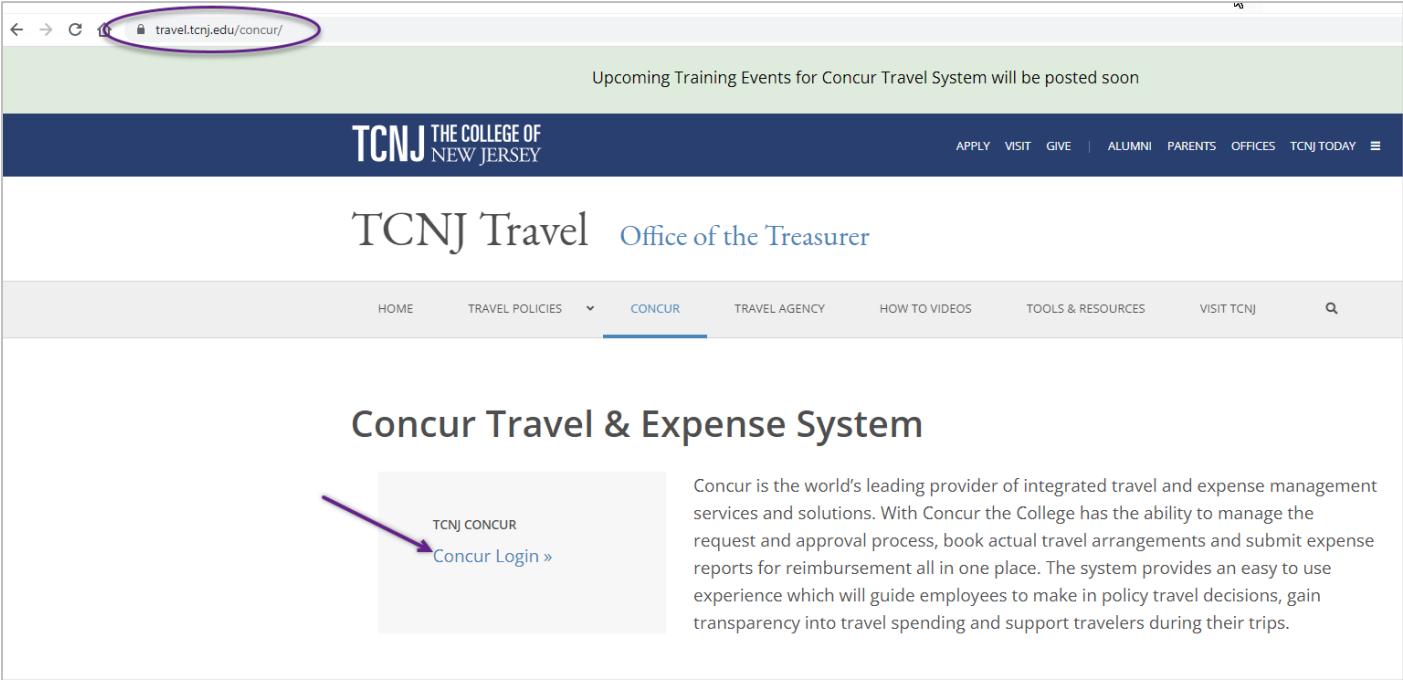
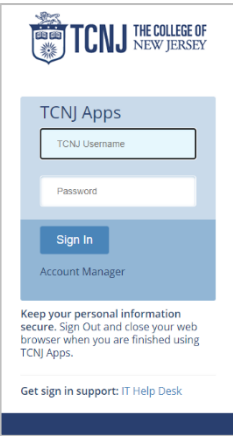


Process Name: Allocating Expenses

STEP	DETAIL
1	<p>Sign in to Concur</p> <ul style="list-style-type: none"> - Navigate to travel.tcnj.edu - Click Concur from the menu - Click Concur Login  <p>Enter your TCNJ login information</p> 

Charging Multiple Funding Sources

In some cases, you may need to charge your travel to multiple funding sources. In these cases, you will allocate your expenses.

Note: Hotel expenses can not be allocated. You must use expense type "Other Accomodations". Allocations can be done from the Request & the Expense Report. The Expense Report will provide the **actual** payment allocations.

Check the box next to the expenses.
Click **Allocate**

2

EXPECTED EXPENSES

<input checked="" type="checkbox"/>	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input checked="" type="checkbox"/>	Air Ticket	Newark (EWR) - London (LHR) : Round Trip	02/23/2022	\$1,000.00	\$1,000.00
<input checked="" type="checkbox"/>	Daily Meal Per Diem	San Francisco, California	02/23/2022	\$474.00	\$474.00

Estimated Total: \$1,474.00

Choose to allocate by Percentage or Amount
Click **Add**

3

Allocate

Expenses: 2 | \$1,474.00

Amount: \$1,474.00 | Allocated \$1,474.00 (100%) | Remaining \$0.00 (0%)

Default Allocation: GRANT-N1720-DEAN OF EDUCATION/1-C10040/TCNJ_8018-0000-0000-0000 | Percent %: 100

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 the COA or POETAF values for the new allocation.
Click **Add to List**

4

Add Allocation ✕

+ New Allocation ★ Favorite Allocations

* Required field

Entity ¹ *	Fund/Project # ² *
<input type="text" value="(TCNJ) The College of New Jersey"/>	<input type="text" value="(100000) General Fund"/>
Organization/Task ³ *	Category/Award & Funding Source ⁴ *
<input type="text" value="(3601) Finance Business Services"/>	<input type="text" value="(325) Institutional Services"/>
Program	Activity
<input type="text" value="(0000) Default Program"/>	<input type="text" value="(0000) Default Activity"/>
Location *	
<input type="text" value="(0000) Default Location"/>	

Cancel

Enter Percentage or Amount allocation
Click **Save**

5

Allocate x

Expenses: 2 | \$1,474.00

Percent Amount

Amount
\$1,474.00

Default Allocation

Code
GRANT-N1720-DEAN OF EDUCATION/1-C10040/TCNJ_8018-0000-0000-0000

Allocated \$1,474.00
100%

Remaining \$0.00
0%

Percent %
50

Add Edit Remove Save as Favorite

Entity	Fund/Project #	Organization/Task	Category/Award & Funding Source	Program	Activity	Location	Code	Percent %	
<input type="checkbox"/>	The College of New Jersey	General Fund	Finance Business Services	Institutional Services	Default Program	Default Activity	Default Location	TCNJ-100000-3601-325-0000-0000-0000	50

Save
Cancel



6

Allocation is indicated under expense amount.

EXPECTED EXPENSES

Add Edit Allocate Delete

Expense type	Details	Date	Amount	Requested
<input type="checkbox"/> Air Ticket	Newark (EWR) - London (LHR) : Round Trip	02/23/2022	\$1,000.00	\$1,000.00 Allocated
<input type="checkbox"/> Daily Meal Per Diem	San Francisco, California	02/23/2022	\$474.00	\$474.00 Allocated

Estimated Total: \$1,474.00