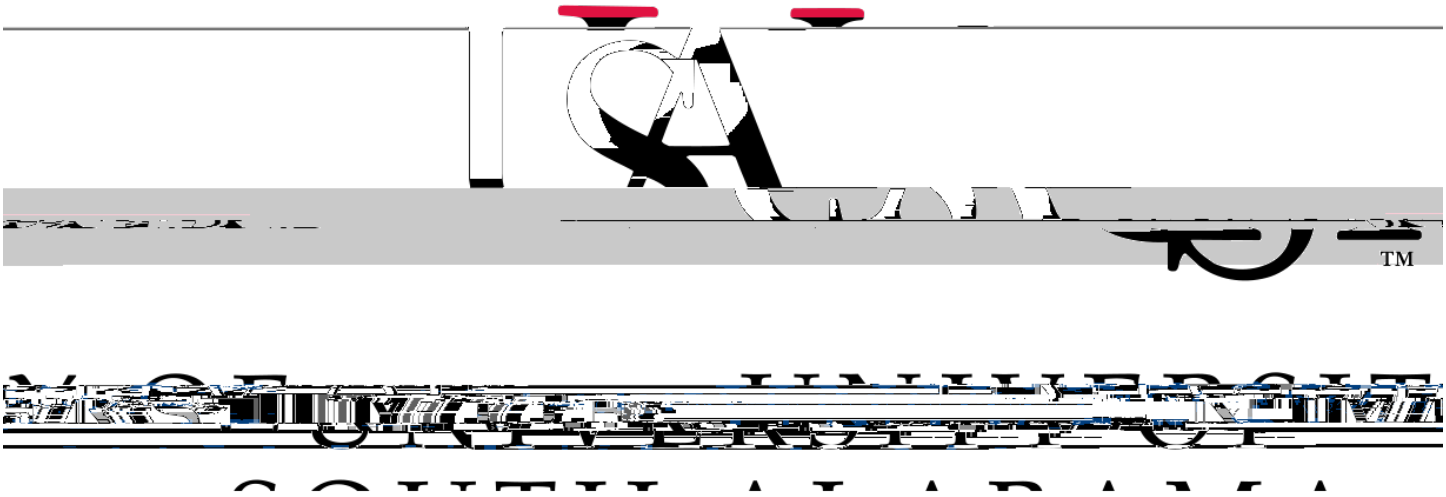


Concur

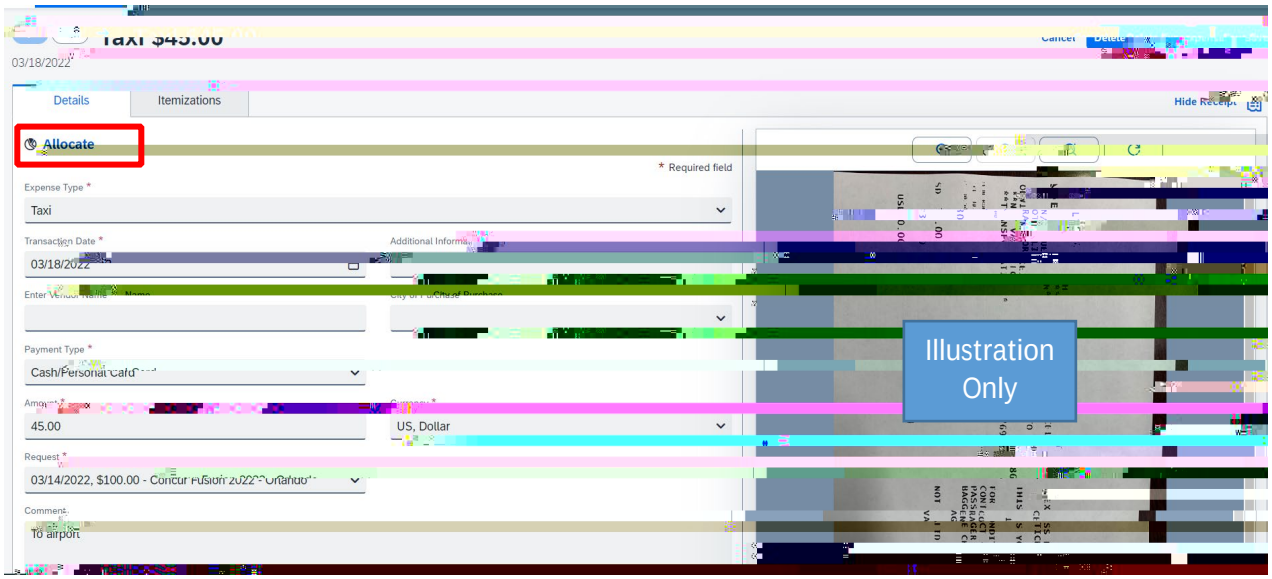
How to Allocate

Allocate means to charge a transaction to multiple funding sources (Funds/Organizations).

1. There are two ways to allocate an expense; **first option**, on your report home screen click the box to left of the expense you wish to allocate or the box next to the word **Comment** to select all expenses and select the **Allocate** button, OR **second option,** open the expense by clicking the **Allocate** link directly below the word Details.

Option 1 - Report Home Screen:

Option 2 - Opened Expense:



2. Select whether you wish to allocate by Percent (default) or by Amount.