

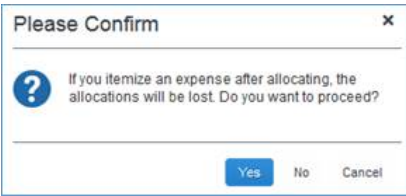
# ALLOCATE EXPENSES (SPLIT FUNDING)

## TRAVEL APPLICATION

Expense

## HELPFUL HINTS

- Split funding can be achieved by percentage or amount.
- When adding a new lodging expense, itemization should be done first and any allocation (split funding) should be done last. Otherwise, a pop-up message will appear and any allocations saved on the lodging expense will be lost.

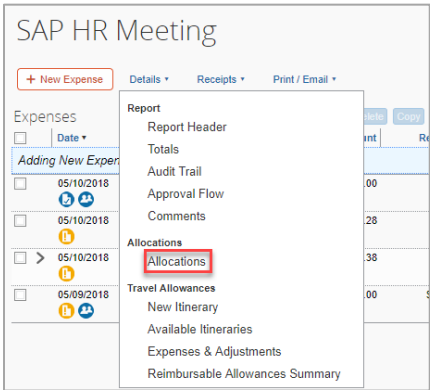


- If an itemized lodging bill needs to be split-funded, each line will need itemized separately.

## PROCEDURE

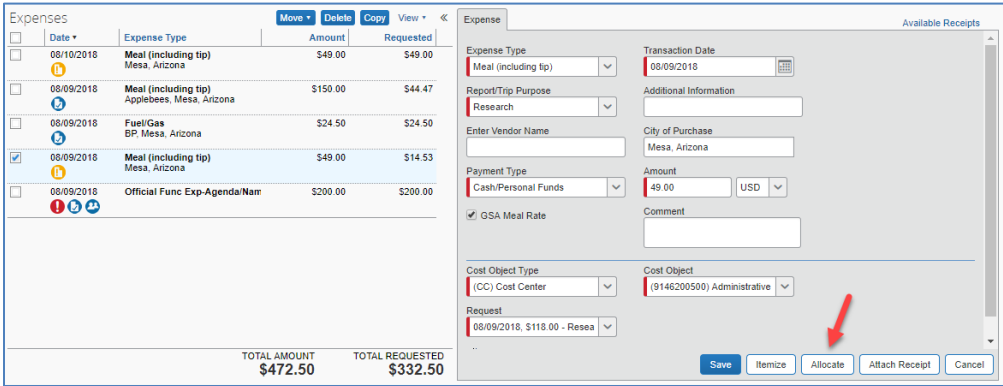
As an expense report is created, expenses can be allocated to different projects or departments.

1. To allocate expenses, from the manage expenses page, click *Details*, and then *Allocations*.

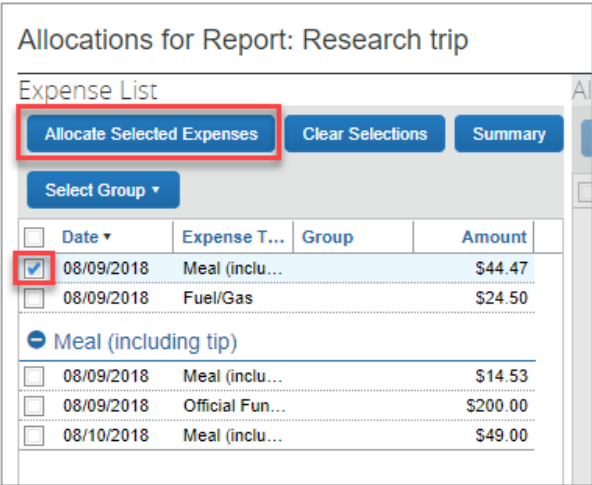


Note: Expenses can also be allocated within the expense type:

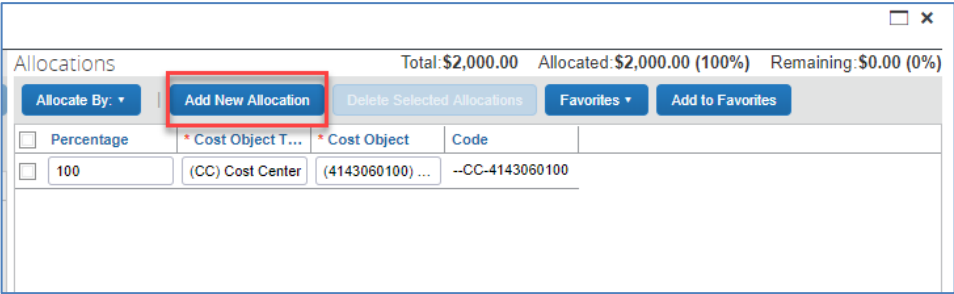
# ALLOCATE EXPENSES (SPLIT FUNDING)



- In the allocations for report window, use the check boxes to select individual expenses, or select the first check box to select all of the expenses. After expenses to be allocated are selected, click *Allocate Selected Expenses*.



- Click on the *Add New Allocation* button.
  - The total expense amount, the amount allocated, and the amount remaining appear in the allocations section.
  - Adjustments can be made to the amounts and percentages. The total amount must be 100 percent allocated, otherwise an audit rule is flagged and report will not be able to be submitted.



# ALLOCATE EXPENSES (SPLIT FUNDING)

4. Select from the lists or type the appropriate information in the fields, and then click Save.
  - a. Select to allocate by percentage or amount
  - b. Select the cost object or WBS element

Allocations				Total: \$2,000.00	Allocated: \$2,000.00 (100%)	Remaining: \$0.00 (0%)
<input type="button" value="Allocate By: v"/> <input type="button" value="Add New Allocation"/> <input type="button" value="Delete Selected Allocations"/> <input type="button" value="Favorites *"/> <input type="button" value="Add to Favorites"/>						
<input type="checkbox"/>	Percentage	* Cost Object T...	* Cost Object	Code		
<input type="checkbox"/>	50	(CC) Cost Center	(2101010001) ...	--CC-2101010001		
<input type="checkbox"/>	50	(CC) Cost Center	(4143060100) ...	--CC-4143060100		

5. Click done to return to the expense report.
  - a. The fully allocated icon appears with each allocated expense in the expense list. The partially allocated icon appears if there is a remaining amount.
6. After the expenses are fully allocated, continue adding to the expense report or click submit report.