

HOW TO ALLOCATE EXPENSES IN AN EXPENSE REPORT

An Allocation entry in Concur allows you to allocate, or “split,” expenses between multiple cost objects. A cost object account consists of a Cost Center, Internal Order, or WBS Element. You can allocate a single expense or multiple expenses.

2 COMMON SCENARIOS THAT REQUIRE USERS TO UTILIZE THE ALLOCATION FUNCTION IN CONCUR

1. Splitting an entire expense report between different **Cost Objects**.
2. When one or more expenses (line items, including sub-itemizations) in the report need to hit a **Cost Object** other than the one entered in the Report Header

Important Note: When you allocate an expense, the **home cost center** (associated with the cost object of the assigned user’s organization unit determined in SAP HCM) will automatically display in the Report Header of a new Expense Report in Concur. Any amount that you do not allocate is automatically charged to the home cost center.

- If all expenses are charged to the home cost center, the home cost center number on the Report Header does not require a change in cost object entry.
- Enter the new cost object number in the Report Header to change the home cost center. This makes it possible to allocate your entire expense report to a different cost object without needing to allocate each expense line item on your expense report. Note: It is now required that you select a specific Cost Object Approver in the Report Header based on the Cost Object selected.
- **Note: How you allocate depends on whether you are allocating within a Travel Expense Report or a Non-Travel Expense Report. See more information in the instructions that follow.**

BEFORE UTILIZING THE ALLOCATION FEATURE IN CONCUR, COMPLETE THE FOLLOWING

- ✓ Finalize all itemizations in the expense report.
- ✓ Attach all necessary receipt images to the Expense Report. [Reference: How to Upload & Manage Receipts]

SCENARIO 1: ALLOCATE AN ENTIRE EXPENSE REPORT TO SEVERAL DIFFERENT COST OBJECTS

When all expenses within an Expense Report need to be charged to different Cost Object accounts, make the allocation in the **Report Header**. A Cost Object account consists of a Cost Center, Internal Order or WBS Element.

1. Click the top check box to select all desired expenses within the report.
2. Select the **Allocate** button along the top menu.

Report Details ▾ Print/Share ▾ Manage Receipts ▾ Travel Allowance ▾ View Available Receipts 📄						
Expenses						
☒	Receipt↑↓	Payment Type↑↓	Expense Type↑↓	Vendor Details↑↓	Date↓↑	Requested↑↓
☒		Out of Pocket	Airfare (513500, 513700)	Alaska Airlines Boston, Massachusetts	05/06/2025	\$500.00 Allocated ...
☒		Out of Pocket	Conference Registrations (513900)	ALCS Boston, Massachusetts	05/06/2025	\$5,000.00 ...
☒		Out of Pocket	Parking/Meters (513500, 513700)	Boston, Massachusetts	05/06/2025	\$24.00 ...
						\$5,524.00

Note: How you allocate depends on whether you are allocating within a Travel Expense Report or a Non-Travel Expense Report.

TRAVEL REPORTS

- Click **Add** to add new Cost Objects for these expenses. Concur will display the default cost center code entered in the Report Header. Add all cost objects you wish to split this allocation with. Note: You will be required to select a cost object approver for each Cost Object you choose to allocate the expense to.

Allocate

Expenses: 3 | \$5,524.00

Percent

Amount

Amount	Allocated \$5,524.00	Remaining \$0.00
\$5,524.00	100%	0%

Default Allocation

Code **Default** Percent % **100**

Allocations (0)

Add

Edit

Remove



- Select **Text** to enter the Cost Object/Internal Order by name (i.e., "Travel & Expense Program") or select **Code** if you wish to enter the Cost Object/Internal Order by number (i.e., 1060130000).
 - **When searching by Code, you must add "00" if entering a restricted account or Internal Order number that begins with a "9."** (ex: 009XXXXXXXXXX).

No results found when "00" is excluded:

Results populate when "00" is entered before the "9":

- For each Cost Object, select the appropriate Cost Object Approver. This means the request will be sent to more than one approver (not just to the approver of the Cost Object you selected at the report header.)

- Select the **Percent** tab to split the allocation by a specific percentage or **Amount** to split by a specific dollar amount.

Cost Object	Cost Object Approver Name	Code	Percent %
Accounts Payable	DENISE GREENE	1060150000-U92672400	50
Procure to Pay (P2P)	RANDALL MOORE	1060260000-U51643858	50



Non-Travel Expense Reports:

- When allocating expenses within a Non-Travel Expense Report to different Cost Objects, you are not required to select an approver for each Cost Object. This means all reports will be routed to the Cost Object Approver selected at the header.
- Split the expenses by percent or amount.

Allocate

Expenses: 1 | \$919.60

Percent Amount

Amount
\$919.60

Default Allocation

Code
1060260000

Allocations (0)

Add Allocation

Cost Object *
Accounts Payable

Save Cancel

Allocate

Expenses: 1 | \$919.60 | [View Allocation Group](#)

Percent Amount

Amount
\$919.60

Allocated \$919.60
100%

Remaining \$0.00
0%

Default Allocation

Code
1060260000

Allocations (2)

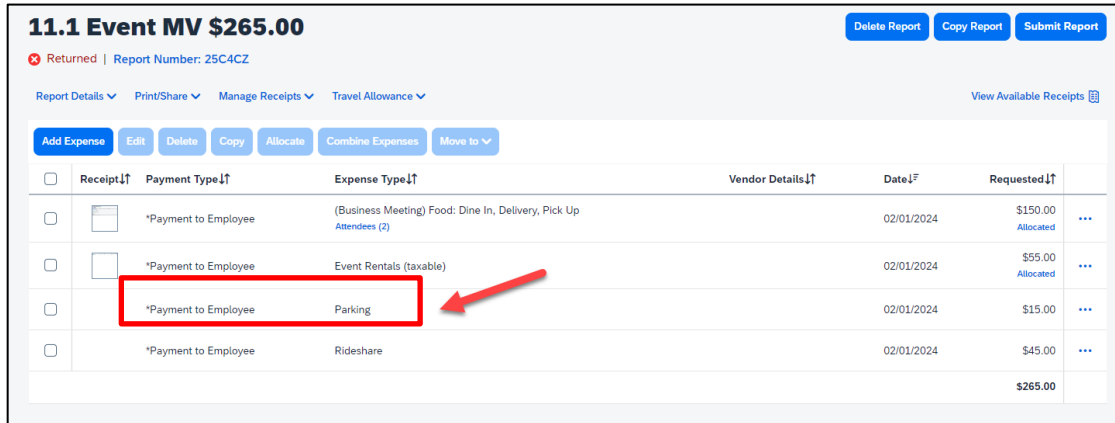
☐	Cost Object↑↓	Code↑↓	Percent %	
☐	Travel & Expense Program	1060130000	50	...
☐	Accounts Payable	1060150000	50	...

- Once your expenses are properly allocated, click **Save**.
- When you return to the main page of your expense report, you will notice the **Allocated** denotation under each expense amount. You can click on the **Allocated** button to see the allocations made for each expense line item.

SCENARIO 2: ALLOCATE A PARTICULAR EXPENSE IN A REPORT TO A DIFFERENT COST OBJECT.

If only a certain percentage of certain expenses within the report needs to be changed, do not change any Cost Object information in the Report Header.

1. Hover over the Expense to highlight it. Once highlighted, click the expense line that you want to allocate.



11.1 Event MV \$265.00

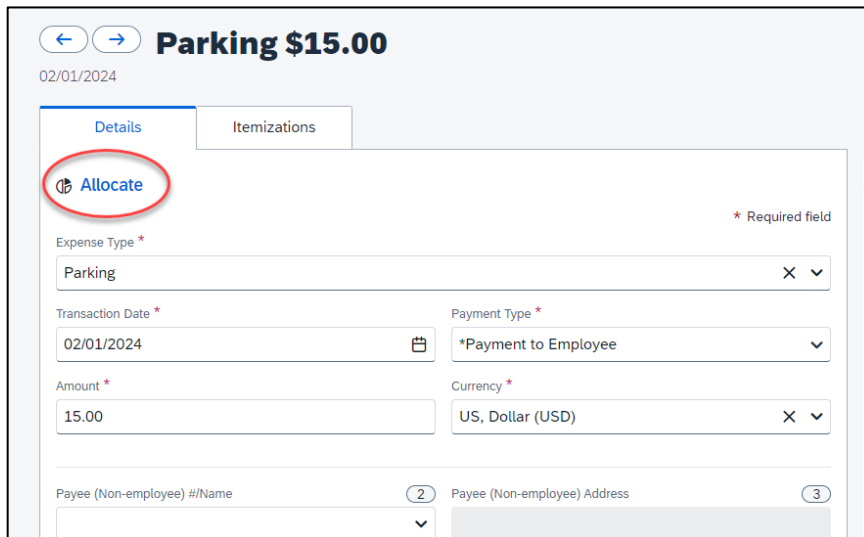
Returned | Report Number: 25C4CZ

Report Details | Print/Share | Manage Receipts | Travel Allowance | View Available Receipts

Add Expense | Edit | Delete | Copy | Allocate | Combine Expenses | Move to

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
☐	*Payment to Employee	(Business Meeting) Food: Dine In, Delivery, Pick Up Attendees (2)		02/01/2024	\$150.00 Allocated
☐	*Payment to Employee	Event Rentals (taxable)		02/01/2024	\$55.00 Allocated
☐	*Payment to Employee	Parking		02/01/2024	\$15.00
☐	*Payment to Employee	Rideshare		02/01/2024	\$45.00
					\$265.00

2. In the Details tab, select **Allocate**.



Parking \$15.00

02/01/2024

Details | Itemizations

Allocate

* Required field

Expense Type *
Parking

Transaction Date *
02/01/2024

Payment Type *
*Payment to Employee

Amount *
15.00

Currency *
US, Dollar (USD)

Payee (Non-employee) #/Name (2) Payee (Non-employee) Address (3)

- Select whether to allocate by Percent or by Amount and click **Add**.
- Once your expenses are properly allocated, click **Save**.
- When you return to the main page of your expense report, you will notice the **Allocated** denotation under each expense amount. Click on the **Allocated** button to see the allocations made for each expense line item.
- Repeat this process until you have allocated all the expenses in your Expense Report.