

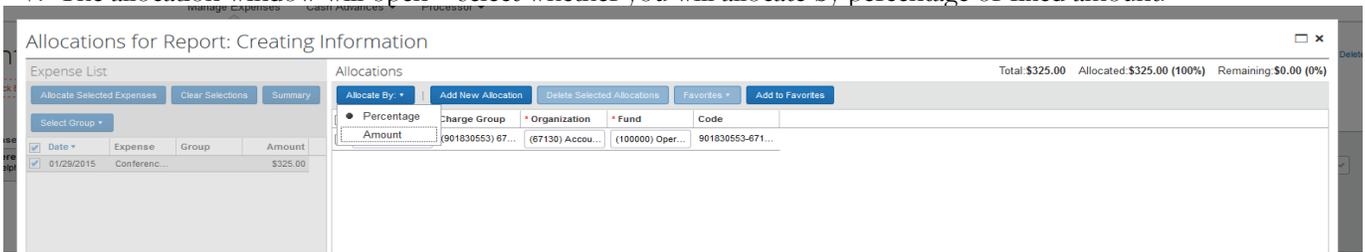
*Purpose: The purpose of this document is to demonstrate how to indicate which FOAPAL your expense report and particular expenses should be charged against.*

1. Log in to Concur Travel & Expense Management
2. Select the Expense tab and then click the Create New Report Box
3. In the Report Header section, you have the ability to choose the FOAPAL from the drop down boxes labeled Fund and Organization. You will see any FOAPALS that you have access to in TUmarketplace, Cognos Reporting or Self Service Banner. The default will fill in with your home FOAPAL.

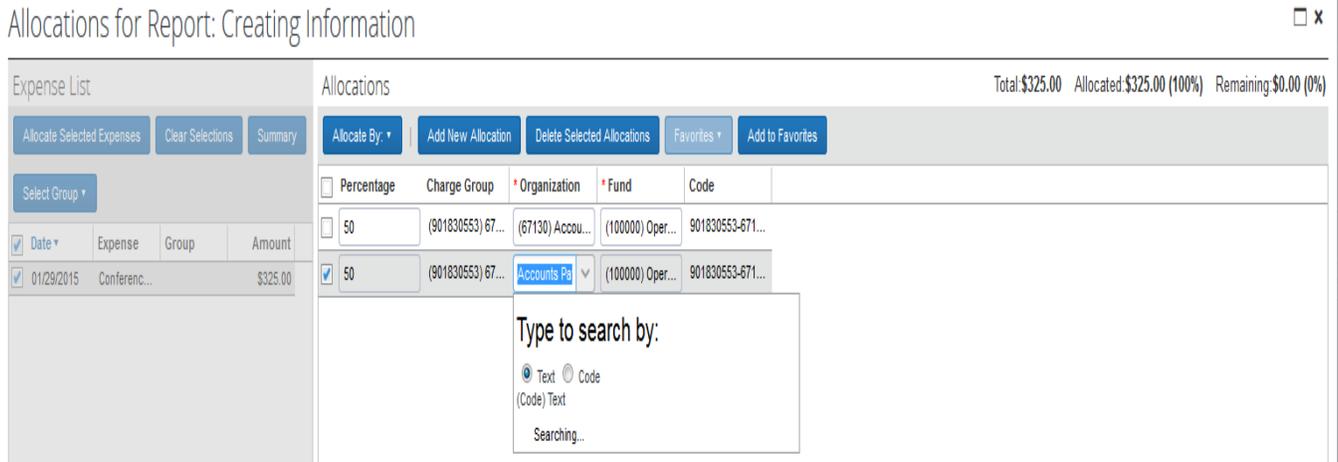
4. To change the Expense Report FOAPAL, select the correct Fund and Organization from the drop down boxes. Each expense in the report will be charged to that FOAPAL.
5. If you would like to change or allocate part of an expense to a different FOAPAL within the Expense Report, you may allocate the expense on the particular expense.
6. Click on the Allocate button after you have entered the expense information.

Expense Type	Transaction Date	Business Purpose	Vendor Name	City	Type of Expense
Conference Reg Fees	01/29/2015			Philadelphia, Pennsylvania	Domestic

7. The allocation window will open – select whether you will allocate by percentage or fixed amount.



8. Click the Add New Allocation button. Update the percentage or amount based upon your allocations. Select the appropriate FOAPAL from the drop down boxes for Organization and Fund. Click Save when you have completed the allocation.



9. Once you have allocated an expense the allocation symbol will show under the expense in the list.

