

Allocating Expenses to Multiple Funds

When a travel request or expense report is created, only one fund can be provided as the default fund. For a travel request, the fund drives the approval flow for the request, along with the trip type and destination country. For an expense report, the fund determines where the expenses will be charged in addition to driving the approval flow, along with expenses flagged as exceptions to policy. Sometimes there is a need to use a different fund or additional fund(s). Both travel requests and travel expenses handle this using the 'allocation' feature. The feature is available in both modules in a similar way.

Expense Reports

There are three methods of changing the allocations on an expense report: the report header, the expense line item, and the expense itemization tab.

Report Header

The expense report header can only reference one fund, however, it can be modified as necessary to allow the updated fund to flow down to all the expenses previously entered on the expense report.

After saving the change to the report header fund, users will be prompted to either update all expenses, itemizations, and allocations via the Update button or decline the update by clicking the Do Not Update link.

Update allows the new fund to flow down to the funds in the previously entered expense items. Declining the update will preserve the previously entered fund for the expense items within the report.

The updated fund will now be the default fund for any expense items added afterward.

Grouped Expense Line Items

Additionally, allocations can be applied across grouped or selected expense line items on an expense report. Open the expense report to the list of expenses. Select the expenses to be reallocated, either all or individually, and click on the Allocate button.

4H Trip to Jackson, TN 7/5/2021 \$1,300.00 Copy Report Submit Report

Not Submitted

[Report Details](#) [Print/Share](#) [Manage Receipts](#) [Travel Allowances](#)

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input checked="" type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input checked="" type="checkbox"/>		Out-of-Pocket	Group Arranged Meals/Events Attendees (4)	Jackson, Tennessee	07/05/2021	\$800.00
<input checked="" type="checkbox"/>		Out-of-Pocket	Lodging Group Attendees (4)	*Doubletree Jackson Jackson, Tennessee	07/05/2021	\$500.00 Itemized
						\$1,300.00

On the screen below, add any fund(s) that will be paying for all or a portion of the expenses.

Allocate

Expenses: 3 | \$1,300.00

Amount: \$1,300.00 | Allocated \$1,300.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: **DEFAULT** | Percent %: 100

Add Edit Remove Save as Favorite

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.

Clicking the Add button will bring up the following pop-up where additional allocations can be selected. After adding funds, the allocations will be displayed in a summary view. Allocations can be made based on either a percent of the costs or a fixed amount.

NOTE: Frequently used allocations can be saved for use on future reports by clicking the Save as Favorite button.

Click the Save button to return to the expense report.

Add Allocation

New Allocation Favorite Allocations

Budget Entity * (17) University-Wide Administration

Object Type * (CC) Cost Center

Cost Center or WBS * (E170131004) Travel Management

Internal Order Search by Code

Cancel Save

Allocate x

Expenses: 3 | \$1,300.00 | [View Allocation Group](#)

Percent

Amount

Amount: \$1,300.00 | Allocated \$1,300.00 (100%) | Remaining \$0.00 (0%)

Default Allocation

Code: **DEFAULT** Percent %: 50

Add
Edit
Remove
Save as Favorite

<input type="checkbox"/>	Budget Entity	Object Type	Cost Center or VBS	Internal Order	Code	Percent %
<input type="checkbox"/>	University-Wide Administration	Cost Center	IRIS Administrative Support		17-CC-E170131	25
<input type="checkbox"/>	University-Wide Administration	Cost Center	TREASURER		17-CC-E170145	25

Cancel Save

From the report view, expense items with allocations will be noted as Allocated in the Requested amount column. The Allocated link provides a quick preview of the fund(s) and amount. The preview also contains a link to View Allocation that can be used to make further adjustments.

4H Trip to Jackson, TN 7/5/2021 \$1,300.00 Copy Report Submit Report

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense
Edit
Delete
Copy
Allocate
Combine Expenses
Move to

<input checked="" type="checkbox"/>	Alerts	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested	
<input checked="" type="checkbox"/>			Out-of-Pocket	Group Arranged Meals/Events Attendees (2)	Nashville, Tennessee	07/05/2021	\$800.00	Allocated
<input checked="" type="checkbox"/>			Out-of-Pocket	Lodging Group Attendees (2)	*Doubletree Jackson Jackson, Tennessee	07/05/2021	\$500.00	Allocated Itemized
							\$1,300.00	

Individual Expense Line Item and Itemization

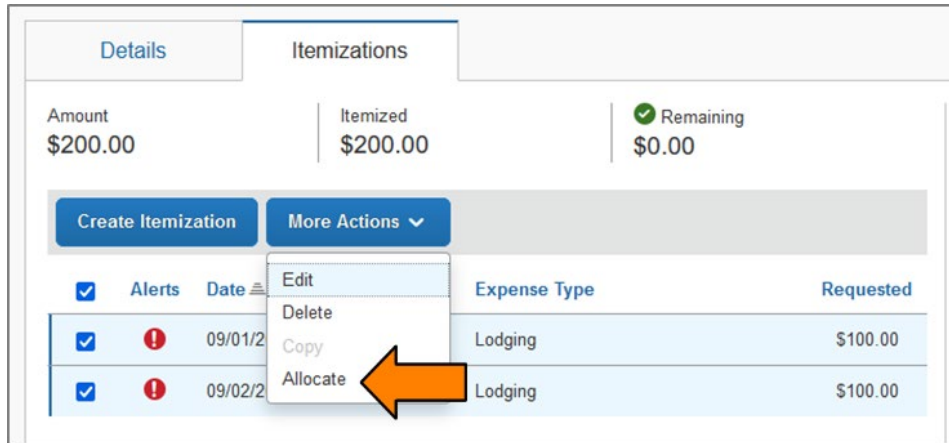
The third method of allocating expenses is at the individual expense line item or itemization level. All expense items, with the exception of lodging related expenses, can be allocated using the same process by clicking the Allocate, pie shaped icon located on the Details Tab.

Details

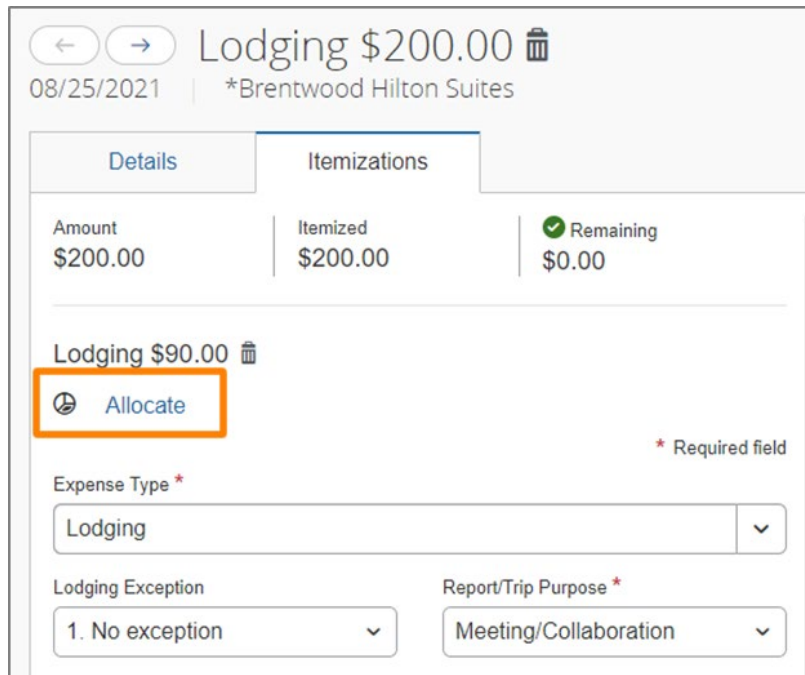
Itemizations

Allocate

Allocation for lodging expense types Lodging and Lodging Central Card is located on the Itemizations tab under the More Actions drop-down. Itemization items may be grouped by selecting multiple line items to Allocate.



Allocations can also be applied to individual itemizations by opening the line item and clicking the 'Allocate' link.



Travel Requests

Travel requests are allocated in essentially the same way as the expense reports. There are slight screen differences in labeling and for different functionalities between the two, but the functioning of this feature is the same between the two.

Request w/ Multiple Allocations \$300.00

Not Submitted | Request ID: 6DQP

Request Details ▼ | Print/Share ▼ | Attachments ▼

EXPECTED EXPENSES

Add
Edit
Delete
Allocate

<input checked="" type="checkbox"/> Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input checked="" type="checkbox"/> Train		11/28/2022	\$100.00	\$100.00
<input checked="" type="checkbox"/> Meals - Actual Attendees (2)		11/28/2022	\$200.00	\$200.00
				\$300.00

If you have questions or need additional assistance utilizing the University’s travel system, please contact travel@tennessee.edu.