1. Overview

Concur enables you to allocate expenses to multiple charge codes, so split the cost of a transaction across multiple Fund/Department/Project combinations.

2. Allocating a New Expense

Allocating a Single Expense Transaction

Select the expense you want to allocate from the Expenses List. Complete the details on the Expense tab then click on Allocate.

Allocating Multiple Expense Transactions

Select the expenses you want to allocate from the Expenses List. Click on the Allocate link.

3. Apply Allocations

After selecting Allocate the Allocations for Claim window will display

1. Click on dropdown menu and select either to allocate by Percentage or Amount.
2. Click on **Add New Allocation**. The first line will duplicate and split the dollar amount or percentage in halves automatically. If there are additional Charge Codes to allocate, click the Add New Allocation button again. The three identical lines will split the dollar amount or percentage in thirds.

3. Change the percentage/amount and Charge Code as required. For Percentage Allocation the total percentage must equal 100% and for Amount Allocation the Total Amount must equal the amount of the expense.

   **Note:** If you are going to reuse the same Charge Codes in the future, you can save them with **Add to Favourites** button. The saved Charge Codes can be retrieved under **Favourites** drop down list.

4. Once you have completed your allocations, click on **Save**. A confirmation message will appear to say your allocation has been saved. Click **Done**.

5. **Once the Transaction has been allocated**

Transactions that have been allocated will have a Full Allocation icon.
6. Review Allocation

Click or hover over the Full Allocation icon 🕵️

![Image](image.png)

To change any allocations, select the expense item and click on Allocate and follow steps above.

7. Additional Information

For additional information and user guides please visit the Concur Expense Management page:

https://services.anu.edu.au/information-technology/software-systems/concur-expense-management