

## Steps

1. Select all expenses, by checking the first tick as highlighted.

### EMF Conference Montreal \$3,092.51

Not Submitted | Request ID: 63XW

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#### EXPECTED EXPENSES

[Add](#) [Edit](#) [Delete](#) [Allocate](#)

<input checked="" type="checkbox"/>	Alert	Comment	Expense type	Details	Date	Amount	Requested
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Seminar Registration/Fees		05/25/2025	\$364.20	\$364.20 <small>Allocated</small>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Per Diem Allowance	Montreal, Quebec	05/25/2025	\$968.50	\$968.50 <small>Allocated</small>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Hotel	Montreal, Quebec	05/25/2025	\$1,530.00	\$1,530.00 <small>Allocated</small>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Car Mileage		05/25/2025	\$229.81	\$229.81 <small>Allocated</small>
							<b>\$3,092.51</b>

2. Click on Allocate

### EMF Conference Montreal \$3,092.51

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<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Car Mileage		05/25/2025	\$229.81	\$229.81 <small>Allocated</small>
							<b>\$3,092.51</b>

3. Click on Add to add the Budget Index.

Allocate

Expenses: 4 | \$3,092.51

Percent Amount

Amount \$3,092.51 Allocated 100% \$3,092.51 Remaining 0% \$0.00

Default Allocation

Code Default Amount USD \$3,092.51

Allocations (0)

+ Add Edit Remove Save as Favorite

4. Type the Budget Index Code, the list will populate the code, select it and save it.

SAP Concur Requests

Allocate

Expenses: 4 | \$3,092.51

Percent Amount

Amount \$3,092.51

Default Allocation

Code Default

Allocations (0)

+ New Allocation ★ Favorite Allocations

Index \* (MATHFU) CW25 - Math

Emp. Division School of Engineering Sci & Tech

Emp. Department Mathematics

Cancel Save

5.If required you may add another Budget Index Code by clicking on Add

**Allocate** X

Expenses: 4 | \$3,092.51

Percent Amount

Amount: \$3,092.51 | Allocated 100%: \$3,092.51 | Remaining 0%: \$0.00

Default Allocation

Code: **Default** Amount USD: \$0.00

Allocations (1) Add Edit Remove Save as Favorite

<input type="checkbox"/>	Index↑↓	Emp. Division↑↓	Emp. Department↑↓	Code†±	Amount USD
<input type="checkbox"/>	CW25 - Math	School of Engineering Sci & Tech	Mathematics	MATHFU-School of Engineering Sci & Tech-Mathematics	3,092.51

Cancel **Save**

6. After adding the Budget Index, type in the amount.

**SAP Concur** Requests Acting as Schnell, Rachel

**Allocate** X

Expenses: 4 | \$3,092.51

Percent Amount

Amount: \$3,092.51 | Allocated 100%: \$3,092.51 | Remaining 0%: \$0.00

Default Allocation

Code: **Default** Amount USD: \$1,092.51

Allocations (2) Add Edit Remove Save as Favorite

<input type="checkbox"/>	Index↑↓	Emp. Division↑↓	Emp. Department↑↓	Code†±	Amount USD
<input type="checkbox"/>	CW25 - Math	School of Engineering Sci & Tech	Mathematics	MATHFU-School of Engineering Sci & Tech-Mathematics	1,500.00
<input type="checkbox"/>	CW25 - School of Engr Science & Tech	School of Engineering Sci & Tech	Mathematics	SESTFU-School of Engineering Sci & Tech-Mathematics	500.00

Cancel **Save**

