Steps

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

Eľ	EMF Conference Montreal \$3,092.51						Copy Request	Delete Request
Not	Submi	itted Re	quest ID: 63X	N				
Rec	uest D)etails 🗸	Print/Share V	Attachments 🕜 🗸				
E	EXPECTED EXPENSES						Edit Dele	ete Allocate
	0	Alert↓↑	Comment <mark>↓</mark> ↑	Expense type↓↑	Details↓↑	Date↓₹	Amount↓↑	Requested↓↑
	 Image: A start of the start of	8	F	Seminar Registration/Fees		05/25/2025	\$364.20	\$364.20 Allocated
		8		Per Diem Allowance	Montreal, Quebec	05/25/2025	\$968.50	\$968.50 Allocated
		8		Hotel	Montreal, Quebec	05/25/2025	\$1,530.00	\$1,530.00 Allocated
		8		Car Mileage		05/25/2025	\$229.81	\$229.81 Allocated
								\$3,092.51

2. Click on Allocate

EMF	Con	ferenc	e Montreal \$3,092.51		Submit Request	Copy Request	Delete Request		
Not Subm	lot Submitted Request ID: 63XW								
Request [Details 🗸	Print/Share V	Attachments 🕜 🗸				. /		
EXPECTED EXPENSES							te Allocate		
	Alert↓↑	Comment↓↑	Expense type↓↑	Details↓↑	Date↓≓	Amount↓↑	Requested ↓ ↑		
	8	F	Seminar Registration/Fees		05/25/2025	\$364.20	\$364.20 Allocated		
	8		Per Diem Allowance	Montreal, Quebec	05/25/2025	\$968.50	\$968.50 Allocated		
	8		Hotel	Montreal, Quebec	05/25/2025	\$1,530.00	\$1,530.00 Allocated		
	8		Car Mileage		05/25/2025	\$229.81	\$229.81 Allocated		
							\$3,092.51		

3. Click on Add to add the Budget Index.

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 \$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 ~			0 8
		Add Allocation	x
Allocate		+ New Allocation 🔶 Favorite Allocations	
Expenses: 4 \$3,092.51		* Required field	
Percent	Amount	Index *	
	((MATHFU) CW25 - Math X Y	
\$3.092.51		Emp. Division	ining 0%
Default Allocation		School of Engineering Sci & Tech	
Code		Emp. Department	
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Allocations (0)			O Add Edit Re
		Cancel Save	

Allo	ate					×
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Am \$3	Amount \$3,092.51		Allocated 100% \$3,092.51		Remaining 0% \$0.00	
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Coc De	e fault					Amount USD \$0.00
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	Index↓↑	Emp. Division↓↑	Emp. Department↓↑	Code1ª		Amount USD
C	CW25 - Math	School of Engineering Sci & Tech	Mathematics	MATHFU-School of Engineering Sci & Tech-Mathematics		3,092.51
						Cancel

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

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

SAP Con	Cur Requests ∽					0	Acting as Schwell, Rachel
M Allocat	e						×
Expense	s: 4 \$3,092.51						
	Percent	Amount					
Amour \$3,0	, 92.51		Allocated 100% \$3,092.51		Remaining 0% \$0.00		
Defau Code	It Allocation						Amount USD
Defa	nult						\$1,092.51
Alloc	ations (2)					Add Edit	Remove Save as Favorite
	Index↓↑	Emp. Division↓↑	Emp. Depart	Emp. Department↓Î Code Î [≞]			Amount USD
0	CW25 - Math	School of Engineering Sci 8	Tech Mathematics	MATHFU-School of E	ngineering Sci & Tech-Mathematics	1,500.0	0
	CW25 - School of Engr Science & Tec	ch School of Engineering Sci 8	Tech Mathematics	SESTFU-School of Er	ngineering Sci & Tech-Mathematics	500.00	
-							Cancel Save