

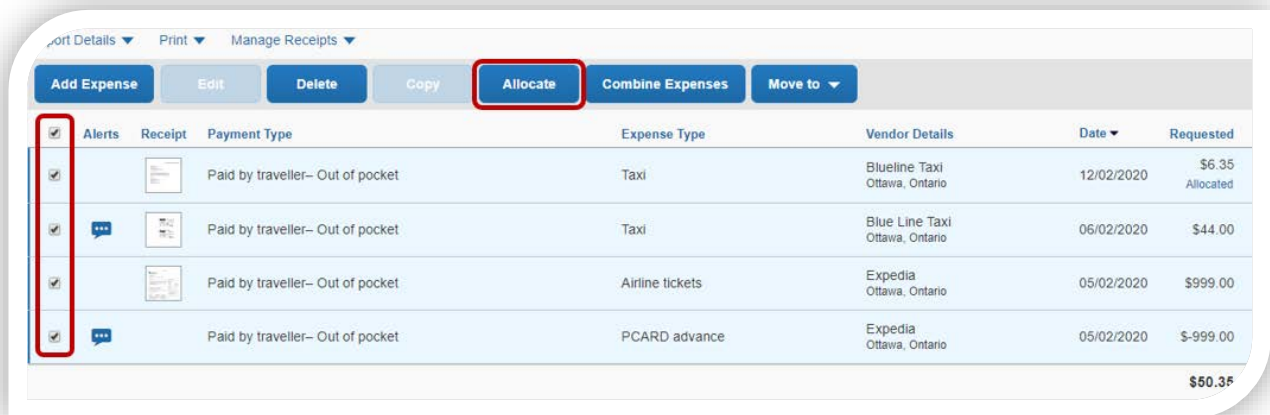
# ALLOCATING EXPENSES TO A DIFFERENT FOAP

## Concur expense management system

When you create a new expense report, all expenses are allocated by default to one FOAP. Concur allows users to allocate individual expenses to different FOAPs. If you have access to several FOAPs to cover the expenses of your trip, you can allocate your expenses the way you want.

### ALLOCATING YOUR EXPENSES TO A DIFFERENT FOAP

1. Select the expense(s) that need to be allocated to a different FOAP and select **Allocate**.



2. Choose to allocate these expenses by **Percent** or by **Amount**.
3. Select **Add** and choose the FOAPs to which these expenses should be allocated, fully or partially.
4. Once all the FOAPs have been added, **enter the percent or the amount to allocate** to each FOAP in the **last column** (Percent % or Amount CAD, depending on your selection at step 2), so that all the expenses are allocated. **You must allocate the full amount of the expense(s).**
5. Select **Save**.
6. Make sure you have allocated the expenses correctly.
7. To check that everything has been done properly, make sure that **Allocated** is mentioned under each expense that should be allocated to a different FOAP. You can also view the details of the allocation by selecting **Allocated** under the expense amount.

Requested
\$6.35 Allocated
\$44.00 Allocated
\$999.00 Allocated
\$-999.00 Allocated
<b>\$50.35</b>