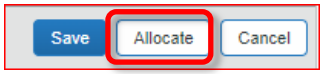
Allocating Expense(s) to Multiple Project Accounts

Objective: This section will go over how to allocate costs to multiple project accounts in both Request and Expense. This is used when your trip is funded by different cost centers / projects.

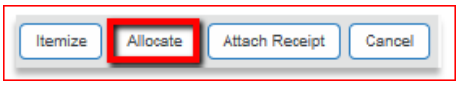
Note: The Allocations feature allows you to allocate expense to different cost centers / project accounts, which will be charged for those expenses. You can allocate a single expense such as a registration cost, or multiple expenses.

1. After adding all travel expenses, **select** an expense and **click** the *Allocate* button on the right.

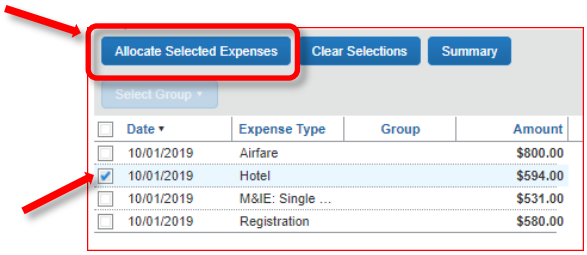
Request:



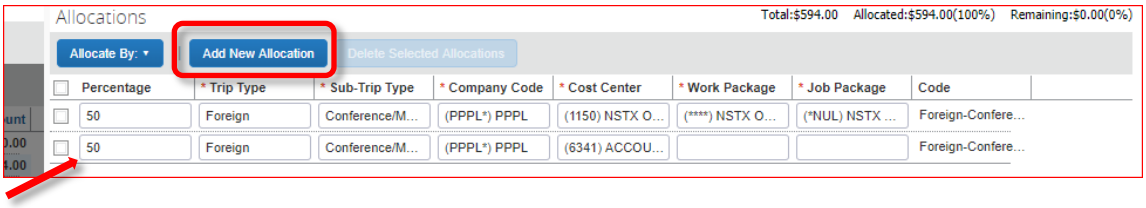
Expense:



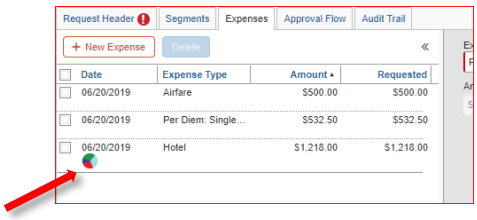
2. A popup screen for Allocations will appear. **Select** the expense types that need to be allocated. Then **click** the *Allocate Selected Expenses* button.



3. The cost center that was entered on the Header will appear with 100% allocation. **Click** on *Add New Allocation* to add a new cost center, and adjust the appropriate percentage of the allocations.



4. Once you have made all appropriate allocations, **click** *Save*. You will now see an indicator on the expense(s) that are being supported by multiple cost centers.



Contact **ConcurSupport@pppl.gov** for additional questions