



## DEPARTMENT OF GEOLOGY

### Costing Allocation instructions for hotel room sharing/ ride share.

Please note the following must be done at the expense stage if you were not able to split the cost of the hotel/ride share at time of purchase and are being reimbursed from different worktags.

This step must be completed by the individual who paid for the entire amount of the purchase on their personal credit card or their tcard.

This process will ensure that all costs are allocated correctly at the expense stage. Failure to do so will result in one Worktag bearing the entire expense.

To allocate an expense, please do the following:

- 1) Create New Expense
- 2) Enter required fields needed for the expense.
- 3) Select the Allocate Button

A screenshot of the Concur expense entry interface. At the top, there is a link "< Back to Report". Below it, the text "Hotel/Lodging \$350.00" is displayed with left and right arrow buttons. Underneath, there are two tabs: "Details" and "Itemizations". The "Itemizations" tab is active, and within it, the "Attendees (1)" section shows a button labeled "Allocate" which is circled in orange. Below the attendees section, there is a field for "Expense Type \*" with "Hotel/Lodging" entered. At the bottom, there are fields for "Date Range \*" and "Nights: Transaction".



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## 4) Select the “Add Button.”

(You can keep the allocation as percentage or amount, whatever does the job.)

The screenshot shows the 'Allocate' form with the following details:

- Expenses: 1 | \$350.00
- Buttons: Percent (selected), Amount
- Amount: \$350.00
- Allocated: \$350.00, 100%
- Remaining: \$0.00, 0%
- Default Allocation
- Code: 01-USource-US003001
- Percent %: 100
- Allocations (0)
- Buttons: Add (circled in orange), Edit, Remove, Save as Favorite

## 5) Enter Type (Grant, Usource, Gift or Project) and Enter Worktag. Hit Save.

(DO NOT use the Worktag listed below. That is an example only.)

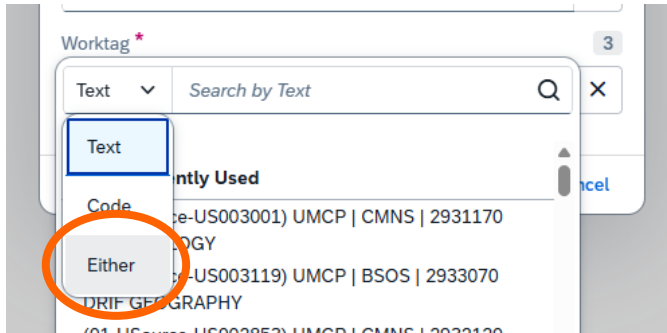
The screenshot shows the 'Add Allocation' form with the following details:

- Buttons: + New Allocation (selected), ★ Favorite Allocations
- Company: (01) UMCP
- Type: USource
- Worktag: (US003001) UMCP | CMNS | 2931170 DRIF GEOLOGY
- Buttons: Save, Cancel



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**TiP: Select “Either” and start slowly typing your Worktag.**



## 6) Update Percentage (or amount)

01-USource-US003001

Allocations (1)

	Company	Type	Worktag	Code	Percent
<input checked="" type="checkbox"/>	UMCP	USource	UMCP   CMNS   2931170 DRIF GEOLOGY	01-USource-US003001	50

## 7) Click Save.

## 8) Update Comment.

Please be sure to include the following information in the comment.

- Name of individuals you shared the Uber or room with
- Their approved trip ID
- Worktag they are being reimbursed from

Comment

Room share with the following (50/50 split):  
Janice Doe, Trip ID AB12, Worktag GR120346