

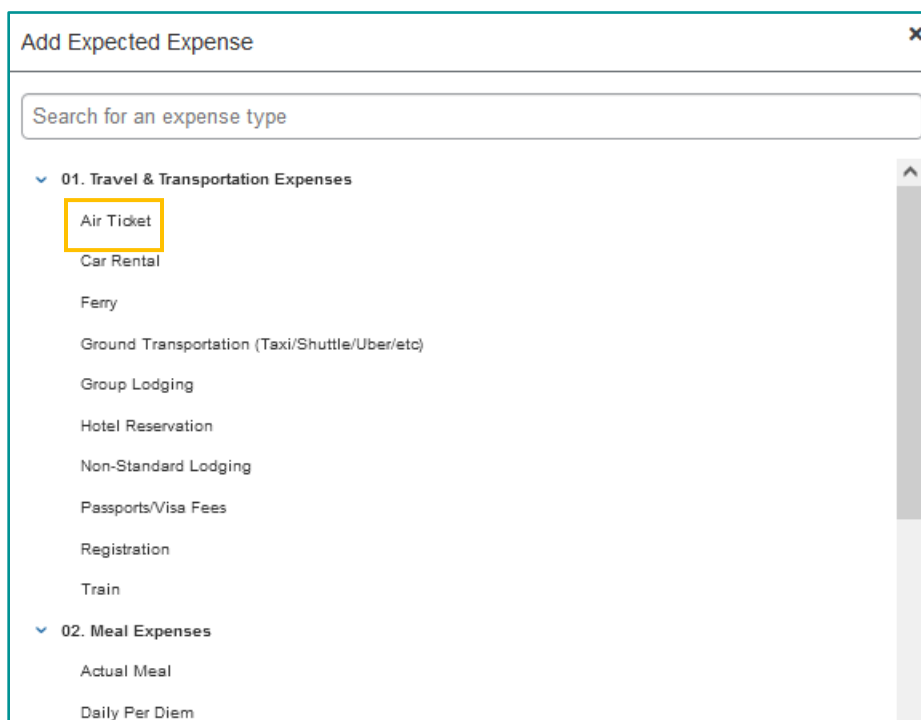
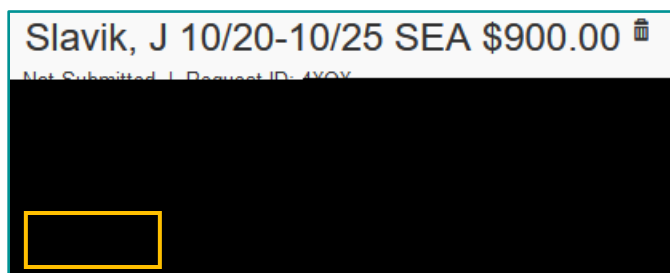
# Request Expected Expenses

Location for documenting Expected Expenses for the trip including airfare, lodging, car rental, registration, other ground transportation, and per diem. Users can also allocate expenses to additional funding sources other than the primary funding in the Header.

For airfare, lodging, and car rental, information entered in Expected Expense drives data populated in the Travel module when booking the trip. If only using the Travel module to book airfare but booking lodging and/or car rental outside of Concur, still enter all applicable components as Expected Expenses. The lodging and car rental are skippable during booking (airfare is not).

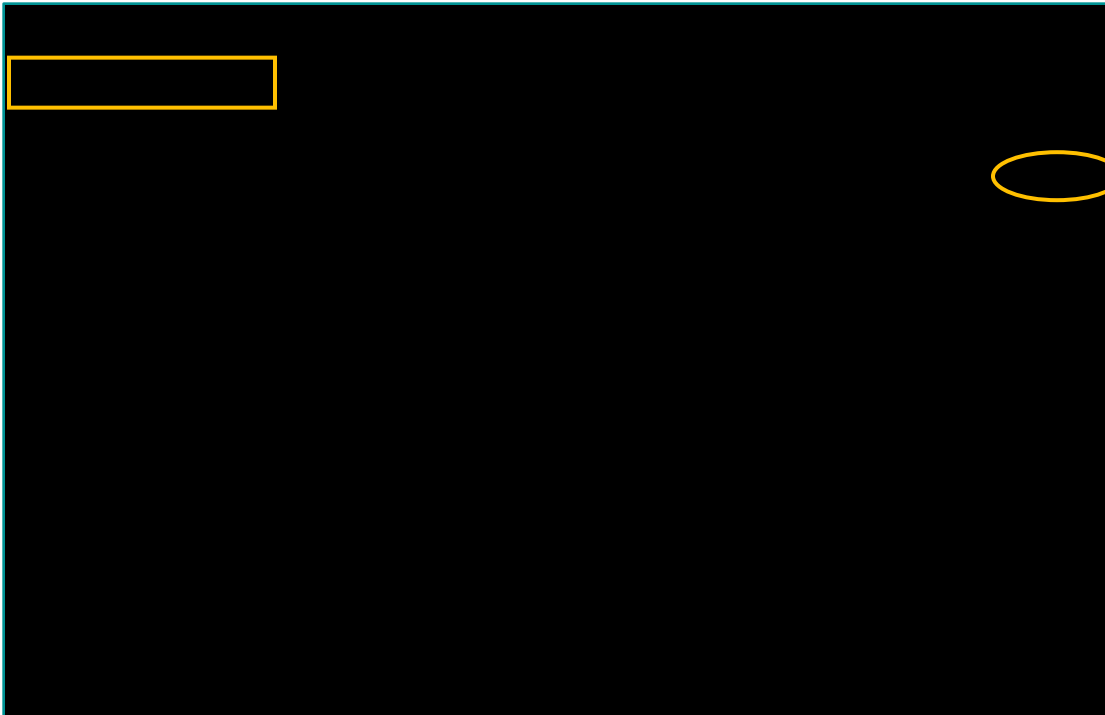
## Add

1. Click “Add” and then select the Expense Type from the pop-up menu



2. Enter Expense information as required and Save

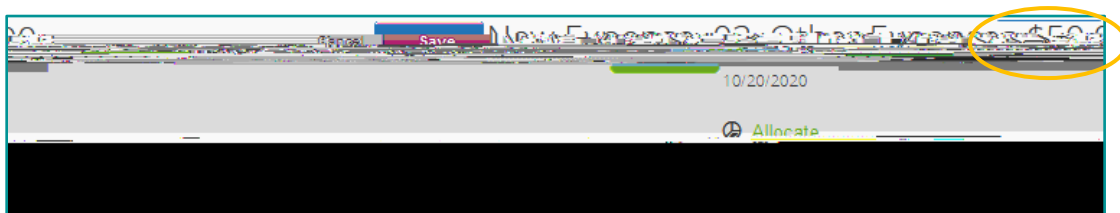
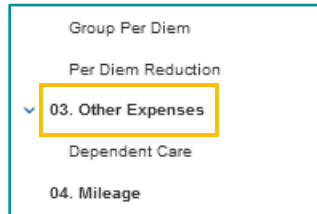
- a. Amount entered for each expense is the total estimated business cost
- b. Type of airfare routing during booking is restricted to the information entered in the Expense (i.e. round trip, one way, or multi-segment)
  - i. If flight will include a layover longer than 4 hours, must choose multi-segment
  - ii. If trip includes a personal deviation, enter routing type based on the business-only
- c. Dates, times, and location for airfare, lodging, and car rental are adjustable during booking with some restrictions
  - i. Cannot change airfare to a multi-city search
  - ii. For a car rental at the airport location, make sure the city location includes an airport code (e.g. "Dallas, TX" returns rental locations in the city of Dallas while "Dallas, TX- DFW Dallas Fort Worth International" returns rental locations at the airport)



- d. "Daily Per Diem" calculates based on the final destination and business travel dates in the Header; meals and other deduction options are available on the Report

A screenshot of a software form. At the top, there are buttons for "Cancel" and "Save". Below that, there is a date field "10/20/2020" and a button "Allocate". The form has several input fields: "Business Travel End Date" with the value "10/25/2020", "Business Travel Start Date" with the value "10/20/2020", "Transaction Amount", "Currency", and "Destination City". The "Destination City" field contains "Seattle, Washington" and the "Currency" field contains "US, Dollar".

- e. Use “Other Expenses” to capture expenses without an assigned Expense Type (e.g. supplies or parking); more specific designations are available on the Report



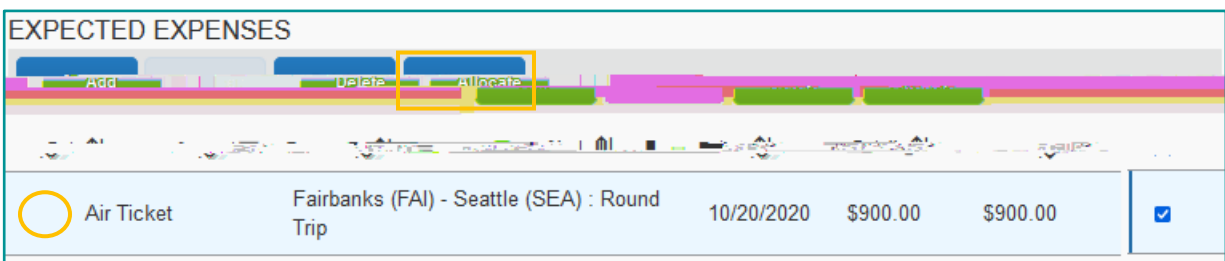
3. Once saved, the options to Edit, Delete, and Allocate are available

**Remember:** The Request provides expected estimates of trip costs for the purposes of pre-trip approval and budgeting. True costs, expense itemizations, and final allocations are recorded on the Report.

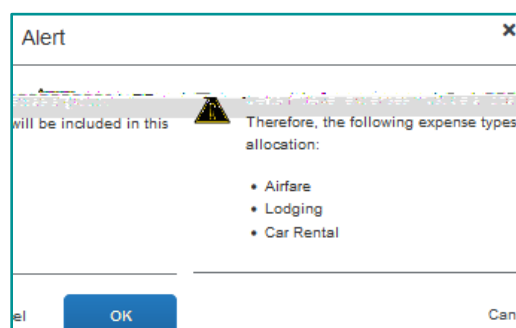
## Allocate

Allocating expenses on the Request informs Concur if additional approval routings are needed outside of those driven by the primary funding in the Header. Allocations also formally document additional funding sources for the purposes of approval and budgeting.

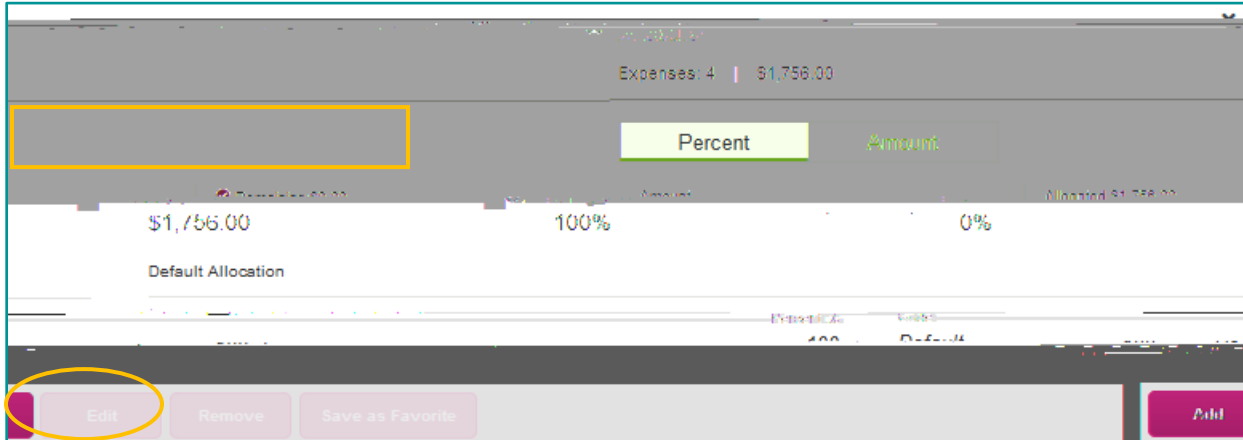
1. Select expenses to allocate and click Allocate



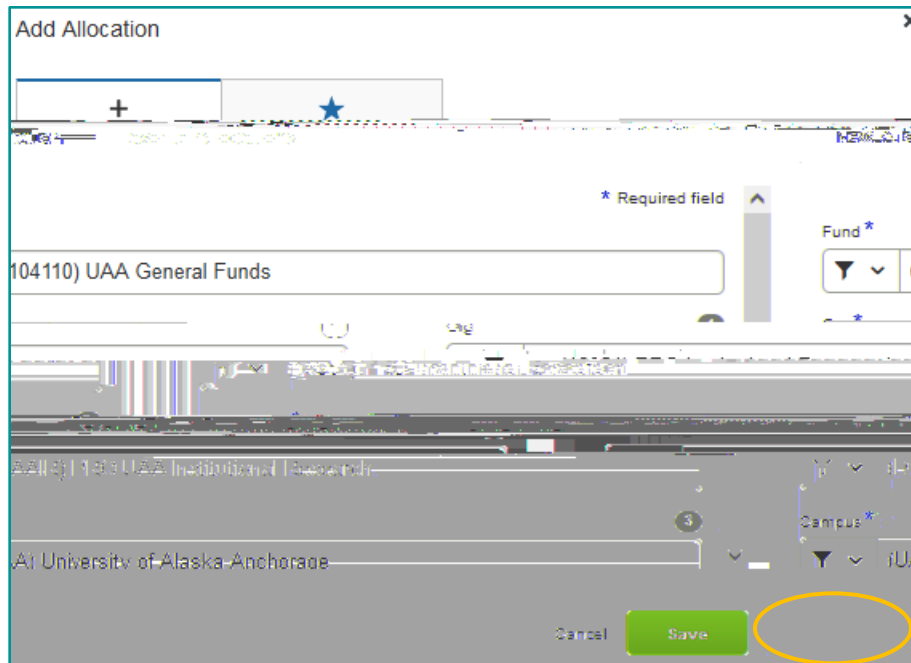
- a. Airfare, lodging, and car rental (segments) are allocated together on the Request
- b. The option to separately allocate segments is available on the Report



2. Select “Percent” or “Amount” to allocate based on percentage or amount and click “Add”



3. Either enter the funding information under New Allocation or select saved funding from Favorite Allocations and Save



4. If assigning the cost of selected expense(s) to multiple funding sources, add each additional funding source (including Header funding if applicable) and Save
5. Adjust the “Percent %” or “Amount USD” distribution accordingly

<input type="checkbox"/>	Fund ↓↑	Org ↓↑	Department ↓↑	Campus ↓↑	Activity Code ↓↑	Code ≡	Percent %
<input type="checkbox"/>	SW General Funds	Financial Systems	Financial Systems	University of Alaska Statewide		101010-80042-D8FNSY-SW	75
	PRC UAA Institutional Research	University of Alaska Anchorage		104110-13061-D8FAIR-UAA		25	PRC Institutional Research

- Click “Save as Favorite” to save the funding string for quick application to future allocations



Save as Favorite ✕

Favorite Name

SW & UAA Travel

- Once added, the allocation is available in the Favorites Allocations list

Add Allocation

+

New Allocation

★

Favorite Allocations

Selected

SW & UAA Travel

- Allocated expenses are noted under the “Requested” amount

Requested ↑	Alerts ↑	Expense type ↑	Details ↑	Date	Amount ↑	
Seattle (SEA) : Round	10/20/2020	\$900.00	\$900.00 <small>Allocated</small>	<input type="checkbox"/>	Air Ticket	Fairbanks (FAI) - Seattle Trip
	10/20/2020	\$456.00	\$456.00	<input type="checkbox"/>	Daily Per Diem	Seattle, Washington <small>Allocated</small>
02. Other						
Seattle, Washington	10/20/2020	\$200.00	\$200.00	<input type="checkbox"/>	Hotel Reservation	<small>Allocated</small>
Rental	Seattle, Washington - Seattle, Washington	10/20/2020	\$200.00	\$200.00	<input type="checkbox"/>	Car Rental <small>Allocated</small>
					<b>\$1,806.00</b>	