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Allocating Expenses ^[1]

In the Concur Travel & Expense System, allocating refers to assigning, changing or splitting the SpeedType(s) for an expense. All expenses that require allocation must be allocated before the report can be submitted for approval.

Watch a Video:

[Allocating Expenses](#) ^[2]

Or you can read the step-by-step below

Files:



[sbs-step-3-allocating-expenses-061215.pdf](#)^[3]

Source URL: <http://www.cu.edu/psc/training/allocating-expenses>

Links:

[1] <http://www.cu.edu/psc/training/allocating-expenses>

[2] <http://www.cu.edu/psc/allocating-expenses>

[3] <http://www.cu.edu/sites/default/files/policies/40929-allocating-expenses/files/sbs-step-3-allocating-expenses-061215.pdf>