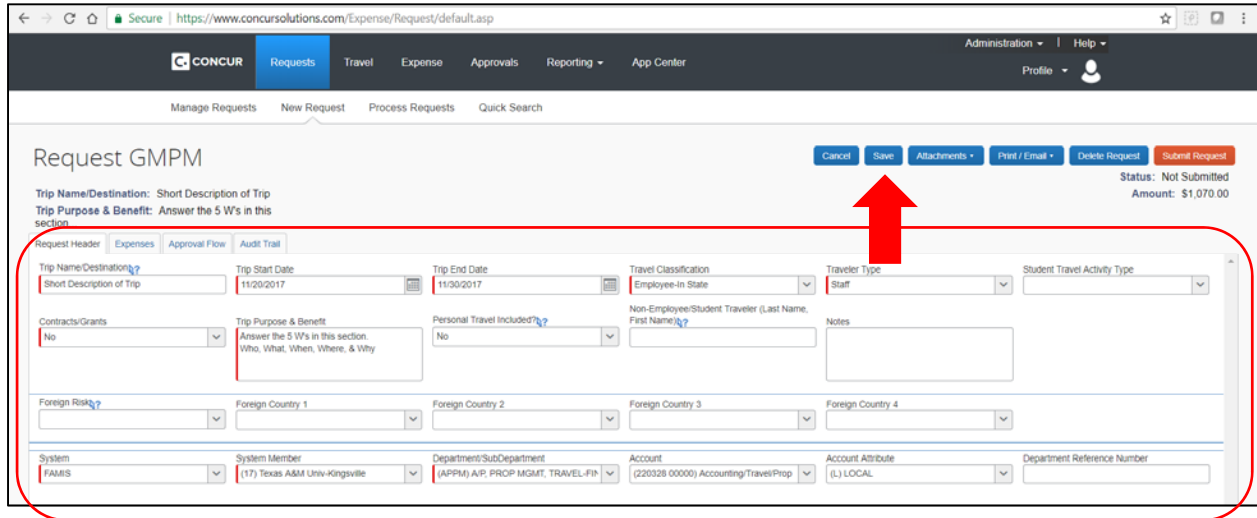


# How to Allocate Estimated Expenses in a Travel Request

First, begin a New Travel Request in Concur. Complete all red fields, as well as the Account and Account Attribute, as shown above. If this is Student Travel, also complete the Student Travel Activity Type field. If Foreign Travel, complete those fields as well. Then click **Save**.



Request GMPM

Cancel Save Attachments Print/Email Delete Request Submit Request

Status: Not Submitted  
Amount: \$1,070.00

Trip Name/Destination: Short Description of Trip  
Trip Purpose & Benefit: Answer the 5 W's in this section

Request Header Expenses Approval Flow Audit Trail

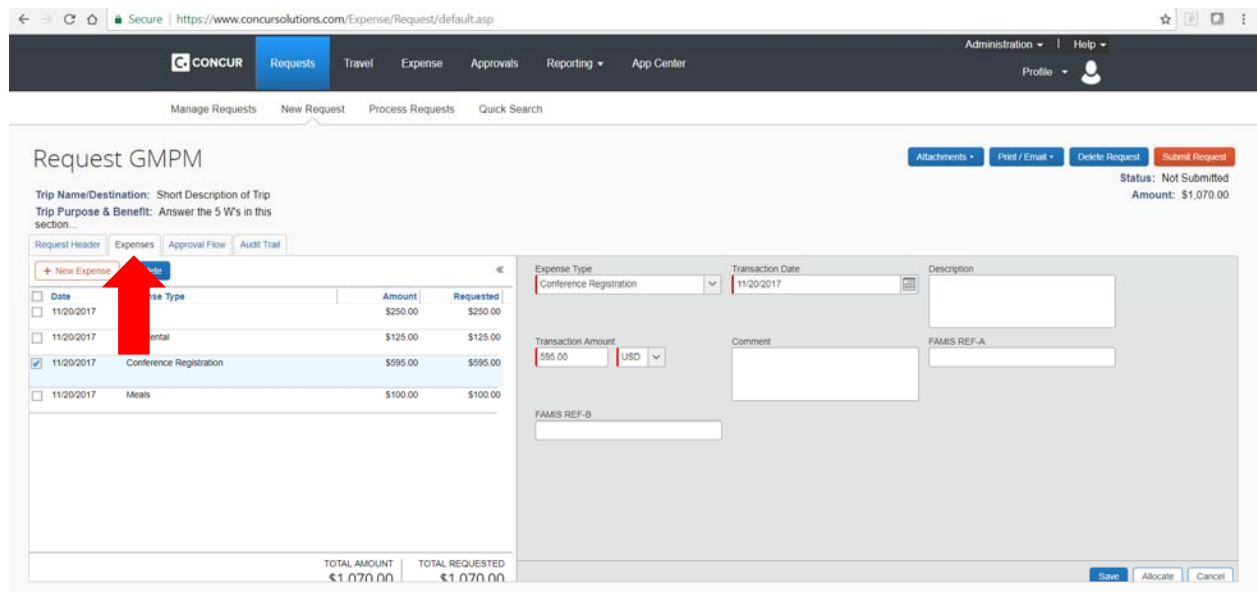
Trip Name/Destination: Short Description of Trip  
Trip Start Date: 11/20/2017  
Trip End Date: 11/30/2017  
Travel Classification: Employee-in State  
Traveler Type: Staff  
Student Travel Activity Type: [Empty]

Contracts/Grants: No  
Trip Purpose & Benefit: Answer the 5 W's in this section. Who, What, When, Where, & Why  
Personal Travel Included: No  
Non-Employee/Student Traveler (Last Name, First Name): [Empty]  
Notes: [Empty]

Foreign Risk: [Empty]  
Foreign Country 1: [Empty]  
Foreign Country 2: [Empty]  
Foreign Country 3: [Empty]  
Foreign Country 4: [Empty]

System: FAMIS  
System Member: (17) Texas A&M Univ-Kingsville  
Department/SubDepartment: (APPM) AP, PROP MGMT, TRAVEL-FIN  
Account: (220328 0000) Accounting/Travel/Prop  
Account Attribute: (L) LOCAL  
Department Reference Number: [Empty]

Click the second tab, **Expenses**, and begin entering your estimated travel expenses. If any estimated expenses need to be allocated/encumbered to another account, then click on the line item, then click the **Allocate** button (in the bottom right hand corner).



Request GMPM

Attachments Print/Email Delete Request Submit Request

Status: Not Submitted  
Amount: \$1,070.00

Trip Name/Destination: Short Description of Trip  
Trip Purpose & Benefit: Answer the 5 W's in this section

Request Header Expenses Approval Flow Audit Trail

+ New Expense

Date	Expense Type	Amount	Requested
11/20/2017	[Empty]	\$250.00	\$250.00
11/20/2017	Rental	\$125.00	\$125.00
11/20/2017	Conference Registration	\$595.00	\$595.00
11/20/2017	Meals	\$100.00	\$100.00

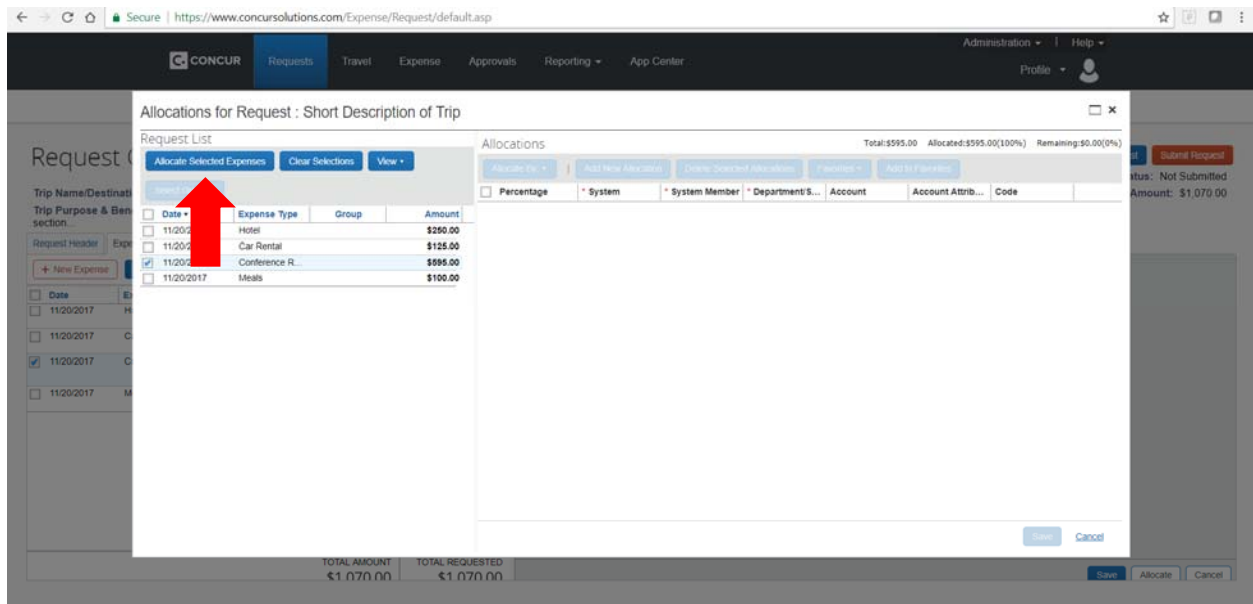
TOTAL AMOUNT: \$1,070.00  
TOTAL REQUESTED: \$1,070.00

Expense Type: Conference Registration  
Transaction Date: 11/20/2017  
Description: [Empty]

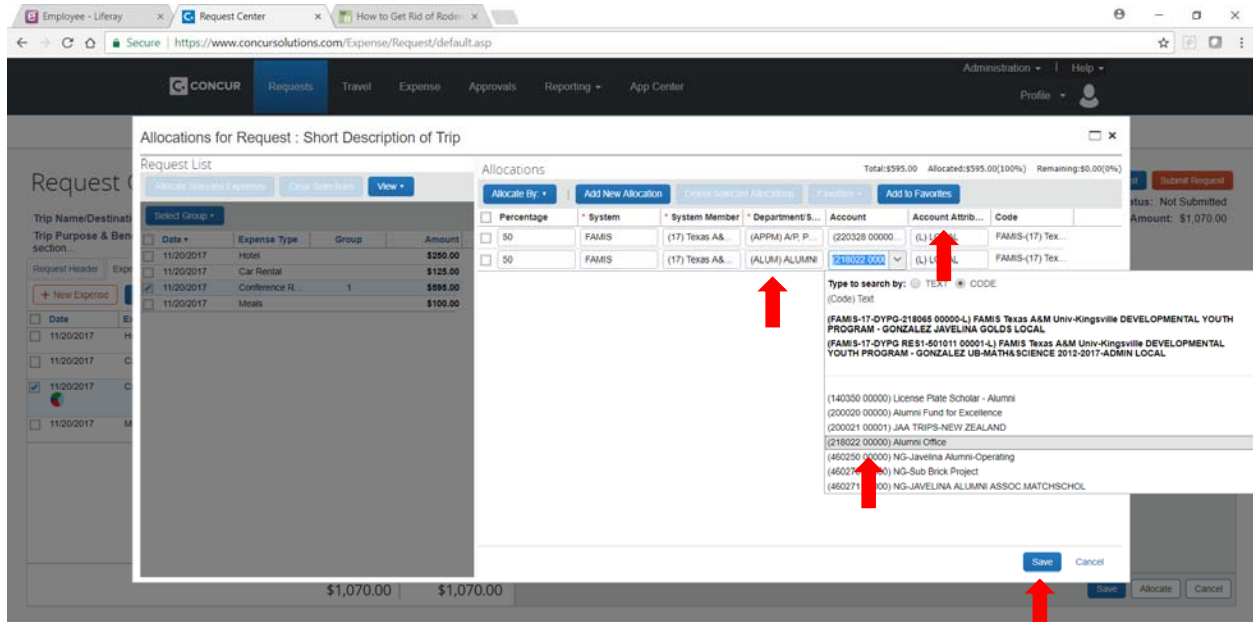
Transaction Amount: \$595.00 USD  
Comment: [Empty]  
FAMIS REF-A: [Empty]  
FAMIS REF-B: [Empty]

Save Allocate Cancel

Choose the line item(s), then click **“Allocate Selected Expenses”**.



Allocate either by Percentage or Amount. The example shown below is by Percentage. Choose the Dept/Sub-Dept, Account, and Account Attribute for each account that you allocate to, by clicking on the box, then dropping down to select.



When completed, click **Save**. Then submit your Travel Request.