Add New Allocation

Allocations   Total:$850.00   Allocated:$850.00(100%)   Remaining:$0.00(0%)

	Percentage	* Cost Object Ty...	* Cost Object	Code
	100	(CC) Cost Center	(2105120001)	(UNS005) Sand...

Add New Allocation   Delete Selected Allocations   Favorites   Add to Favorites   Allocate By ▾

Save   Cancel

Allocations   Total:$850.00   Allocated:$850.00(100%)   Remaining:$0.00(0%)

	Percentage	* Cost Object Ty...	* Cost Object	Code
5) Sand...	50	(CC) Cost Center	(2105120001) ...	(UNS00
5) Sand...	50	(CC) Cost Center	(2101010006) ...	(UNS00

Cancel   Save

Allocate By: ▾

- ● Percentage
- Amount

Allocations... Total:$950.00   Allocated:$950.00(100%)   Remaining:$0.00(0%)

Add New Allocation   Delete Selected Allocations   Favorites   Add to Favorites   Allocate By:

	Percentage	* Cost Object Ty...	* Cost Object	Code
☐	50	(CC) Cost Center	(2105120001) ...	(UNS005) Sand...
☐	50	(CC) Cost Center	(2101010006) ...	(UNS005) Sand...

Save   Cancel

Request 20UP

Status: Not Submitted
Amount: $987.00   Request/Trip Name: Boston, MA

Reason/Business Purpose: Meeting with Boston University S...

Request Header   Segments   Expenses   Approval Flow   Audit Trail

+ New Expense   Delete

appropriate expense type below or type the expense type in the field above. To expense on the left side of the page...

	Date	Expense T...	Amount	Requested
☐	09/10/2018	Airfare	$450.00	$450.00

To create a new expense, click the edit an existing expense, click the...

06. Other ...   01. Transportation   03. Food/Meals...

TOTAL AMOUNT   TOTAL REQUESTED
$987.00 $987.00

Delete Request   Submit Request   Request 20UP   Attachments   Print/Email

Status: Not Submitted
Amount: $987.00

Boston, MA
...: Meeting with Boston...

Expenses   Approval Flow   Audit Trail

+ New Expense   Delete

Lodging $300.00 $300.00   ☐ 09/10/2018

Fuel/Gas   Meal (including tip)   Misc Travel-parking/tolls/etc   ☐ 09/10/2018   Meal (inclu... $207.00 $20...

Allocate