



Add New Allocation

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
100	(CC) Cost Center	(2105120001)	(INS005) Sand

Save Cancel

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

Allocate By

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

Cancel Save

Allocate By

Percentage

Amount

Percentage

Amount





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

Allocate By: Add New Allocation Add to Favorites Allocate By: Add to Favorites

<input type="checkbox"/> Percentage	* Cost Object Ty...	* Cost Object	Code
<input type="checkbox"/> 50	(CC) Cost Center	(2105120001) ...	(UNS005) Sand...
<input type="checkbox"/> 50	(CC) Cost Center	(2101010006) ...	(UNS005) Sand...

Save Cancel



Request 2018

Business Purpose: Meeting with Boston University S...

+ New Expense Delete

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

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

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

TOTAL AMOUNT \$987.00 TOTAL REQUESTED \$987.00

Expenses

+ New Expense Delete

09/10/2018

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







