Expense Report - Allocation (Funding)

This training provides a brief overview on completing allocations (or funding) for Expense Reports (ER). Same rules in this training apply to Pre-Approvals (PA), but all funding is done at the Header level and not the line item level.

1. Allocation: Unlike on the PA (where the user inserts the funding on the header), the Expense Reports have funding placed on each line item. Insert the desired fund number into the space, or the user can also search by fund number or fund title. (Note: The first time you insert a line item the Allocation space will be blank, but each subsequent expense items submitted will default to the original funding selected for that Expense Report).
2. Add Allocation: If the expense line item is to be split between funds, select this button to bring up another allocation space.

3. Insert the fund here. In this example, this expense is going be partially paid by Foundation. Non-Reimbursable Personal Expense will be inserted into this space.

4. Split Equally/Clear Splits: The user can split the funding 50/50 or clear the splits entered.
5. The Non-Reimbursable Personal Expense fund type has drop-down with several options to choose from:
   a. Disallowed: This expense will not be covered by any entity
   b. Fleet Services
   c. HokieMart
   d. Other
   e. PCard
   f. VTF-Reimbursable: Select this option if a VTF-fund will cover a portion of the expense line item. VTF funds are not options in the University version of Chrome River. The VTF portion of the reimbursement will need to be completed in the Foundation’s version of Chrome River. The user must still enter that the expense will be covered by VTF for documentation purposes.
   Note: If VTF is selected, the fund number this is being allocated to should be entered into the “Description” field of the expense line item.
The user can manually enter splits by changing the percent or the dollar amount. (i.e. in this example change the $25.00 Non-Reimbursable to $20.00.) If the funding needs to be split further, select the “Add Allocation” button again in order to add more funds.