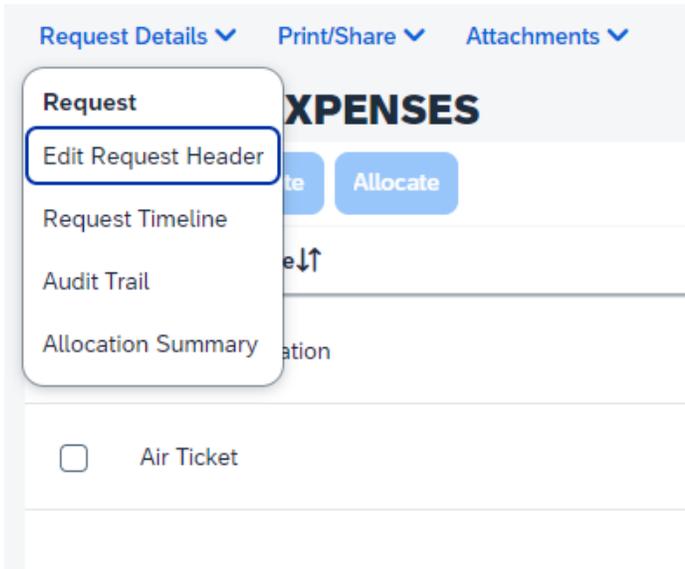


Allocate ALL Expenses to A Different Speedchart

To Allocate ALL expenses to one non-default speedchart:

- Or, to allocate specific expenses to a different speedchart [Skip to Next Page](#)

1. Click on Request Details and then Edit Request Header



2. Click on the Speedchart box and enter the speedchart number. Click Save.

Start Date * 11/01/2024

End Date * 11/04/2024

Purpose * Test 2 Trip

SpeedChart 2

Code Search by Code

Most Recently Used

- HSS-Dean HIST 1 (DHST1)
- HSS-HIST Start Up 1 (HPSU1)
- HSS-History & Philosophy (02040)
- HSS-History & Philosophy (R2040)

Employee First Name

Employee Last Name

0/500

Cancel Save

3. This will set the new speedchart as the default for this request and all expenses will be allocated to the new speedchart.

Allocate Specific Expenses to Separate Speedcharts

1. Select relevant expenses using checkboxes. Click on blue Allocate button.

<input type="checkbox"/>	Expense type↑↓	Details↑↓
<input checked="" type="checkbox"/>	Hotel Reservation	Chicago, Illinois
<input type="checkbox"/>	Air Ticket	Atlanta (ATL) - Chicago (CHI) : Round Trip

2. Select Amount and then Add.

Expenses: 3 | \$1,050.00

Percent	Amount	Allocated 100%
Amount		\$1,050.00
Default Allocation		\$1,050.00

Code
Default

3. Search for applicable speedcharts. Add home AND new funding source. Click Save after each.

Add Allocation ✕

★ Favorite Allocations

* Required field

Department/Speed Chart 2

HSS-History & Philosophy (02040) ✕ ▼

Cancel

4. Enter amount to be allocated to each speedchart.

***If no funding is used from the home department allocate \$0.00 to it.**

Percent Amount

Amount \$1,050.00 Allocated 100% \$1,050.00 Remaining 0% \$0.00

Default Allocation

Code **Default** Amount USD \$0.00

<input type="checkbox"/>	Department/Speed Chart	Code	Amount USD
<input type="checkbox"/>	HSS-History & Philosophy	02040	<input type="text" value="0.00"/>
<input type="checkbox"/>	HSS-Dean HIST 1	DHST1	<input type="text" value="1,050.00"/>

5. Click Save.

Expenses: 3 | \$1,050.00

Percent Amount

Amount \$1,050.00 Allocated 100% \$1,050.00 Remaining 0% \$0.00

Default Allocation

Code **Default** Amount USD \$0.00

<input type="checkbox"/>	Department/Speed Chart	Code	Amount USD
<input type="checkbox"/>	HSS-History & Philosophy	02040	<input type="text" value="0.00"/>
<input type="checkbox"/>	HSS-Dean HIST 1	DHST1	<input type="text" value="1,050.00"/>

*6. Repeat until all expenses allocated.