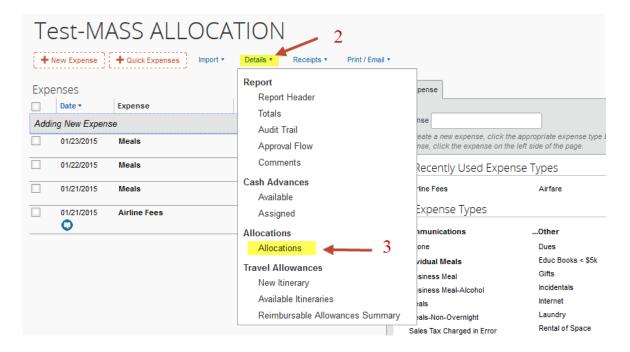# Mass Allocation as Approver or Traveler

1) Open the expense report.
2) Click Details
3) Click Allocations

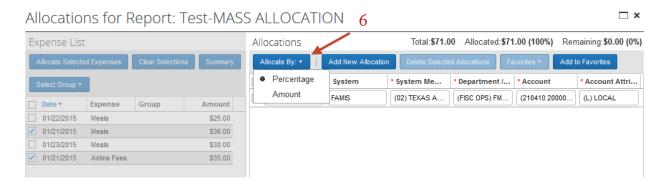4) Use the checkboxes to select the expenses you want to allocate
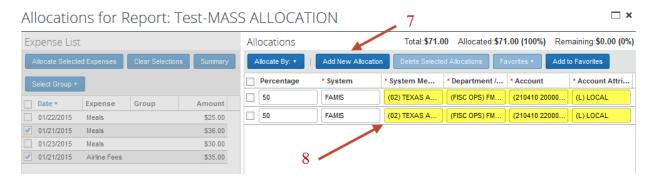5) Click "Allocate Selected Expenses"

6) Click Allocate by and select either percentage or amount

7) Click add new allocation
8) Enter Accounting information

9) Click Save
10) Click OK
11) Click Done
12) Selected expenses will now show as allocated