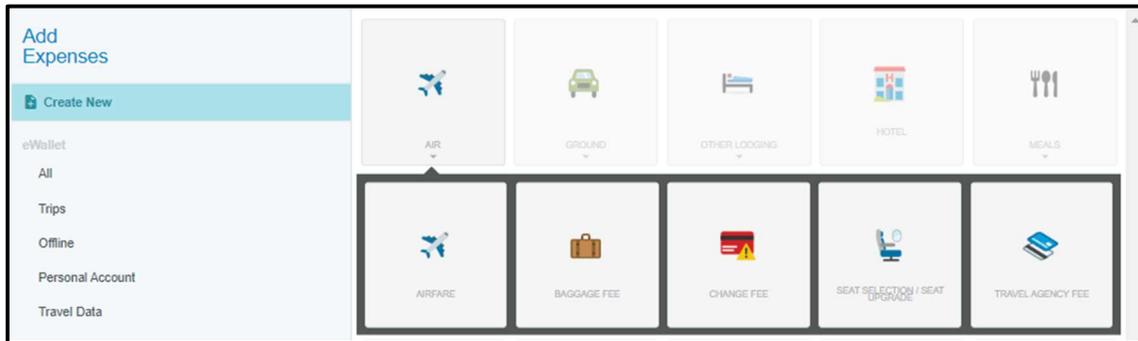


CHROME RIVER QUICK GUIDE: SPLITTING BETWEEN MULTIPLE ALLOCATIONS

Chrome River can allow the user to split an expense between multiple allocations (Indexes).



After selecting the appropriate expense, you will then enter the first allocation (Index) that you would like to use. You have the choice to split by dollar amount or percentage. If you want to split by dollar amount, you will click the **ADD ALLOCATION** option and select each new allocation that you would like to use and input the dollar amount for each allocation. The dollars amount must equal the amount of the expense request. If you want to allocate by percentage, you will input the percentage amount in each box you see below. The system will automatically update the dollar amount field based on the Amount of the expense type.

The screenshot shows the 'Airfare' expense form. Fields include: Date (01/09/2023), Amount (500.00 USD), Airline (American), Class (Economy), and checkboxes for 'Travel 8 hours consecutive?' and 'Agency Card'. A note states: 'Receipt must include itinerary, seating class and proof of payment.' The 'Allocation' section has 'Split Equally' and 'Clear Splits' buttons. Below are two allocation rows:

Allocation	Percentage	Amount
W121310 STATE Travel Office	20%	100.00
W120168 STATE General Accounting Office	80%	400.00
Total	100%	500.00

If you click on **Split Equally**, the system will automatically split it 50% by 50%. If you want to clear the splits and start over, you have the **Clear Split** Option.

This close-up shows the 'Allocation' section with two yellow arrows pointing to the 'Split Equally' and 'Clear Splits' buttons. The allocation table below shows the result of clicking 'Split Equally':

Allocation	Percentage	Amount
W121310 STATE Travel Office	50%	250.00
W120168 STATE General Accounting Office	50%	250.00
Total	100%	500.00