Registration Fees and Membership Dues – One Receipt

If a membership fee was paid along with a registration fee, then this will require two separate entries because membership fees have a different expense account code for allocations.

Click the registration line item in the Expense Report and then click **Edit**.

The Date field should be the date of the receipt.

The Spent field should be the total amount on the receipt.

Scroll down to the Allocation section and select **Add Allocation**.

In the new allocation line, type **Personal Matter**. Select it from the drop-down menu.

Allocation

		Split Equally	Clear Splits

✕	03090 U-10001-03090-1400 Procurement	100.0 %	700.00	◄
✕	Personal	0.00 %	0.00	◄
	⟲ PERSONAL MATTER ⬅			
		100 %	700.00	

Change the amount in the first allocation line to the amount of the registration. Change the amount in the Personal Matter line to the amount of the membership.

Make sure a receipt is attached.

Click **Save**.

	Cancel	Save

Date	02/07/2019 📅
Spent	700.00 🔢 USD
Business Purpose	Attending ABC Conference to learn about XYZ Software for my department
Description Optional	
Direct Pay to Vendor?	☐
Vendor Optional	-- Select -- ▼
GL Account	70310

Allocation

		Split Equally	Clear Splits

✕	03090 U-10001-03090-1400 Procurement	71.43 %	500.00	◄
✕	PERSONAL MATTER	28.57 %	200.00	◄
		100 %	700.00	

Add the Membership Dues sub-mosaic tile, located in the Professional Development mosaic tile.
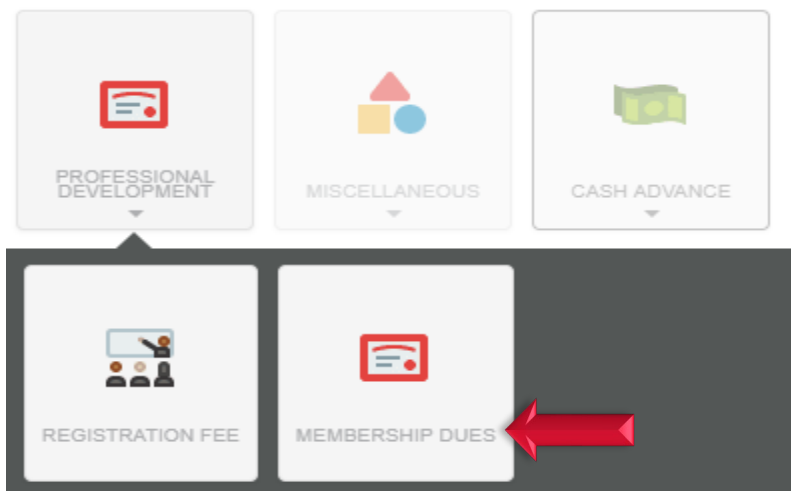
This sub-mosaic tile will require the following fields to be populated:
- **Date**: date of receipt
- **Spent**: total of the membership portion.
  - *Tip*: Should be the same amount entered in the Personal Matter allocation line in the previous step.
- **Attachments**: receipt related to the expense

Scroll down to the Allocation section.

If the Personal Matter allocation line is visible, then delete it by clicking the X to the left of the allocation line.

Click **Save**.