**TRAVEL APPLICATION**

Expense

**HELPFUL HINTS**

The Firefly travel application does not require dashes for WBS numbers.

**PROCEDURE**

To split fund an expense, click +

![Expense Receipt Cost Distribution Attachments](image)

An additional cost distribution line appears.

![Cost Distribution](image)

1. Edit the percentage amount for each.
2. Change the cost object if applicable.
3. Search for the cost object by clicking .
DELETE A COST DISTRIBUTION

To remove an added cost distribution line, click \( \times \).

Adjust the distribution amount back to 100.