TRAVEL APPLICATION

Expense

HELPFUL HINTS

With an expense report, split funding is available on the report header or within each expense line.

PROCEDURE: SPLIT FUNDING ON REPORT HEADER

The cost object can be edited within an expense report.

1. Distribution: by percentage, must equal 100.
2. Cost Object Type: select Cost Center or WBS
3. Cost Object: search for the cost center or WBS.

To create additional lines, change the Distribution to a different percentage and click +.
Change the cost object type (if needed) and click to search for a new number.

Continue to add more cost distribution lines if needed.

**PROCEDURE: SPLIT FUNDING ON EXPENSE TYPES**

To create additional lines within the expense type, change the *Distribution* to a different percentage and click **+**.
Change the cost object type (if needed) and click to search for a new number.

When searching for a cost object, enter the number without dashes. Do not enter search criteria in the other fields.

Once the cost object has been located, click on OK.
Continue to add more cost distribution lines if needed.