Updated April 18, 2024

## **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.

<		Travel Expense	
Employee ID: 43081	Name: SHANNON POPPE Campus: UNCA	Report Number: 6900011100	
<		Approval Log 🗇 Approval Flow 🔂 Print 🖫 Save 🕃 Submit for Approval	
Expected Expense Personal/International Travel	Cost Distribution Expense Types		_
Cost Distribution			
1 2	3		+
Distribution Cost Object Type	Cost Object	Description	
100 Cost Center ~	9145100500	D NEBIS HARDWARE MAINT	$\otimes$

- 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 +.

Cost Distrib	ution					
						<b>*</b> +
Distribution	Cost Object Type		Cost Object		Description	
60	Cost Center	~	9145100200	۵	NEBIS TRAVEL/TRAIN	$\otimes$





# SPLIT FUNDING: EXPENSE REPORT

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Change the cost object type (if needed) and click to search for a new number.

Cost Distribution				
				+
Distribution Cost Object Type		Cost Object	Description	
60 Cost Center	~	9145100200	D NEBIS TRAVEL/TRAIN	$\otimes$
40 Cost Center	~	9145100200	D NEBIS TRAVEL/TRAIN	$\otimes$

## Continue to add more cost distribution lines if needed.

Cost Distrib	ution				
					+
Distribution	Cost Object Type	Cost Object		Description	
60	Cost Center ~	9145100200	G	NEBIS TRAVEL/TRAIN	$\otimes$
40	WBS Element	2973860112365	ß	PLANNING & CONSULTING	$\otimes$

## **PROCEDURE: SPLIT FUNDING ON EXPENSE TYPES**

To create additional lines within the expense type, change the *Distribution* to a different percentage and click +.

*Expense Type: Meals (Per Diem)							
Meals (Per Diem)							
*Start Date:	02/22/2024			*End Date:	02/25/2024		
*Destination:	DENVER	~	/	Comment:			
*Country:	United States V						
*Amount:	192.00 USD - American Do	ollar 🗸 🗸	Calculate Amount				
Cost Distribution					∽,		
Distribution Cost Object Type		Cost Object		Description			
75 Cost Center	~	9145100500	Ð	NEBIS HARDWARE MAINT	8		





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Change the cost object type (if needed) and click to search for a new number.

Distribution	Cost Object Type
75	Cost Center ~
25	WBS Element
Attachment	S Cost Center
	WBS Element

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

WBS Element								
Description:			No. of Person Resp.:				~	
Project definition:			Name of Person Resp.:					
WBS Element:			Max hits:	200				
Items (1)					* ☆	None	Q Search	
Descr.	WBS Elem.	Proj.def.	Respon	S.	Resp.persn			
EPA Stream Stewardship	6522352003001	6522352003000	60000014	1	White; G		۲	

Once the cost object has been located, click on OK.

WBS Element								
Description: Project definition: WBS Element:	652235200*			rson Resp.: rson Resp.: Max hits:	200			~
Items (10)						★ ☆	None	Q Search
Descr.		WBS Elem.	Proj.def.	Re	espons.	Resp.pe	ersn	
Dept of Interior Mixed Grass Prairie		6522352002001	6522352002000	600	00005	Hardy; J		0
EPA Stream Stewardship		6522352003001	6522352003000	600	00014	White; G		۲
EPA Chadron Creek Watershed		6522352004001	6522352004000	600	00009	Leite; M		0
							<u> </u>	OK Cancel





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## Continue to add more cost distribution lines if needed.

Cost Distribution			
			+
Distribution Cost Object Type	Cost Object	Description	
75 Cost Center	9145100500	· NEBIS HARDWARE MAINT	$\otimes$
25 WBS Element	~ 6522352003001	EPA Stream Stewardship	$\otimes$



