

SPLIT FUNDING: EXPENSE REPORT

Updated April 18, 2024

TRAVEL APPLICATION

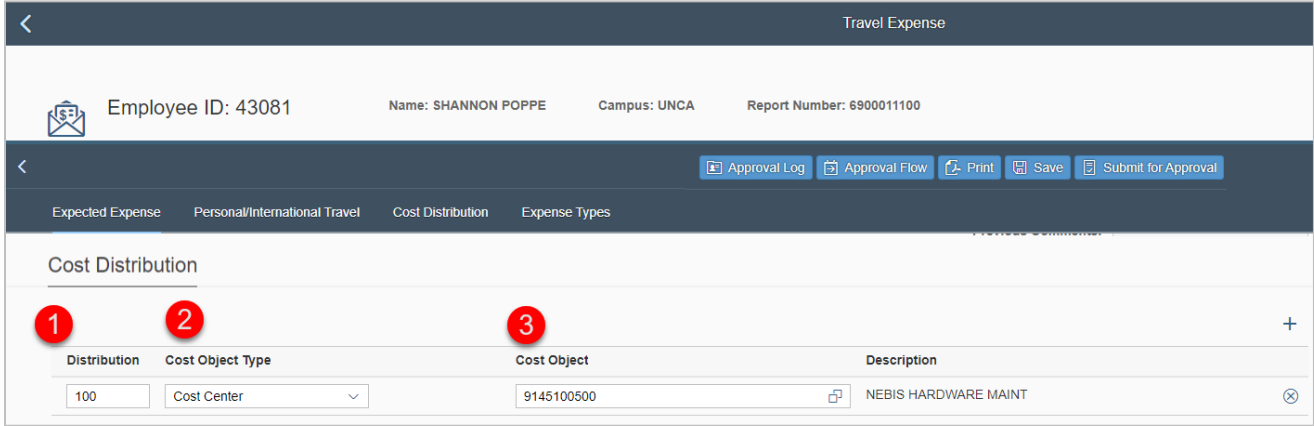
Expense

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.



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 +.



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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		NEBIS TRAVEL/TRAIN
40	Cost Center	9145100200		NEBIS TRAVEL/TRAIN

Continue to add more cost distribution lines if needed.

Cost Distribution				
Distribution	Cost Object Type	Cost Object		Description
60	Cost Center	9145100200		NEBIS TRAVEL/TRAIN
40	WBS Element	2973860112365		PLANNING & CONSULTING

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)

*Start Date: *End Date:

*Destination: Comment:

*Country:

*Amount:

Cost Distribution

Distribution	Cost Object Type	Cost Object		Description
75	Cost Center	9145100500		NEBIS HARDWARE MAINT

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

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

Descr.	WBS Elem.	Proj.def.	Respons.	Resp.persn
EPA Stream Stewardship	6522352003001	6522352003000	60000014	White; G

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

Descr.	WBS Elem.	Proj.def.	Respons.	Resp.persn
Dept of Interior Mixed Grass Prairie	6522352002001	6522352002000	60000005	Hardy; J
EPA Stream Stewardship	6522352003001	6522352003000	60000014	White; G
EPA Chadron Creek Watershed	6522352004001	6522352004000	60000009	Leite; M

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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	⊗
25	WBS Element	6522352003001	EPA Stream Stewardship	⊗