

SPLIT FUNDING: TRAVEL REQUEST

Updated April 18, 2024

TRAVEL APPLICATION

Request

HELPFUL HINTS

With a travel request, split funding is available on the report header.

PROCEDURE

The cost object can be edited within a travel request.

The screenshot shows the 'Travel Request' form in the Firefly system. The 'Cost Distribution' section is highlighted. It contains a table with the following data:

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

Red callouts 1, 2, and 3 point to the Distribution, Cost Object Type, and Cost Object fields respectively.

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 +.

The screenshot shows the 'Cost Distribution' section with the Distribution field changed to 60. A red arrow points to the '+' button in the top right corner of the table, indicating how to add a new line.

Distribution	Cost Object Type	Cost Object	Description
60	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

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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	⊗