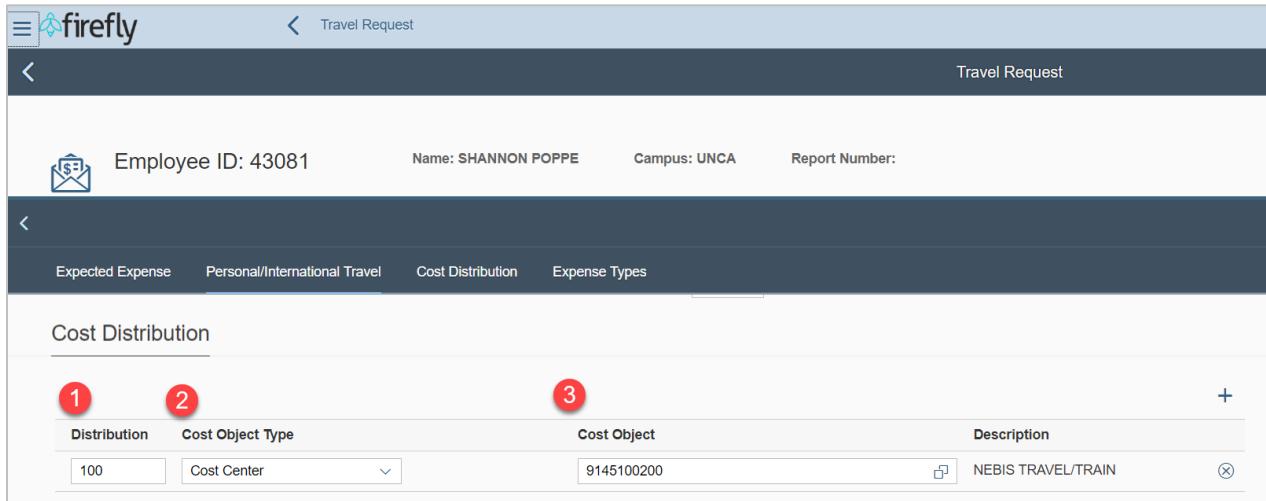## TRAVEL APPLICATION

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.

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.

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	⊗

UNIVERSITY OF Nebraska System

Nebraska State College System