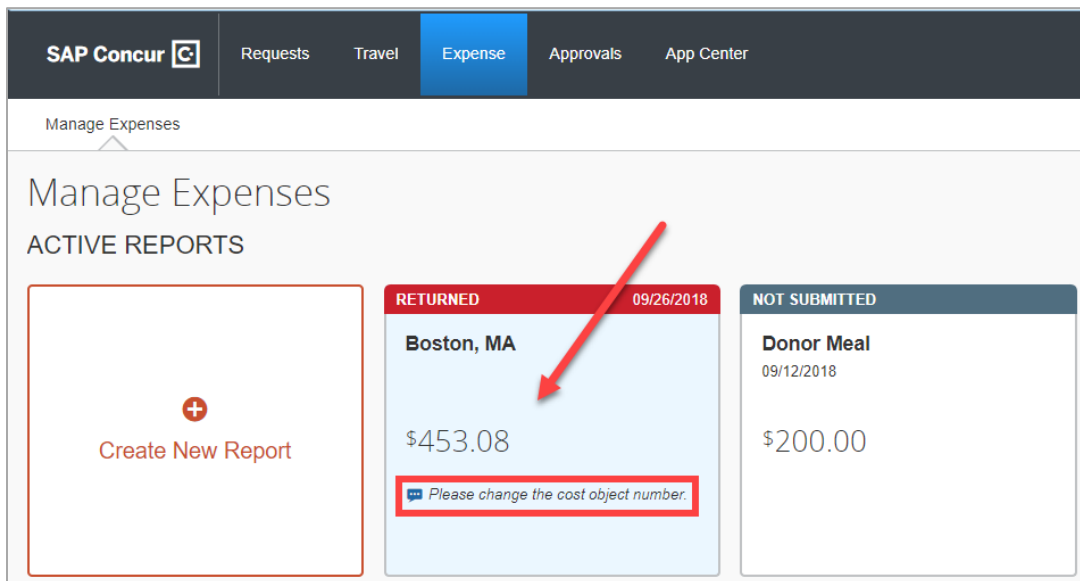


HELPFUL HINTS

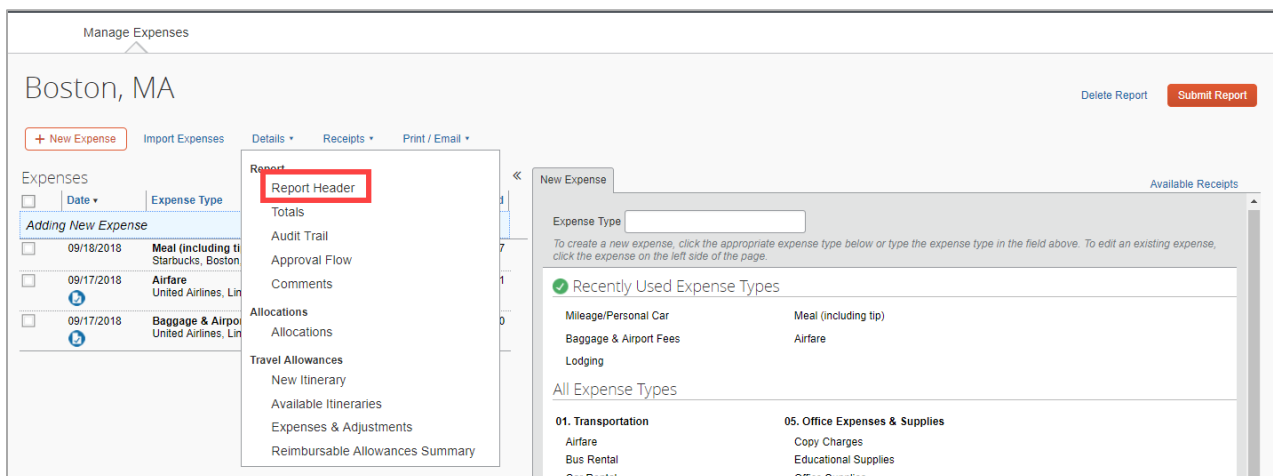
- If the cost object or WBS needs to be changed on an expense report, the financial approver will return the request for changes and include information in the comment section.
- The traveler and delegate (if applicable) will receive an email informing them of the returned expense report.

EDIT A COST OBJECT OR WBS

To edit a cost object of WBS on a returned expense report, click on the Expenses tab. Click on the returned expense report.



Click on the *Details* dropdown menu and select *Report Header*.



Make changes to the cost object type (if applicable) then start typing the cost center or WBS in the cost object field and a list will be displayed to select from. Even if the complete cost object is entered, the appropriate cost object must be selected from the dropdown list before the chosen value will be applied.

i Tip: the dropdown list is filtered based on actual data entered. To access your campus list, start typing the beginning numbers of the cost object (e.g. begin to type "2" for UNL, "3" for UNMC, "4" for UNO, "5" for UNK, "6" for CSC, "7" for PSC, "8" for WSC and "9" for UNCA or NSC System Office).

Click on **Save**.

Report header for: Boston, MA

Previous Comment
Entered By FA1 Approver Test: Please change the cost object number.

Policy: **Travel-Test** Report Name: Boston, MA Report/Trip Purpose: Conference Attendee

Trip Type: Domestic Does this trip include personal travel?: No Personal Dates of Travel: []

Report/Trip Business Start Date: 09/17/2018 Departure Time (24 hr): 04:00 Report/Trip Business End Date: 09/19/2018 Arrival Time (24 hr): 20:00

Cost Object Type: (CC) Cost Center Cost Object: (5107110100) English User Defined: [] Personnel Area: Test-UNL

Employee ID: ctraveler1

Report ID: AA702D1F93934E67B7FD Reason/Business Purpose: Conference Comments To/From Approvers/Processors: [] Report Currency: US, Dollar

Approval Status: Sent Back to User Report Total: 453.08 Personal Expenses: 0.00 Amount Approved: 453.08

Company Paid/Not Reimbursed: 0.00 Amount Due Company: 0.00 Amount Due User: 453.08 Total Amount Claimed: 453.08

Save Cancel

i Tip: If a cost object or WBS needs to be edited or allocated for an individual expense, click on that expense and update the information. Remember to click on **Save**.

Boston, MA

+ New Expense Import Expenses Details Receipts Print / Email

Expenses	Date	Expense Type	Amount	Requested
<input type="checkbox"/>	09/18/2018	Meal (including tip) Starbucks, Boston, Massachusetts	\$3.97	\$3.97
<input checked="" type="checkbox"/>	09/17/2018	Airfare United Airlines, Lincoln, Nebraska	\$349.21	\$349.21
<input type="checkbox"/>	09/17/2018	Baggage & Airport Fees United Airlines, Lincoln, Nebraska	\$100.00	\$100.00

TOTAL AMOUNT \$453.08 TOTAL REQUESTED \$453.08

Expense Receipt Image Available Receipts

Expense Type: Airfare Transaction Date: 09/17/2018 Report/Trip Purpose: Conference Attendee

Reason/Business Purpose: [] Ticket Number: [] Vendor: United Airlines

City of Purchase: Lincoln, Nebraska Payment Type: Cash/Personal Funds Amount: 349.21 USD

Comment: []

Cost Object Type: (CC) Cost Center Cost Object: (5107110100) English Request: 09/17/2018 - Boston, MA

Allocate Save Itemize Attach Receipt Cancel

When finished editing the expense report, click on **Submit Report**.