
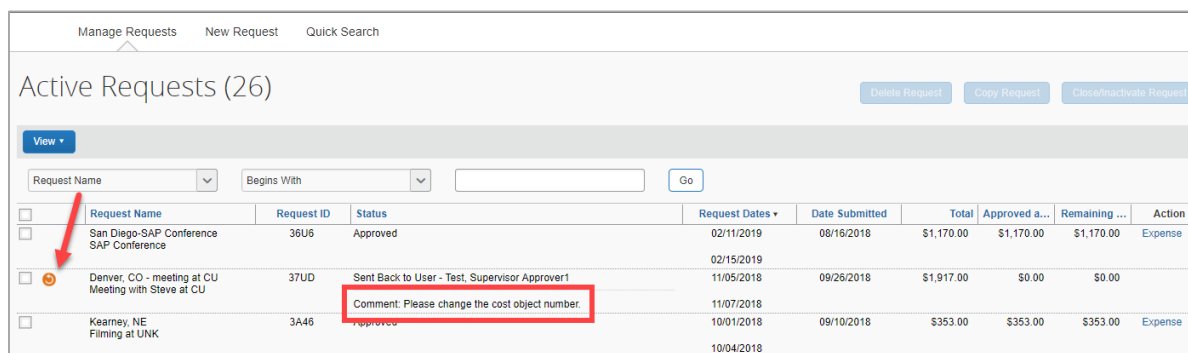


## HELPFUL HINTS

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


## EDIT A COST OBJECT OR WBS

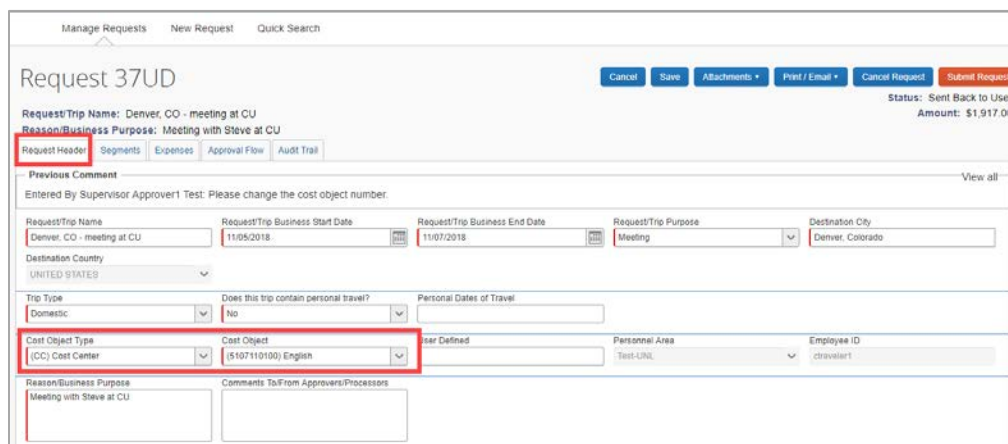
To edit a cost object of WBS on a returned travel request, click on the request to open it. The  icon indicates the travel request has been returned to the traveler.



Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
San Diego-SAP Conference SAP Conference	36U6	Approved	02/11/2019	08/16/2018	\$1,170.00	\$1,170.00	\$1,170.00	Expense
Denver, CO - meeting at CU Meeting with Steve at CU	37UD	Sent Back to User - Test, Supervisor Approver1 Comment: Please change the cost object number.	02/15/2019	09/26/2018	\$1,917.00	\$0.00	\$0.00	
Kearney, NE Filming at UNK	3A46	Approved	11/07/2018	10/01/2018	\$353.00	\$353.00	\$353.00	Expense
			10/04/2018					

From within the Request 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.

 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).



Request 37UD

Request/Trip Name: Denver, CO - meeting at CU  
Reason/Business Purpose: Meeting with Steve at CU

Previous Comment: Entered By Supervisor Approver1 Test: Please change the cost object number.

Request/Trip Name: Denver, CO - meeting at CU  
Request/Trip Business Start Date: 11/05/2018  
Request/Trip Business End Date: 11/07/2018  
Request/Trip Purpose: Meeting  
Destination City: Denver, Colorado

Destination Country: UNITED STATES

Trip Type: Domestic  
Does this trip contain personal travel?: No  
Personal Dates of Travel:

Cost Object Type: (CC) Cost Center  
Cost Object: (5107110100) English  
User Defined: Test-UNK  
Personnel Area: Test-UNK  
Employee ID: ctavalart1

Reason/Business Purpose: Meeting with Steve at CU  
Comments To/From Approver/Processors:

When finished, click on **Submit Request**.