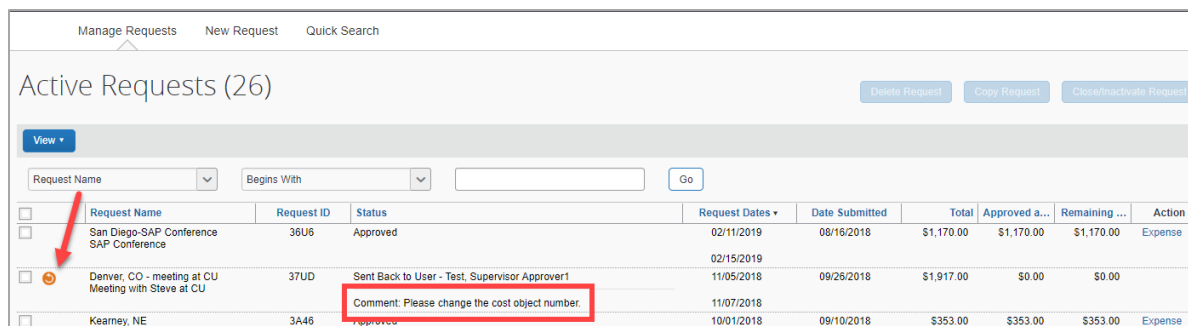


### HELPFUL HINTS

- 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.

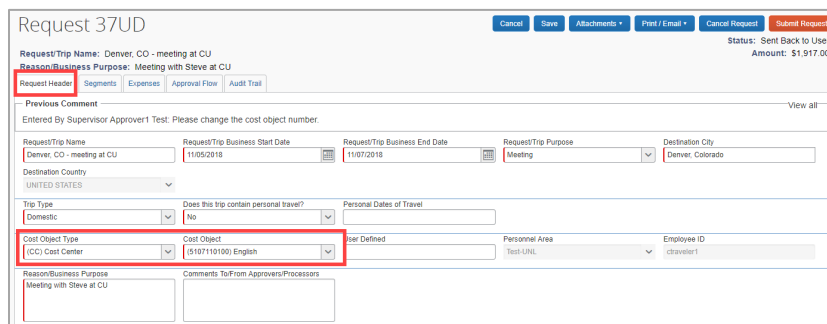


Request Name	Request ID	Status	Request Dates	Date Submitted	Total	Approved a...	Remaining ...	Action
San Diego-SAP Conference SAP Conference	36U6	Approved	02/11/2019	08/16/2018	\$1,170.00	\$1,170.00	\$1,170.00	Expense
Denver, CO - meeting at CU Meeting with Steve at CU	37UD	Sent Back to User - Test,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

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. 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.

 The dropdown list is filtered based on actual data entered. To access a 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).

 Type the first two numbers, then a dash. Continue typing numbers until the correct WBS number appears and select it from the dropdown list. Full WBS account format is (## - #### - #### - ###)



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