

Updated: 9/20/2013

## Funding in Cost Distribution in Travel can be made on the Trip Level or the Trip Item Level

- A. Update Trip Level Cost Distribution
  - 1. To Enter funding line other than the default funding line, Click the Cost Distribution button

Test Travel Priveleges, PersNo. 1045100			
🖼 Simulate 🛛 🖉 Approve 🧳 Trip Status 🛛 🚹 🕵 Result	s: Travel Request		
General Trip Data	PD/FR Reimbursement		
From 09/20/2013 00:00 Reason conference	MI		
End 09/22/2013 00:00 City San Diego	TTy. S 1	TAC B	
Country US Region			
Posting Date 09/19/2013			
Alternative Cost Assignment for Entire Trip, If Different to Master	CA		
100% Cost Distribution			-
Receipts Trip Segments Comments			
No R ExpTy Name P Amount Currno	y Exch. Rate Acc	. Date Info N	N
	USD	09/20/2013	
USD	USD	09/20/2013	
	USD	09/20/2013	•
	050	09/20/2013	
🗈 Receipt 🗊 Delete 🔂 Costs 📝 Infos			

- 2. On the pop-up screen
  - a. Change the 1<sup>st</sup> line % Distribution to 0%. The 1<sup>st</sup> line is the default funding line of the trip.
  - b. On the 2<sup>nd</sup> line, Enter XXX% and the complete account assignment
  - c. Click "Enter"

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03 📃			USD	USD	09/20/20	13		
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06 📃			USD	USD	09/20/20	13		
07 📃 70			USD	USD	09/20/20	13		
08 📃 80			USD	USD	09/20/20	13		





- B. Multiple Funding in Trip Level Cost Distributions
  - 1. To Add an expense funding line in addition to the default, Click the Cost Distribution button

📅 Simulate 🔰 🌌 Approve 💉	🎾 Trip Status 🔢 🚺	🔊 Results: Tra	avel Request						
eneral Trip Data		PD/	FR Reimbursem	ent					
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No         R         ExpTy         Name           001	P Amount	Currncy USD USD USD	Exch. Rate	Acc USD USD USD	Date 09/20/2013 09/20/2013 09/20/2013	Info	N		<u>[</u>
No         R         ExpTy         Name           001	P Amount	Currncy USD USD USD USD USD	Exch. Rate	Acc USD USD USD USD	Date 09/20/2013 09/20/2013 09/20/2013 09/20/2013	Info	N		[
No R ExpTy Name 001 002 003 004 004 005	P Amount	Currncy USD USD USD USD USD USD	Exch. Rate	Acc USD USD USD USD USD USD	Date 09/20/2013 09/20/2013 09/20/2013 09/20/2013 09/20/2013	Info	N		[
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- 2. On the pop-up screen
  - a. Change the 1<sup>st</sup> line % Distribution to XX%. The 1<sup>st</sup> line is the default funding line of the trip.
  - b. On the 2<sup>nd</sup> line, Enter XX% and the complete account assignment of the additional funding line
  - c. Click "Enter"

Test Travel P	Priveleges, Pe	ersNo. 104	45100							
	. 81		<b>`</b>							
Simulate 🛛 🖉	Approve 🌱 Trip	Status 🔰 🔬	Account Assign	nment 🛛 🔝 🧏 Result	s: Travel Request					
General Trip Data			PD	/FR Reimbursement						
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	Country	Data Region								
Alternative Cost And	Posting	Date 09,	19/2013							
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100%	Enhanced Cost A	Assignment for	Entire Trip							
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- C. Update Item Level Cost Distributions
  - 1. To Enter an expense funding line in other than default
    - a. Highlight the Expense Type
    - b. Click "Costs"

Test Travel Priveleges, PersNo. 1045100		
🖼 Simulate 🛛 🖉 Approve 🛛 🌱 Trip Status 👘 📰 🔊 Result	ts: Travel Request	
General Trip Data	PD/FR Reimbursement	
From 10/20/2013 00:00 Reason Conference	M1	
End 10/23/2013 00:00 City San Francisco	TTy. S 1 TAC B	B
Country US Region		
Alternative Cost Assignment for Entire Trip. If Different to Master	CA	
100%		
Receipts Trip Segments Comments		
No R ExpTy Name P Amount Currn	cy Exch. Rate Acc Date	Info N
001 🔷 AIR Airfare 🗹 500.00 USD	1.00000 USD 10/20/2	/2013
002 🔷 CONF Conference Fee 🗹 2,000.00 USD	1.00000 USD 10/20/2	<sup>(2013</sup> d.
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🖸 Receipt 🗊 Delete 😽 Costs 📲 Infos	b.	
	,	

- 2. On the pop-up screen
  - a. The percentage or absolute (amount)
  - b. Change the 1<sup>st</sup> line % Distribution to 0% or \$0The 1<sup>st</sup> line is the default funding line of the trip.
  - c. On the 2<sup>nd</sup> line, Enter XXX% or \$XXXX.XX and the complete account assignment
  - d. Click "Enter

Test Travel Priveleges, PersNo. 1045	5100	
🞇 Simulate 🛛 🖉 Approve 🛛 🌱 Trip Status 🔹 🤽 A	Account Assignment 🛛 🚹 🥵 Results: Travel Request	
General Trip Data	PD/FR Reimbursement	
End 10/23/2013 00:00 City San Francisco	TTY. S 1 TAC B	
🔄 Trip Data Maintain: Enhanced Cost Assignment for Exp	pense Receipt	
Receipt To Be Assigned	Assignment	
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Receipt Destination Assignment		
Assigned Destination San Francisco / USA, Conf	ference  N	
Enhanced Cost Assignment for Entire Trip		
% Distrib. WBS Element Fund	d Grant Functional Area	
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- D. Multiple Funding in Item Level Cost Distributions
  - 3. To Enter an additional expense funding line
    - a. Highlight the Expense Type
    - b. Click "Costs"

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10/20/201	13 00:00 F	teason	Conference		Ml					
10/23/201	13 00:00	City	San Francisco		TTy. S 1		TAc B			
	(	Country	US Region							
	F	osting D	ate 09/19/	2013						
ative Cost Assi	signment for I	Entire Tr	p, If Different to	Master C/	A					
6		•	😽 Cost Distri	bution						
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Caracteris Receipts	Trip Segme	nts	Comments							
Receipts	Trip Segme	nts P	Comments	Currncy	Exch. Rate	Acc	Date	Info	N	
D Receipts 0 R ExpTy 11 ◇ AIR	Trip Segme y Name Airfare	nts P	Comments Amount 500.00	Currncy	Exch. Rate	Acc	Date 10/20/2013	Info	N	a.
C Receipts lo R ExpTy 01 ◇ AIR 02 ◇ CONF	Trip Segme y Name Airfare Conference	nts P ✓ Fee ✓	Comments Amount 500.00 2,000.00	Currncy USD USD	Exch. Rate	Acc USD USD	Date 10/20/2013 10/20/2013	Info	N	——-a.
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Receipts     R ExpTy     O1 ◇ AIR     O2 ◇ CONF     O3     O4     O5	Trip Segme y Name Airfare Conference	P	Comments Amount 500.00 2,000.00	Currncy USD USD USD USD USD	Exch. Rate	Acc USD USD USD USD USD	Date 10/20/2013 10/20/2013 10/20/2013 10/20/2013 10/20/2013	Info		a.
Receipts           10         R           20         AIR           02         CONF           03         04           05         06	Trip Segme y Name Airfare Conference	P	Amount 500.00 2,000.00	Currncy USD USD USD USD USD USD USD	Exch. Rate	Acc USD USD USD USD USD USD	Date 10/20/2013 10/20/2013 10/20/2013 10/20/2013 10/20/2013	Info		<u>——a</u> .
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- 4. On the pop-up screen
  - a. The percentage or absolute (amount)
  - b. Change the 1<sup>st</sup> line % Distribution to XX% or \$XXXX.XX. The 1<sup>st</sup> line is the default funding line of the trip.
  - c. On the 2<sup>nd</sup> line, Enter XX% or \$XXXX.XX and the complete account assignment
  - d. Click "Enter

Test Travel Priveleges, PersNo. 1045100	
🖼 Simulate 🛛 🖉 Approve 🤣 Trip Status 🛛 🤽 Account	Assignment 🛛 🖪 🔊 Results: Travel Request
General Trip Data From 10/20/2013 00:00 Reason Conference End 10/23/2013 00:00 City San Francisco E: Trip Data Maintain: Enhanced Cost Assignment for Expense R Receipt To Be Assigned	PD/FR Reimbursement M1 TTy. S 1 TAc B Receipt
RNo Receipt Amount Currncy Date 001 AIR Airfare 500.00 USD 10/20 Receipt Destination Assignment	0/2013 Absolute a.
Assigned Destination San Francisco / USA, Conference	
Enhanced Cost Assignment for Entire Trip	
Distribution         Curr         Cost Center         Order         WBS E           200         USD         1079001	Element Fund Grant
200 USD 1265801	010-3010 1100 C.
100 USD 1328801	010-0000 NOT
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