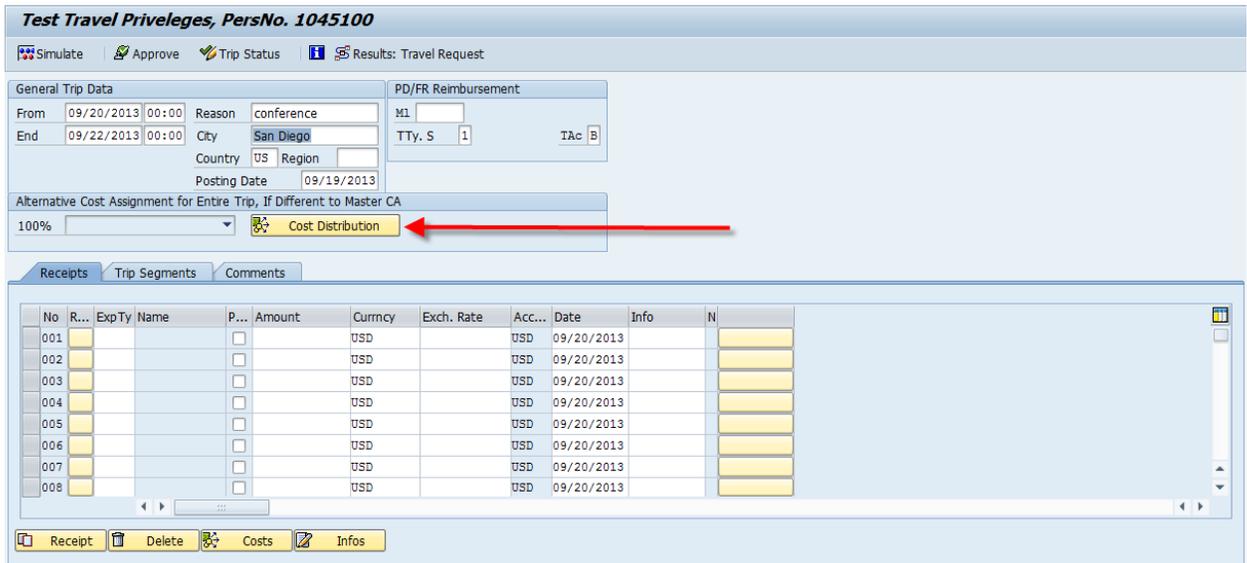


## Funding in Cost Distribution in Travel can be made on the Trip Level or the Trip Item Level

### A. Update Trip Level Cost Distribution

1. To Enter funding line other than the default funding line, Click the Cost Distribution button



**Test Travel Privileges, PersNo. 1045100**

Simulate Approve Trip Status Results: Travel Request

**General Trip Data**

From: 09/20/2013 00:00 Reason: conference  
 End: 09/22/2013 00:00 City: San Diego  
 Country: US Region: Posting Date: 09/19/2013

**PD/FR Reimbursement**

M1 TTY: S 1 TAc: B

Alternative Cost Assignment for Entire Trip, If Different to Master CA

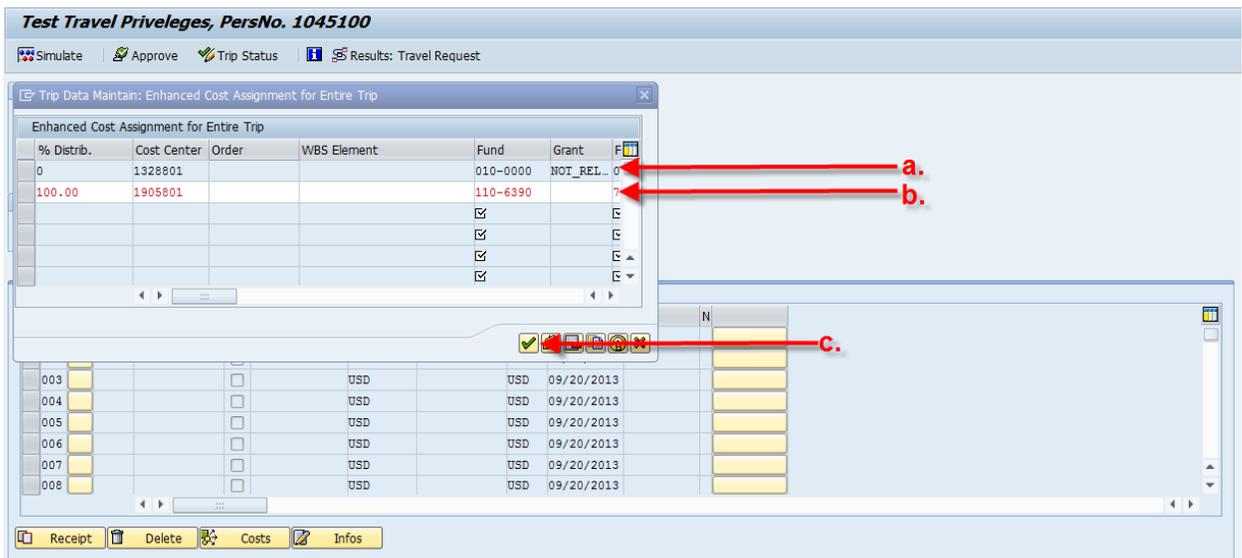
100% **Cost Distribution**

No	R...	ExpTy	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	N
001						USD		USD	09/20/2013		
002						USD		USD	09/20/2013		
003						USD		USD	09/20/2013		
004						USD		USD	09/20/2013		
005						USD		USD	09/20/2013		
006						USD		USD	09/20/2013		
007						USD		USD	09/20/2013		
008						USD		USD	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"



**Test Travel Privileges, PersNo. 1045100**

Simulate Approve Trip Status Results: Travel Request

**Trip Data Maintain: Enhanced Cost Assignment for Entire Trip**

% Distrib.	Cost Center	Order	WBS Element	Fund	Grant	F
0	1328801			010-0000	NOT_REL...	0
100.00	1905801			110-6390		7

003 004 005 006 007 008

Receipt Delete Costs Infos

## B. Multiple Funding in Trip Level Cost Distributions

- To Add an expense funding line in addition to the default, Click the Cost Distribution button

**Test Travel Privileges, PersNo. 1045100**

Simulate Approve Trip Status Results: Travel Request

**General Trip Data**

From: 09/20/2013 00:00 Reason: conference  
 End: 09/22/2013 00:00 City: San Diego  
 Country: US Region:   
 Posting Date: 09/19/2013

**PD/FR Reimbursement**

M1  
 TTY: S 1 TAc: B

Alternative Cost Assignment for Entire Trip, If Different to Master CA  
 100% **Cost Distribution**

Receipts Trip Segments Comments

No	R...	ExpTy	Name	P...	Amount	Currncy	Exch. Rate	Acc...	Date	Info	N
001						USD		USD	09/20/2013		
002						USD		USD	09/20/2013		
003						USD		USD	09/20/2013		
004						USD		USD	09/20/2013		
005						USD		USD	09/20/2013		
006						USD		USD	09/20/2013		
007						USD		USD	09/20/2013		
008						USD		USD	09/20/2013		

Receipt Delete Costs Infos

- On the pop-up screen

- Change the 1<sup>st</sup> line % Distribution to XX%. The 1<sup>st</sup> line is the default funding line of the trip.
- On the 2<sup>nd</sup> line, Enter XX% and the complete account assignment of the additional funding line
- Click "Enter"

**Test Travel Privileges, PersNo. 1045100**

Simulate Approve Trip Status Account Assignment Results: Travel Request

**General Trip Data**

From: 09/20/2013 00:00 Reason: conference  
 End: 09/22/2013 00:00 City: San Diego  
 Country: US Region:   
 Posting Date: 09/19/2013

**PD/FR Reimbursement**

M1  
 TTY: S 1 TAc: B

Alternative Cost Ass Trip Data Maintain: Enhanced Cost Assignment for Entire Trip

100%

Enhanced Cost Assignment for Entire Trip

% Distrib.	Cost Center	Order	WBS Element	Fund	Grant	F
50	1328801			010-0000	NOT_REL...	0
50	1905801			110-6390		7

Receipts Trip Segments Comments

No R... ExpTy

001  
002  
003  
004  
005  
006  
007  
008

USD USD 09/20/2013

Receipt Delete Costs Infos

**a.** **b.** **c.**

## 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 Privileges, PersNo. 1045100**

Simulate Approve Trip Status Results: 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  
 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	Currency	Exch. Rate	Acc...	Date	Info	N
001	AIK	Airfare		<input checked="" type="checkbox"/>	500.00	USD	1.00000	USD	10/20/2013		
002	CONF	Conference Fee		<input checked="" type="checkbox"/>	2,000.00	USD	1.00000	USD	10/20/2013		
003				<input type="checkbox"/>		USD		USD	10/20/2013		
004				<input type="checkbox"/>		USD		USD	10/20/2013		
005				<input type="checkbox"/>		USD		USD	10/20/2013		
006				<input type="checkbox"/>		USD		USD	10/20/2013		
007				<input type="checkbox"/>		USD		USD	10/20/2013		
008				<input type="checkbox"/>		USD		USD	10/20/2013		

Receipt Delete Costs Info

## 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 Privileges, PersNo. 1045100**

Simulate Approve Trip Status Account Assignment Results: 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

**Trip Data Maintain: Enhanced Cost Assignment for Expense Receipt**

Receipt To Be Assigned

RNo	Receipt	Amount	Currency	Date	Assignment
002	CONF Conference F..	2,000.00	USD	10/20/2013	<input checked="" type="radio"/> Percentage <input type="radio"/> Absolute

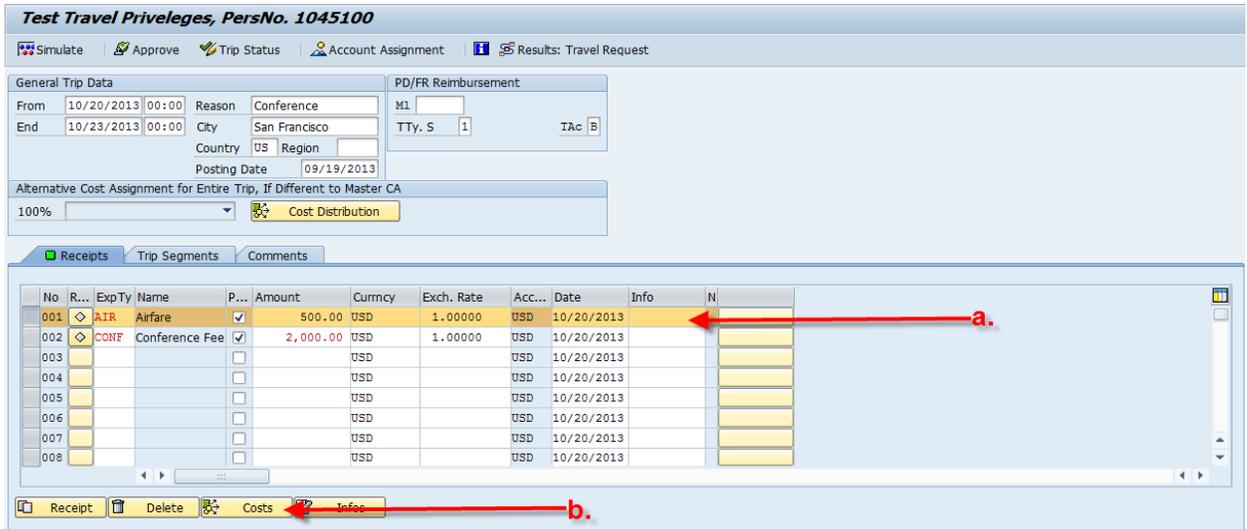
Receipt Destination Assignment  
 Assigned Destination San Francisco / USA, Conference

Enhanced Cost Assignment for Entire Trip

% Distrib.	WBS Element	Fund	Grant	Functional Area
0		010-0000	NOT_REL..	0000-0000-00000
100		010-3010		1110-8100-78046

Enter

- D. Multiple Funding in Item Level Cost Distributions
  - 3. To Enter an additional expense funding line
    - a. Highlight the Expense Type
    - b. Click "Costs"



**Test Travel Privileges, PersNo. 1045100**

Simulate Approve Trip Status Account Assignment Results: Travel Request

General Trip Data: From 10/20/2013 00:00, Reason Conference, City San Francisco, Country US, Region, Posting Date 09/19/2013

PD/FR Reimbursement: M1, TTY. S 1, TAc B

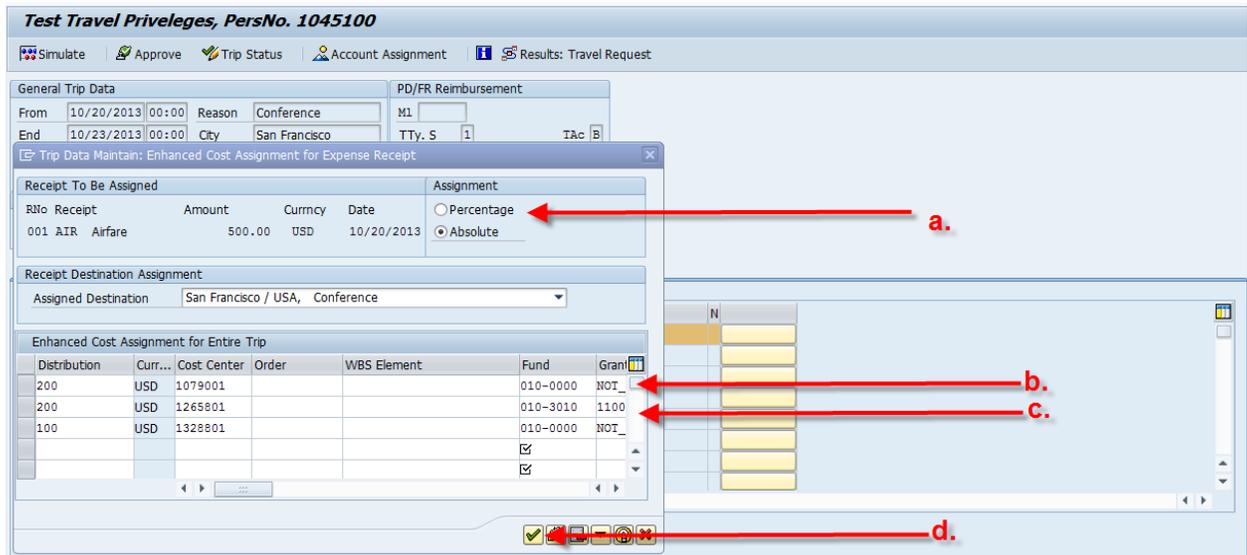
Alternative Cost Assignment for Entire Trip, If Different to Master CA: 100% Cost Distribution

No	R...	Exp Ty	Name	P...	Amount	Currency	Exch. Rate	Acc...	Date	Info	N
001	AIR	Airfare		<input checked="" type="checkbox"/>	500.00	USD	1.00000	USD	10/20/2013		
002	CONF	Conference Fee		<input checked="" type="checkbox"/>	2,000.00	USD	1.00000	USD	10/20/2013		
003				<input type="checkbox"/>		USD		USD	10/20/2013		
004				<input type="checkbox"/>		USD		USD	10/20/2013		
005				<input type="checkbox"/>		USD		USD	10/20/2013		
006				<input type="checkbox"/>		USD		USD	10/20/2013		
007				<input type="checkbox"/>		USD		USD	10/20/2013		
008				<input type="checkbox"/>		USD		USD	10/20/2013		

Receipts Trip Segments Comments

Receipt Delete Costs Info

- 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 Privileges, PersNo. 1045100**

Simulate Approve Trip Status Account Assignment Results: Travel Request

General Trip Data: From 10/20/2013 00:00, Reason Conference, City San Francisco, Country US, Region, Posting Date 09/19/2013

PD/FR Reimbursement: M1, TTY. S 1, TAc B

Trip Data Maintain: Enhanced Cost Assignment for Expense Receipt

Receipt To Be Assigned: RNo Receipt Amount Currency Date

RNo	Receipt	Amount	Currency	Date
001	AIR Airfare	500.00	USD	10/20/2013

Assignment:  Percentage  Absolute

Receipt Destination Assignment: Assigned Destination San Francisco / USA, Conference

Enhanced Cost Assignment for Entire Trip

Distribution	Curr...	Cost Center	Order	WBS Element	Fund	Gran
200	USD	1079001			010-0000	NOT_
200	USD	1265801			010-3010	1100
100	USD	1328801			010-0000	NOT_

Enter