TRAVEL APPLICATION

Expense

HELPFUL HINTS

Firefly travel application does not require dashes for WBS numbers.

PROCEDURE

On the expense header or within each individual expense lines, scroll down to the Cost Distribution section. To edit a cost center or WBS on an expense report, select the cost object type from the dropdown menu.

Cost Distribution

Distribution	Cost Object Type
100	Cost Center ⌄

Attachments	Cost Center
	WBS Element

Click ⧉.

Cost Distribution

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Distribution	Cost Object Type	Cost Object	Description	
100	Cost Center ⌄	9145100600 ⧉	NEBIS ADMINISTRATION	⊗

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Search for the cost center or WBS. Using an asterisk (*) can help with the search. Click 🔍 Search .

Select button to the right of the desired cost object and click ✓ OK .

The cost object number and description have been updated.

SPLIT-FUNDING

To split the cost center or WBS funding, reduce the distribution percent amount. Note: currently, cost distribution can only be divided by percentage.

Click ➕ to add another cost distribution line.

Click 🗗 to update the second cost object. Select button to the right of the desired cost object and click ✓ OK. The cost distribution is updated.