

TRAVEL APPLICATION

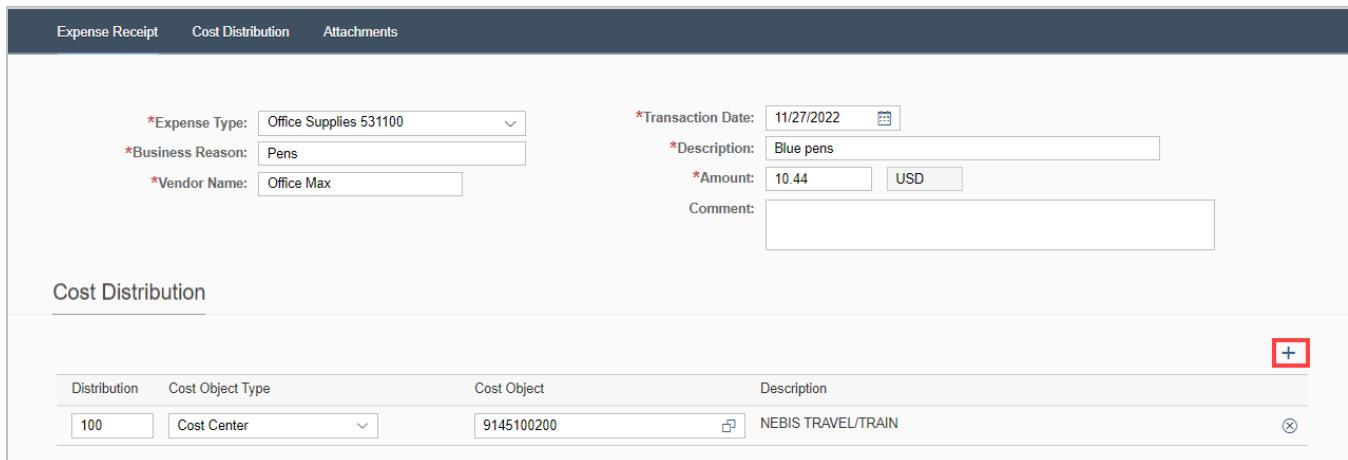
Expense

HELPFUL HINTS

 The Firefly travel application does not require dashes for WBS numbers.

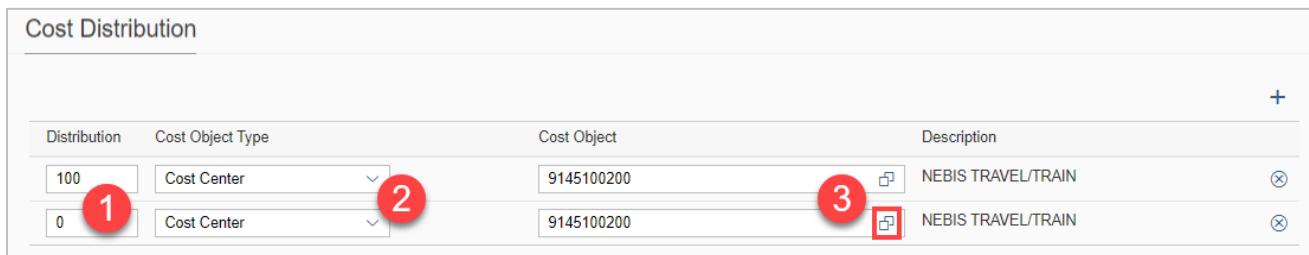
PROCEDURE

To split fund an expense, click 



Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100200	NEBIS TRAVEL/TRAIN
0	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

An additional cost distribution line appears.



Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	9145100200	NEBIS TRAVEL/TRAIN
0	Cost Center	9145100200	NEBIS TRAVEL/TRAIN

1. Edit the percentage amount for each.
2. Change the cost object if applicable.
3. Search for the cost object by clicking .

DELETE A COST DISTRIBUTION

To remove an added cost distribution line, click .

Cost Distribution

Distribution	Cost Object Type	Cost Object	Description	
60	Cost Center	9145100200	NEBIS TRAVEL/TRAIN	
40	Cost Center	9145100300	NEBIS SOFTWARE	

Adjust the distribution amount back to 100.

Cost Distribution

Distribution	Cost Object Type
100	Cost Center