

Travel Management Changing Cost Assignment

In some cases travel expense is incurred in a cost center other than a person's home cost center. For example, if an employee is on a department's accreditation committee, and that certain accreditation has its own budget, then travel related to that accreditation should be charged to its budget. Travel Management™, however, will automatically charge expense to the cost center currently assigned to the individual in SAP. In this case, an over-ride to the cost assignment for a particular trip is required. The following instructions provides the steps require in TM.

1. As the traveler creates a Travel Request (TR), the home cost center will automatically populate in the first step, General Data. To change the cost assignment simply click on the "Change Cost Assignment" tab.

Create Travel Request

1 General Data 2 Review and Send 3 Completed

Employee Bliley, Sean A. (00021558)

Previous Step Review Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 06/30/2016 08:00
* End Date: 07/03/2016 16:00
Posting Date: 07/03/2016

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: PA/HK Harrisburg, PA
* Destination: Office of the Chancellor

Additional Destinations: No destinations entered Enter Additional Destinations

Additional Information

* Activity (Expenses): Administrative Travel
* Reason: attend Travel Management update
Reason: attend travel management update
* Estimated Costs: 568.13 USD Enter Estimated Costs
Comment:
Advances: 0.00 United States Dollar
Cost Assignment: 100.00 % Cost Center 3511154000 (Accounting Office), Funds Center 3511154000 (Accounting Office) **Change Cost Assignment**

Previous Step Review Save Draft

2. A "Cost Assignment for Trip" dialogue box will open. To change the cost center simply click in the box after the ten digit cost center.

Cost Assignment for Trip				
Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value
100.00	State System of Higher Ed	Edinboro	Cost Center	3511154000
Cost Center:	3511154000			
Accept	Accept and New Entry	Check	Delete	

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3. Enter the ten digit cost center where the trip expense is to be charged

The screenshot shows the 'Cost Assignment for Trip' interface. At the top, there are buttons for 'New Entry', 'Check', and 'Delete'. Below this is a table with columns: 'Cost Assign (%)', 'Company Code', 'Business Area', and 'Accounting Object'. The first row shows '100.00', 'State System of Higher Ed', and 'Edinboro'. The 'Accounting Object' column has a dropdown arrow. Below the table, the 'Cost Center' field contains '3511138212'. There are buttons for 'Accept', 'Accept and New Entry', 'Check', and 'Delete'.

4. Click on the "Check" box to see if the correct number was entered. In this case, the Business & Economics department number was correctly entered.

This screenshot is similar to the previous one, but the 'Check' button is circled in red. The 'Accounting Object' dropdown menu is now open, showing 'Business & Economics' as the selected option.

5. If a grant is funding the trip, and the expense is to be posted to the grant, then the field titled "Accounting Object" needs to be updated. Grants are listed in SAP as "WBS Element". Simply click on the drop-down arrow under "Accounting Object" and choose "WBS Element." In this case, the 11 digit grant number (XXXXXXXXXX.X) was entered, and the "Check" button was clicked. The number was correct as the grant "DOJ: Digital Evidence Forensic Training" is the correct account.

This screenshot shows the 'Accounting Object' dropdown menu open, with 'WBS Element' selected and circled in red. The 'Accounting Object Value' field now displays '3534222782.1 - DOJ: Digital Evidence Forensic Training'. The 'WBS Element' field contains '3534222782.1'.

6. Once the "Cost Assignment for Trip" has been updated, simply click on Accept and TM will return to the "General Data" screen for additional input.
7. Once the update is completed, ensure that you click on **"SAVE/SEND FOR APPROVAL"**. If you do not the TER will not get processed.

If you have any questions please see your Travel Assistant.