How to Split Cost Centers and Document Unfunded Travel

Instruction on how to split your cost center and document unfunded travel. This information can also be found in the Travel Manual.

You will begin by entering your information as you do with any other travel until you get to the "Additional Information" area.

Note: At any point in this process you can "Save Draft".

General Data Review and Send	Completed	
Employee		
Previous Step Review Save Draft		
Calendar of Trips Attachments (0)		
General Data		
* Start Date:	03/28/2023	
* End Date:	04/02/2023	
Posting Date:	04/02/2023	
Destination		
* Trip Country:	Standard Conus Rate, USA 🗸 Trip Region: WA/SM 🖓 Seattle, WA	
* Destination:	Training Development Travel	
Additional Destinations:	No destinations entered	Enter Additional Destinations

At the "Additional Information" section you would enter the red asterisk information as you see below and then click on "Enter Estimated Costs"

Additional Information		
* Activity (Expenses):	Training/Development Travel	
* Reason:	Presenting at SHAPE America Convention	
Estimated Costs:	1,294.75 USD Enter Estimated Costs	
Comment:		
Advances:	0.00 United States Dollar	Enter Advances
Cost Assignment:	100.00 % Cost Center 7011400000 (ADMIN/GE/ECON DEV), Funds Center 7011400000 (Change Cost Assignment

Calculate			
Travel Mediums	Estimated Costs	Curr	
Airfare	0.00	USD	
Baggage Fee	0.00	USD	
Business Meal (auth required)	0.00	USD	
Conference Regist	0.00	USD	
Gasoline	0.00	USD	
Hotel	880.00	USD	
Meals/Subsistence	414.75	USD	
Mileage Reimb	0.00	USD	
Other Miscellaneous Costs	0.00	USD	
Parking	0.00	USD	
Car rental	0.00	USD	
Taxi, shuttle, public trans.	0.00	USD	This cost would be
Toll	0.00	USD	minus. So, for
Train	0.00	USD	(whatever amount
Z: Unfunded Travel Costs	0.00	USD	not covered by the
			Innivarcity

Once you enter the -300.00 and click accept. The system will deduct from the total (as it did below) and take you back to the General Data Screen. If you want to see that it actually deducted the correct amount (example below). You will have to click on the "Enter Estimated Costs" tab and the below screen will open. When finished click on "Exit to General Data".

Previous Step Accept Exit to General Data Save Draft				
Estimated Costs				
Calculate				
Travel Mediums	Estimated Costs	Curr		
Airfare	0.00	USD		
Baggage Fee	0.00	USD		
Business Meal (auth required)	0.00	USD		
Conference Regist	0.00	USD		
Gasoline	0.00	USD		
Hotel	880.00	USD		
Meals/Subsistence	414.75	USD		
Mileage Reimb	0.00	USD		
Other Miscellaneous Costs	0.00	USD		
Parking	0.00	USD		
Car rental	0.00	USD		
Taxi, shuttle, public trans.	0.00	USD		
Toll	0.00	USD		
Train	0.00	USD		
Z: Unfunded Travel Costs	300.00-	USD		
Sum	994.75	USD		
Previous Step Accept Exit to General Data Save Draft				

Click "Exit to General Data"

You will be back at the General Data screen below.

Calendar of Trips Attachments (0)		
General Data		
* Start Date:	03/28/2023	
* End Date:	04/02/2023	
Posting Date:	04/02/2023	
Destination		
* Trip Country:	Standard Conus Rate, USA 🗸 Trip Region: WA/SM 🖸 Seattle, WA	
* Destination:	Training Development Travel	
Additional Destinations:	No destinations entered	Enter Additional Destinations
Additional Information		
* Activity (Expenses):	Training/Development Travel \sim	
* Reason:	Presenting at SHAPE America Convention	
Estimated Costs:	994.75 USD Enter Estimated Costs	
Comment:		
Advances:	0.00 United States Dollar	Enter Advances
Cost Assignment:	100.00 % Cost Center 7011400000 (ADMIN/GE/ECON DEV), Funds Center 7011400000 (Change Cost Assignment
Previous Step Review Save Draft		

You now want to click on "Change Cost Assignment"

The below screen will now display.

General Data	cost Assignment General Da	ta Review and Send	Completed		
Employee Proper , Tina I	M. (00070372) Start Date 0	3/28/2023 End Date 04/02/20	23		
Previous Step	Previous Step Accept Exit to General Data Save Draft				
Cost Assignment for Tr New Entry Check Det	Cost Assignment for Trip				
🗈 Cost Assign (%)	Company Code	Business Area	Accounting Object	Accounting Object Value	
✓ 100.00) State System of Higher Ed	Slippery Rock	Cost Center \sim	7011400000	
Cost Center: 7011400000					
Previous Step Accept	Exit to General Data	ve Draft			

This is where you split your cost centers by % (you need to calculate and enter the % split). To make your first entry you click under the "Cost Assign (%)" where it lists 100 and change this the % you need for your first cost center.

SAP			Create Travel Request			
General Data Cost Assignment General Da	ta Review and Send C	Completed				
Employee Proper, Tina M. (00070372) Start Date 0	Employee Proper, Tina M. (00070372) Start Date 03/28/2023 End Date 04/02/2023					
Previous Step Accept Exit to General Data Sa	ve Draft					
Cost Assignment for Trip New Entry Check Delete						
🗈 Cost Assign (%) Company Code	Business Area	Accounting Object	Accounting Object Value			
48.00 State System of Higher Ed	Slippery Rock	Cost Center V	7011400000 - ADMIN/GE/			
52.00 State System of Higher Ed	Slippery Rock	Cost Center V	7011410000 - FACILITY M			
C Previous Step Accept Exit to General Data Sa	ve Draft					

When you type in the first % such as 48% listed above, it will default to your home cost center or you can change the cost center to whatever you need. You can now click on "Accept and New Entry" and the system will automatically calculate and add the 52% for the second cost assignment (you can override this % if you have more cost center splits to add). You now need to enter your second cost center when you have finished, click "Accept". If you have finished adding all your cost center splits, click on "Accept" and the system will take you back to the General Data screen.

You will be back at the General Data screen

Calendar of Trips Attachments (0)		
General Data		
* Start Date:	03/28/2023 📰 15:00	
* End Date:	04/02/2023	
Posting Date:	04/02/2023	
Destination		
* Trip Country:	Standard Conus Rate, USA	
* Destination:	Training Development Travel	
Additional Destinations:	No destinations entered	Enter Additional Destinations
Additional Information		
* Activity (Expenses):	Training/Development Travel	
* Reason:	Presenting at SHAPE America Convention	
Estimated Costs:	994 75 USD Enter Estimated Costs	
Comment:		
Commenta		
Advances:	0.00 United States Dollar	Enter Advances
Cost Assignment:	2 Assignments: 48.00 % Cost Center 7011400000 (ADMIN/GE/ECON DEV), Funds Cente	Change Cost Assignment
5		
Previous Step Review Save Draft		

Click on "Review" and at the next screen click on "Display Request Form"

You can now check to be sure you entered everything correctly.



You can now close this screen.

The system will bring you back to the below screen. If you have entered everything correctly and you are the traveler you can "Save and Send for Approval". If you are a Travel Assistant you will need to "Save Draft". If you need to fix something, you will click on "Save Draft and then Previous Step" until you find the correct screen to fix your error.

 Previous Step
 Save and Send for Approval

 Final Action
 I only want to save my travel request and send it later

 Save Draft
 I only want to save my travel request and send it later

 Save and Send for Approval
 I want to save my travel request and send it now for further processing I confirm that I have entered all data to the best of my knowledge

 Summary
 Total Travel Expenses
 994.75 USD

 Estimated Costs
 994.75 USD

 Cost Assignment
 477.48 USD Company Code SSHE (State System of Higher Ed), Business Area 70 (Slippery Rock), Cost Center 7011400000 (517.27 USD Company Code SSHE (State System of Higher Ed), Business Area 70 (Slippery Rock), Cost Center 7011410000 (

Display Request Form

Previous Step
 Save and Send for Approval