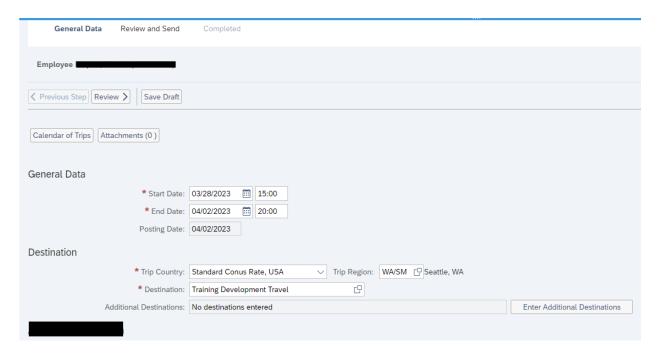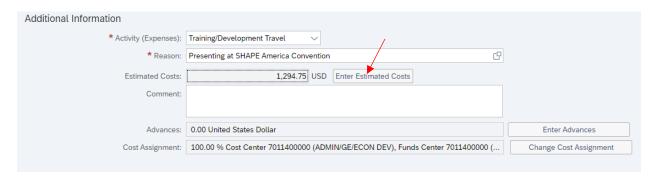## How to Split Cost Centers and Document Unfunded Travel

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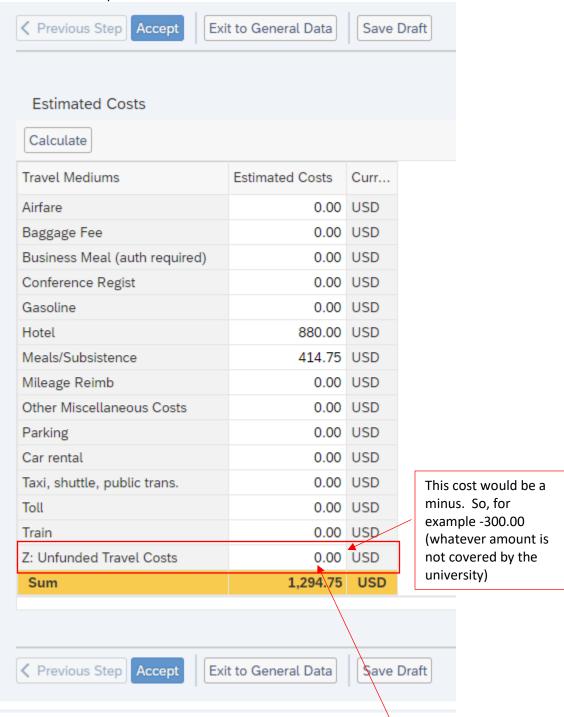
Note: At any point in this process you can "Save Draft".

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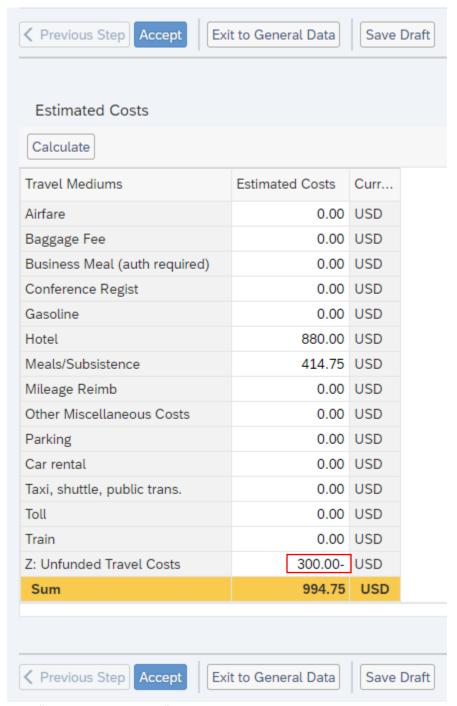
This window will open

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	0.00	USD
Sum	**1,294.75**	**USD**

Estimated Costs

Calculate

< Previous Step | Accept | Exit to General Data | Save Draft

This cost would be a minus. So, for example -300.00 (whatever amount is not covered by the university)
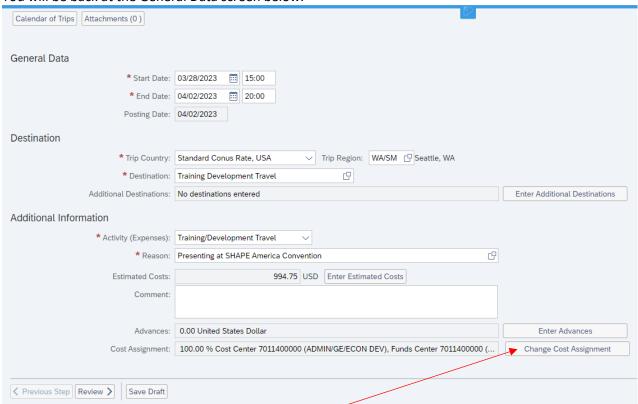
You would enter all the applicable information as well as the Unfunded Travel Costs.

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**

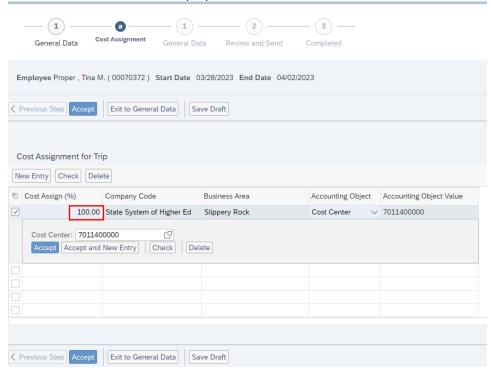< Previous Step | **Accept** | Exit to General Data | Save Draft

Click "Exit to General Data"

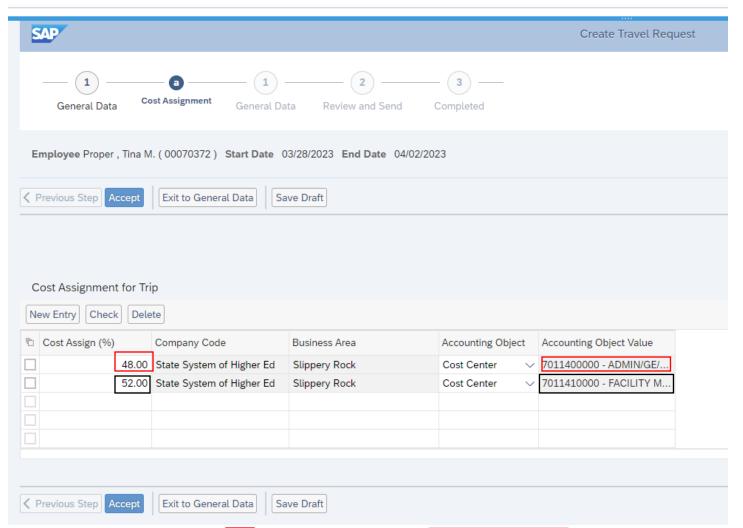You will be back at the General Data screen below.

You now want to click on "Change Cost Assignment"

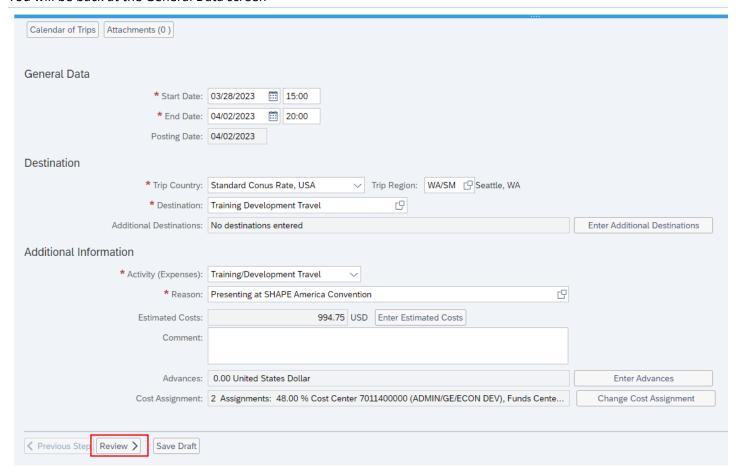The below screen will now display.

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.

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

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

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

SlipperyRock University

Proper , Tina M.
Personnel No. 70372
Slippery Rock University

Slippery Rock University of PA
Accounts Payable
104 Maltby Avenue, Suite 002
Slippery Rock, PA 16057

Last Changed By: 70TPROPER
Changed On: April 13, 2023

Page 1 of 1

Travel Request

of Proper , Tina M. for trip number 0 from March 28, 2023 to April 2, 2023

General Data

Destination 1:	TRAINING DEVELOPMENT TRAVEL /USA	
Start:	Tuesday, March 28, 2023	15:00
End:	Sunday, April 2, 2023	20:00

Reason:	Presenting at SHA
Activity:	Training/Development Travel

Cost, Advances and Cost Distribution

Estimated Costs:	Total	$994.75	USD	
	Includes:	$880.00	USD	Hotel
	Includes:	$414.75	USD	Meals/Subsistence
	Includes:	($300.00)	USD	Z: Unfunded Travel Costs

Unfunded travel costs

Cost Assignment:	48 % to	Funds Center:	7011400000
		Funds:	7011001000
	52 % to	Funds Center:	7011410000
		Funds:	7011001000

Fund center split

Advances:

Approval Log

Work Flow Level	Planned Approver Name	Actual Approver Name	Date	Time	Work Flow Approval Status

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

○ 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**