Funding in Cost Distribution in Travel can be made on the Trip Level or the Trip Item Level

A. Update Trip Level Cost Distribution

1. To Enter funding line other than the default funding line, Click the Cost Distribution button

2. On the pop-up screen
   a. Change the 1st line % Distribution to 0%. The 1st line is the default funding line of the trip.
   b. On the 2nd line, Enter XXX% and the complete account assignment
   c. Click “Enter”
B. Multiple Funding in Trip Level Cost Distributions

1. To Add an expense funding line in addition to the default, Click the Cost Distribution button

2. On the pop-up screen
   a. Change the 1st line % Distribution to XX%. The 1st line is the default funding line of the trip.
   b. On the 2nd line, Enter XX% and the complete account assignment of the additional funding line
   c. Click “Enter”
C. Update Item Level Cost Distributions

1. To Enter an expense funding line in other than default
   a. Highlight the Expense Type
   b. Click “Costs”

2. On the pop-up screen
   a. The percentage or absolute (amount)
   b. Change the 1\textsuperscript{st} line % Distribution to 0\% or $0
   c. On the 2\textsuperscript{nd} line, Enter XXX\% or XXXXX.XXX and the complete account assignment
   d. Click “Enter”
D. Multiple Funding in Item Level Cost Distributions

3. To Enter an additional expense funding line
   a. Highlight the Expense Type
   b. Click “Costs”

4. On the pop-up screen
   a. The percentage or absolute (amount)
   b. Change the 1st line % Distribution to XX% or $XXXX.XX. The 1st line is the default funding line of the trip.
   c. On the 2nd line, Enter XX% or $XXXX.XX and the complete account assignment
   d. Click “Enter”