Cost allocation for subproject -

Travel reimbursement / expense reimbursement

This user guide shows you how to change the cost allocation for a subproject when registering an expense reimbursement or travel expense reimbursement.

- 1. Select 'register travel expense claim' or 'register expense reimbursement'
- 2. In step 1. Itinerary, select 'Custom/other'

1 Itinerary	- 2 Allowances	3 Expenses	4 Attachments
1. Itinerary			
Fr	om: 10.05.2021		
	To: 10.05.2021	109:00 ₽	
*Duro	e a Project meeting		
Country/reg	ion: Norway		
*Local	ion: Name of city or place		
Туре оf	trip: Day trip		~
	+ Add new destinati	ion	
Cost allocat	ion: 💿 Standard		
	Custom/other		

3. Click in the field for Work order (K7)

Cost allocation:	Standard
	Custom/other
Cost centre:	HR Seksjon for arbmi
K-element 6:	None 🗗
Activity (K5):	Dummy 6
K-element 4:	None 🗗
Work order (K7):	Uspesifisert annuum 다
Account:	None 🗗
Share (%):	100 Remove cost allocation
	+ Add new cost allocation + Copy from other travel

4. Search for the project (sub-project) you are to enter the cost towards (all projects start at UB). You can search by name or project number.

Arbeidsordre (K7)		
Søk	Q	
(Un-)settling-Andre driftskostnader, GA UB102211104		
(Un-)settling-EGEN, GA UB102211100		
(Un-)settling-Lønn, GA UB102211102		
(Un-)settling-Produksjon, GA UB102211103		
(Un-)settling-Reise/Diett/Hotel, GA UB102211101		
(Un-)settling-Troldhaugen, GA UB102211105		
*****MAL BIDRAG DELPROSJEKT EGENFIN*** UB102658100	r**	
*****MAL BIDRAG DELPROSJEKT EGENFIN*** UB102873100	***	
*****MAL BIDRAG DELPROSJEKT EGENFIN*** UB102806100	***	
*****MAL BIDRAG DELPROSJEKT NFR***** UB102658101		
	/brvt	

5. Select the subproject the cost is to be entered against and proceed to step 2, allowances.

User guides

Travel expense claims and expense reimbursements for employees (DFØ)