

# 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

From:	10.05.2021		08:00	
To:	10.05.2021		09:00	

\*Purpose:

Country/region:  

\*Location:

Type of trip:  

[+ Add new destination](#)

Cost allocation:  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 

K-element 4: None 

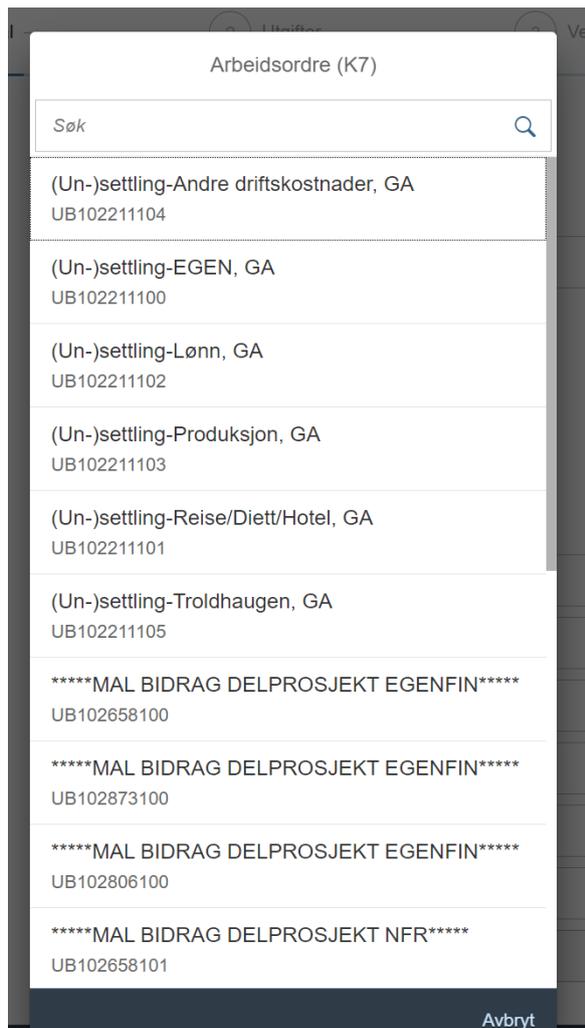
Work order (K7): Uspesifisert annuum 

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.



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 \(DFØ\)](#)