

## How to Change an Account code in an Expense Report

1. Create the Expense Report.
2. Click the drop down for Trip Type and re-select the Trip Type.

### Create a New Expense Report

Report Header

*Report/Trip Name Concur Fusion 2020	*Report/Trip Business Start Date 03/09/2020	*Report/Trip Business End Date 03/12/2020
*Traveler Type Employee	*Trip Type CAMPUS: Domestic Out-of-S	Does this reimbursement check need to be held for pickup? No
AP Vendor ID 0000200368		
*ADSC (05805) TRAVEL & REIMBUI		
*Project 00000000		

Requests

The \*Trip Type dropdown menu is open, showing the following options:

- CAMPUS: Domestic Group (\$50)
- CAMPUS: Domestic Out-of-State Travel (\$25)
- CAMPUS: In-State Travel (\$15)
- CAMPUS: Int'l Group (\$100)
- CAMPUS: Int'l Travel (\$35)
- CAMPUS: Non-University Travel (\$25)
- CAMPUS: Research/Study Participant Travel (\$25)
- HOSP: Domestic Group (\$100)
- HOSP: Domestic Out-of-State Travel (\$25)
- HOSP: In-State Travel (\$15)
- HOSP: Int'l Group (\$100)
- HOSP: Int'l Travel (\$35)
- HOSP: Non-University Travel (\$25)

3. Use the drop down pictured below to select the last digit of the account code.

### Update Account Code Designation / SOM

Mission-Based Accounting

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4. Complete the rest of the Expense Report.