

- F25. If changes need to be made to the funding source on the Estimated Expenses, check the lines that need to be changed and click on more actions and highlight Change Expense Funding.

The screenshot shows the 'Estimated Expenses' section of the Travel and Expense Management system. The 'More Actions' dropdown menu is open, and 'Change Expense Funding' is highlighted. The table below shows the following data:

Date	Type	Description	Pay in USD
Apr 27, 2015	Airfare - Alaska Airline		100.00
Apr 27, 2015	Hotel - Hyatt		75.00
Apr 27, 2015	Meal - PerDiem		60.00
Apr 28, 2015	Meal - PerDiem		60.00
Apr 29, 2015	Meal - PerDiem		60.00
Apr 30, 2015	Meal - PerDiem		60.00

The 'Funding Default' dialog box is shown. The 'Add Funding' section is active, and the 'Add' button is highlighted. The fields are as follows:

Chart	Index	Fund	Organization	Program	Activity	Location	Project	Percent