

How to Change Default Funding (Traveler Role)

Travelers can change their Default Funding in their Expense Module profile, which can significantly minimize expense entry time as this will be the new default funding in every Expense Report/Travel Authorization. Funding can still be changed on an individual report if required.

Below are the steps outlining this process.

1. Sign into the Expense Module. Click on **Travel and Expenses** in the main menu on the left.
2. Click on **UW Travel and Expenses** then **My Default Profile**. Select **'Search'**.

System

Favorites | Main Menu > Travel and Expenses > UW Travel and Expenses > My Default Profile

My Default Profile

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with EXUSER01

Name: begins with

Search Clear Basic Search Save Search Criteria

3. Click on the **Default Funding** Tab
4. Change Department, Fund Code, Program Code, Class or Project as desired
5. Check the **Do Not Automatically Refresh Funding** box
6. Click **Save**

System

Favorites | Main Menu > Travel and Expenses > UW Travel and Expenses > My Default Profile

My Default Profile **Default Funding**

UW Travel and Expenses

My Default Profile

Employee, EXUSER09

Do Not Automatically Refresh Funding

Scroll Area

Start Date 11/18/2006 End Date

GL Business Unit	Department	Fund Code	Program Code	Class	Project
1 UWSTO	384002	102	2		

Save Return to Search Previous in List Next in List

My Default Profile | Default Funding