


## Trip Cost Assignment

**Process:** To establish a default cost center for TRIP other than the Master Cost Center assigned to the traveler’s position in HR.

### PROCEDURES

A new travel document will default to the Master Cost Center assigned to the traveler’s position. The Master Cost Center can be viewed on SAP transaction PA20 on Infotype 0001.

Click on the grey selection box to the left of the Infotype and click the Display button .

The Master Cost Center assigned to the traveler’s position will be located under the Enterprise Structure section.

**Display HR Master Data**

Person ID: 00001211    Pers.Assgn: 00001211 51005729 00001211...

Name: Cara Jane Nelson    Empl. %: 100.00

EE group: A Staff    Pers.area: 1000 Main Campus

EE subgroup: 03 Exempt Monthly    Pers. subarea: 0001 Reg FT

UK Personal Data    UK Payroll Data    UK Benefits    UK Organizational Data

Infotype text    S..    Period

Actions (0000)    ✓     Period

Personal Data (0002)    ✓    From:    To:     Today     Curr.week

**Organizational Assignment (0001)    ✓**     All     Current month

Addresses (0006)    ✓     From curr.date     Last week

Basic Pay (0008)    ✓     To Current Date     Last month

Cost Distribution (0027)    ✓     Current Period     Current Year

Date Specifications (0041)    ✓   

Additional Personal Data (0077)    ✓

College/Department Comments (9022)    ✓

Direct selection

Infotype:    \$Ty:   

Person ID: 00001211    Pers.Assgn: 00001211 51005729 00001211...

Name: Cara Jane Nelson    Empl. %: 100.00

EE group: A Staff    Pers.area: 1000 Main Campus

EE subgroup: 03 Exempt Monthly    Pers. subarea: 0001 Reg FT

Start: 08/01/2015    to: 12/31/9999    Chng: 07/31/2015 KJWYATO

**Enterprise structure**

CoCode	UK00	University of Kentucky		
Pers.area	1000	Main Campus	Subarea	0001 Reg FT
Cost Ctr	1012013100	CONTROLLER-A-P	Bus. Area	0101 UK w/o component units
Fund	0011002000	C/A UK GENERAL		
Grant	GMNR	GM NOT RELEVANT		
Func. Area	0620	Fiscal Operations		

## Trip Cost Assignment

### New Infotype 0017:

If the majority of the traveler's travel expenses are to be charged to a different cost center, a TRIP default can be added in HR infotype 0017 through SAP transaction PA30.

To add a new cost center specifically for travel, type 0017 in the Infotype Direct Selection Box and click the Create button

The screenshot shows the SAP HR configuration screen for Infotype 0017. The employee details are: Person ID 00001211, Name Cara Jane Nelson, EE group A Staff, EE subgroup 03 Exempt Monthly. The left sidebar shows search options: Person, Collective search help, Search Term, and Free search. The main area has tabs for UK Personal Data, UK Payroll Data, UK Benefits, and UK Organizational Data. A list of infotypes is shown with checkmarks: Actions (0000), Personal Data (0002), Organizational Assignment (0001), Addresses (0006), Basic Pay (0008), Cost Distribution (0027), Date Specifications (0041), Additional Personal Data (0077), and College/Department Comments (9022). The 'Infotype' field at the bottom is highlighted with a red box and contains the value '0017'. The 'STy' field is empty.

Infotype text	Checkmark
Actions (0000)	✓
Personal Data (0002)	✓
Organizational Assignment (0001)	✓
Addresses (0006)	✓
Basic Pay (0008)	✓
Cost Distribution (0027)	✓
Date Specifications (0041)	✓
Additional Personal Data (0077)	✓
College/Department Comments (9022)	

Infotype: 0017 STy:

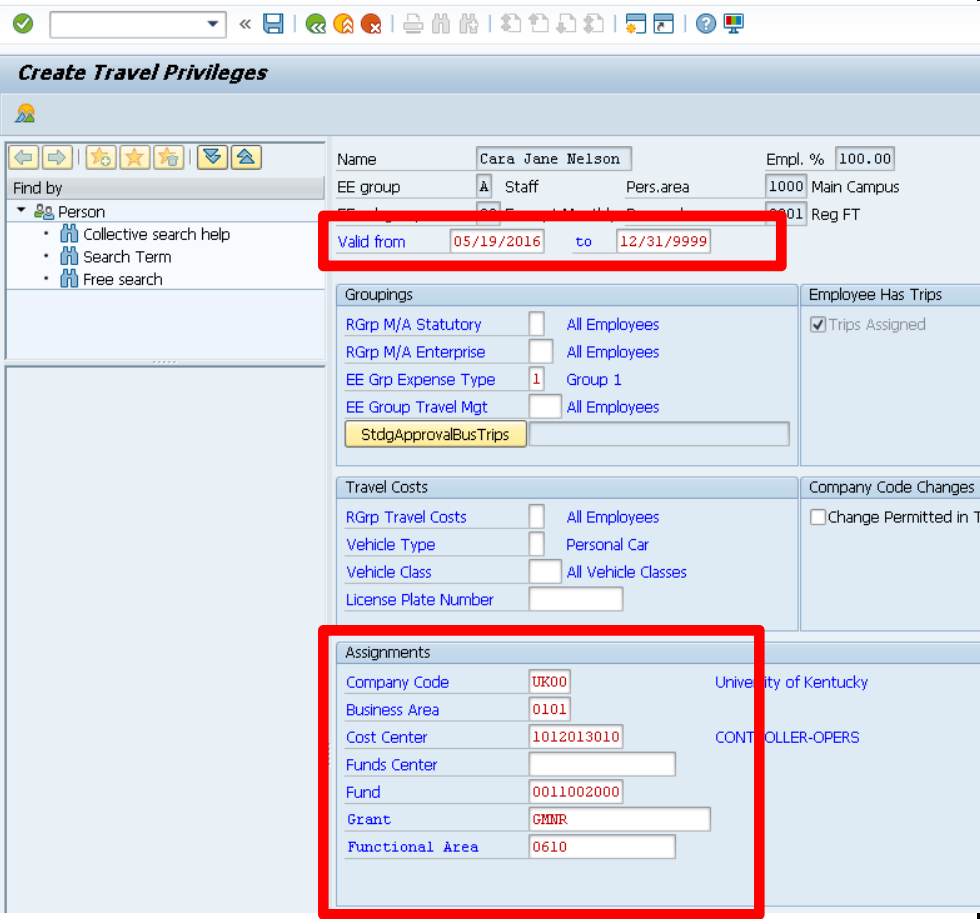
## Trip Cost Assignment

The Validity Dates will default as Valid from Current Date to 12/31/9999. Choose the appropriate Start Date of the new TRIP cost center. The Valid from dates should reflect dates of travel to be charged to the cost center.

Enter the Company Code and the new cost center in the Assignments section. Press enter to populate derived fields. DO NOT change any data in Groupings or Travel Costs.

Click Save .

**NOTE:** Adding a new Infotype 0017 will not retroactively change already existing trips.



**Create Travel Privileges**

Name: Cara Jane Nelson, Empl. %: 100.00  
EE group: Staff, Pers.area: 1000, Main Campus, Reg FT

Valid from: 05/19/2016 to 12/31/9999

**Groupings**

RGrp M/A Statutory	<input type="checkbox"/>	All Employees
RGrp M/A Enterprise	<input type="checkbox"/>	All Employees
EE Grp Expense Type	1	Group 1
EE Group Travel Mgt	<input type="checkbox"/>	All Employees

StdgApprovalBusTrips

**Travel Costs**

RGrp Travel Costs	<input type="checkbox"/>	All Employees
Vehicle Type	<input type="checkbox"/>	Personal Car
Vehicle Class	<input type="checkbox"/>	All Vehicle Classes
License Plate Number		

**Assignments**

Company Code	UK00	University of Kentucky
Business Area	0101	
Cost Center	1012013010	CONTROLLER-OPERS
Funds Center		
Fund	0011002000	
Grant	GMNR	
Functional Area	0610	

**Employee Has Trips**


Trips Assigned

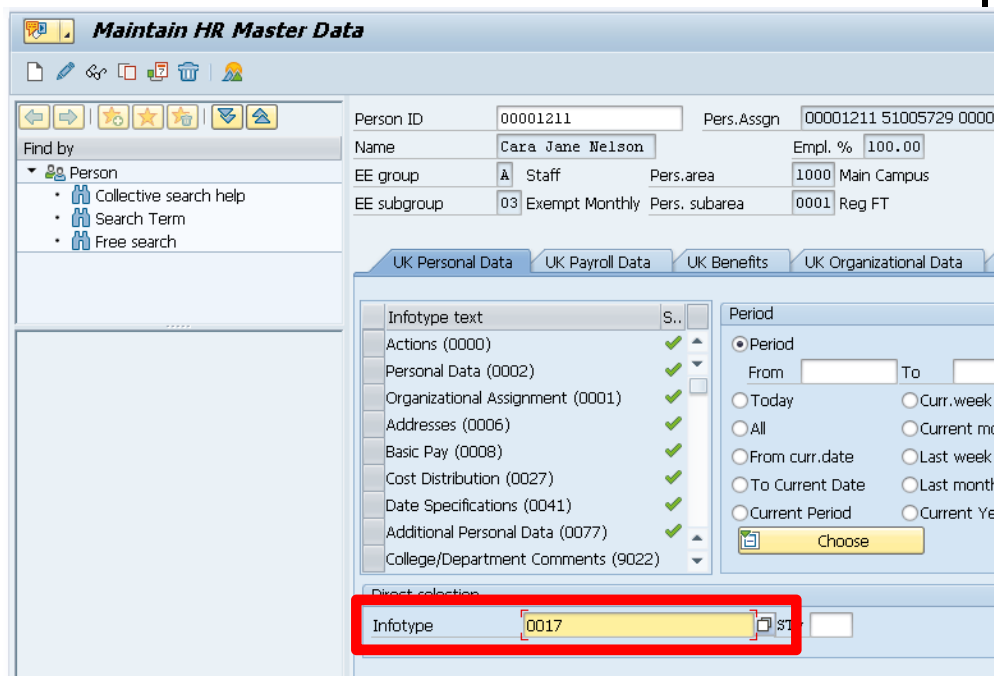
**Company Code Changes**

Change Permitted in Tr

## Trip Cost Assignment

### Change Infotype 0017:

To change an existing Infotype 0017 Cost Center for TRIP, type 0017 in the Infotype Direct Selection field and click the Change button .



**Maintain HR Master Data**

Person ID: 00001211 Pers.Assgn: 00001211 51005729 0000  
 Name: Cara Jane Nelson Empl. %: 100.00  
 EE group: A Staff Pers.area: 1000 Main Campus  
 EE subgroup: 03 Exempt Monthly Pers. subarea: 0001 Reg FT

UK Personal Data UK Payroll Data UK Benefits UK Organizational Data

Infotype text: S..

Actions (0000) ✓  
 Personal Data (0002) ✓  
 Organizational Assignment (0001) ✓  
 Addresses (0006) ✓  
 Basic Pay (0008) ✓  
 Cost Distribution (0027) ✓  
 Date Specifications (0041) ✓  
 Additional Personal Data (0077) ✓  
 College/Department Comments (9022)

Period: From To  
 Today  Curr. week  
 All  Current mo  
 From curr.date  Last week  
 To Current Date  Last month  
 Current Period  Current Ye

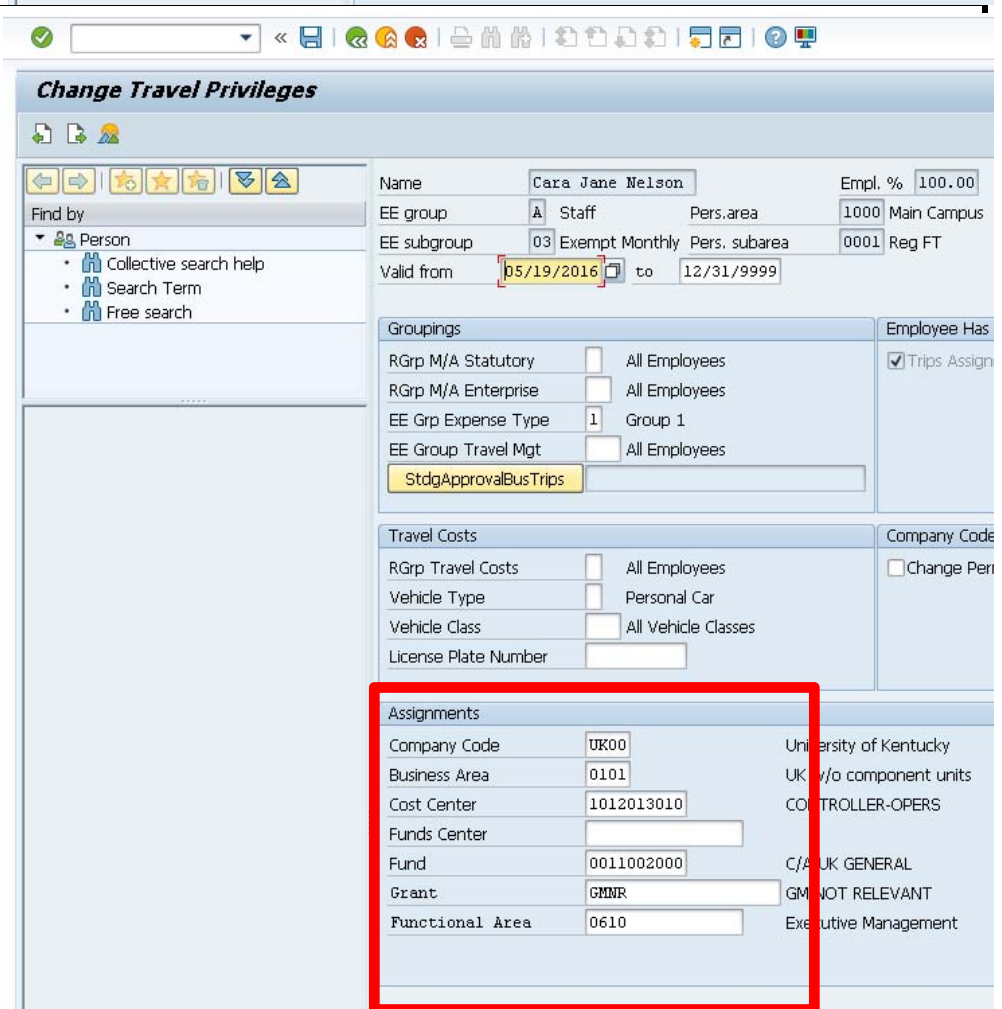
Choose

Direct selection: Infotype: 0017

Delete all of the existing information under Assignments. Enter new information and press Enter or click the Green Check.

Click Save .

**NOTE:** Changing Infotype 0017 will not retroactively change already existing trips.



**Change Travel Privileges**

Name: Cara Jane Nelson Empl. %: 100.00  
 EE group: A Staff Pers.area: 1000 Main Campus  
 EE subgroup: 03 Exempt Monthly Pers. subarea: 0001 Reg FT  
 Valid from: 05/19/2016 to 12/31/9999

Groupings: RGrp M/A Statutory  All Employees  
 RGrp M/A Enterprise  All Employees  
 EE Grp Expense Type: 1 Group 1  
 EE Group Travel Mgt:  All Employees  
 StdgApprovalBusTrips

Employee Has:  Trips Assign

Travel Costs: RGrp Travel Costs  All Employees  
 Vehicle Type:  Personal Car  
 Vehicle Class:  All Vehicle Classes  
 License Plate Number:

Company Code:  Change Per

Assignments: Company Code: UK00 University of Kentucky  
 Business Area: 0101 UK y/o component units  
 Cost Center: 1012013010 CONTROLLER-OPERS  
 Funds Center:   
 Fund: 0011002000 C/A UK GENERAL  
 Grant: GMNR GM NOT RELEVANT  
 Functional Area: 0610 Executive Management