How to Change Object Code to Participant Travel in iExpense

In Step 2 of the iExpense process, enter expenses and choose the appropriate Expense Type.

In Step 3, verify the Department, FEC, and Project. You will see that each expense has been assigned to the object code related to the Expense Type from the previous screen.

In this step, you will need to manually change the object codes to 78850—Participant Travel.

Note: Travel object codes should be changed for Participant Accounts ONLY.

In Step 4, prior to submitting the reimbursement, this change can be verified in the “Expense Allocations” tab.