# How to Change the Default Cost Assignment Associated with an Expense Report
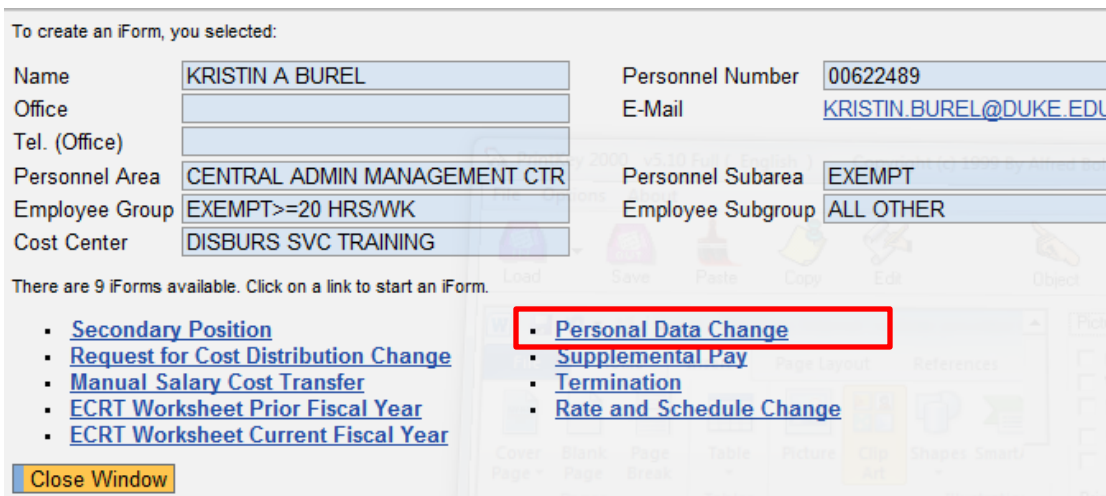
1. Go to the iForm tab via work.duke.edu. Please note: typically department payroll representatives have iForms access to all employees in a department. The Corporate Payroll website has a complete list of department payroll representatives.

2. Click on "Staff", enter the name/DUID of the person whose cost assignment should be updated, and select "Search".
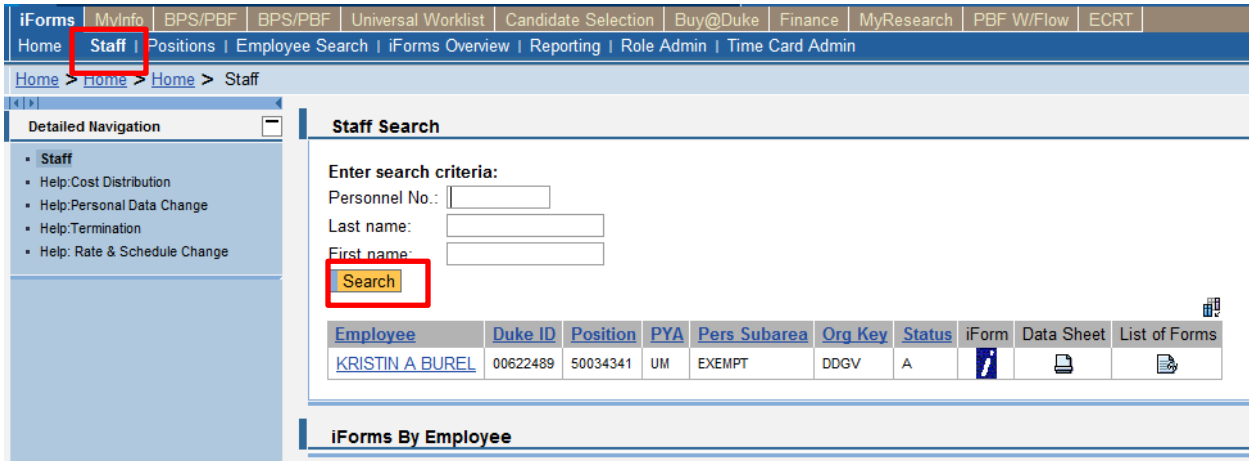
3. Click on "iForm".
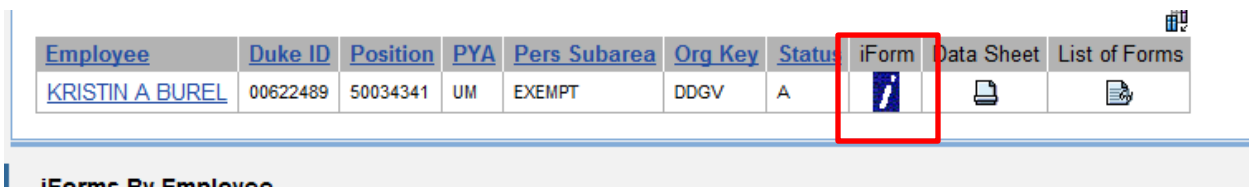
4. Click on "Personal Data Change" iForm.

5. Choose the "Personal Data Changes" radio button and click "Select".

6. Scroll down the iForm and find the "Travel Cost Object" section. Enter the Company Code and the Cost Center or the WBS element that should be the default for the employee's expense reports. Please note: This will appear in the "General Data" section of the expense report.

7. Once the appropriate Company Code and cost object are selected, click "Submit". This action will route the iForm for approval. Once approved, the default cost object will be updated with the date the iForm was created as the start date.