

District Finance Options 2 - FIN2900

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This page is used to select the appropriate options for managing LEA an 's travel reimbursement requests.

Set up Finance options:

Field	Description
Next Available Travel Request Number	Type the next available travel request number. Or, click the **Next Available Travel Request Number** link to automatically populate the field with the last travel request number plus one. The field can be a maximum of six characters and can be alphanumeric. If only numeric values are used, the field is zero-filled to equal six digits when a partial travel request number is entered and you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled to equal six characters (e.g., you entered ABC2, the travel request number remains ABC2).
Location Locking	Select to
Require Start/End Times	Select to
Require Map Mileage	Select to
Mileage Reimbursement Rate	Type the mileage reimbursement rate (e.g., 57.5 cents per mile).
New Mileage Reimbursement Rate	Type the new mileage reimbursement rate. This field is used when the mileage reimbursement rate is set to change on a scheduled date.
New Mileage Reimbursement Date	Type the date on which the **New Mileage Reimbursement Rate** takes effect. Use the MM-DD-YYYY format. This field is used when the mileage reimbursement rate is set to change on a scheduled date.
Breakfast Amount	Type the allowable limit for breakfast reimbursement.
Breakfast Eligible Depart Time	Type the time the employee must depart before in order to be reimbursed for breakfast. Use the HH MM format and click to select AM or PM.
Lunch Amount	Type the allowable limit for lunch reimbursement.
Dinner Amount	Type the allowable limit for dinner reimbursement.
Dinner Eligible Return Time	Type the time the employee must return after in order to be reimbursed for dinner. Use the HH MM format and click to select AM or PM.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.