

Locations - FIN2855

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This tab is used to maintain a list of predefined travel locations to be used for employee travel reimbursement requests.

These locations are displayed in the Location look-up displayed when you click the **Locations** link on the EmployeePortal > Travel Reimbursements page. This is an optional method for maintaining a list of locations.

Retrieve a record:

Field	Description
Start Location ID	Type the starting location ID from which you want to retrieve.
Location Name	Type the starting location name from which you want to retrieve.

❑ Click **Retrieve**. A list of location IDs or names equal to and greater than the entered data is displayed.

Add a record:

❑ Click **+Add** to add a row.

Location ID	Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters. This is a required field.
Location Name	Type a user-defined location name. This field can be a maximum of thirty-five alphanumeric characters. This is a required field.
Address	Type the street number and name for the location. This field can be a maximum of 35 characters.
City	Type the city name for the location. This field can be a maximum of 30 characters.
St	Click ⌄ to select the state for the location.
Zip	Type the five-digit zip code for the location.
Zip 4	Type the additional four digits of the zip code.

❑ 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.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.

Print	Click to print the list of travel locations. Review the report.