



# **districtfinanceoptions2body**





# Table of Contents

**districtfinanceoptions2body** ..... i



This page is used to set up the appropriate parameters to be used for the LEA's travel reimbursement requests.

**Set up Finance options:**

| Field                                       | Description   |
|---|---|
| <b>Next Available Travel Request Number</b> | Type the next available travel request number. Or, click the <b>Next Available Travel Request Number</b> 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). |
| <b>Location Locking</b>                     | Select to   |
| <b>Require Start/End Times</b>              | Select to   |
| <b>Require Map Mileage</b>                  | Select to   |
| <b>Mileage Reimbursement Rate</b>           | Type the mileage reimbursement rate (e.g., 57.5 cents per mile).  |
| <b>New Mileage Reimbursement Rate</b>       | Type the new mileage reimbursement rate. This field is used when the mileage reimbursement rate is set to change on a scheduled date.   |
| <b>New Mileage Reimbursement Date</b>       | Type the date on which the <b>New Mileage Reimbursement Rate</b> 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.  |
| <b>Breakfast Amount</b>                     | Type the allowable limit for breakfast reimbursement.   |
| <b>Breakfast Eligible Depart Time</b>       | 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.   |
| <b>Lunch Amount</b>                         | Type the allowable limit for lunch reimbursement.   |
| <b>Dinner Amount</b>                        | Type the allowable limit for dinner reimbursement.  |
| <b>Dinner Eligible Return Time</b>          | 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**.