





# **districtfinanceoptions2body**



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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 require the travel start and end times on the travel reimbursement request in EmployeePortal.
<b>Require Odometer Start/Stop Mileage</b>	Select to require the beginning and ending odometer readings on the travel reimbursement request in EmployeePortal.
<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**.