districtfinanceoptions2body

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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 lock the **Origin** (starting) and **Destination** (ending) fields on the travel reimbursement request and require employees to use the **Location** link to select an origin and destination from the predefined list of travel locations set up on the Finance > Tables > Travel > Locations tab.
Require Start/End Times	Select to require the travel start and end times on the travel reimbursement request.
Require Odometer Start/Stop Mileage	Select to require the beginning and ending odometer readings on the travel reimbursement request.
Mileage Reimbursement Rate	Type the mileage reimbursement rate (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 on the first travel day. Use the HH MM format and click ⏰ to select AM or PM. To be reimbursed for breakfast on the first travel day, the **Departure Time** on the travel reimbursement request must be earlier than the **Breakfast Eligible Depart Time**.
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 on the last travel day. Use the HH MM format and click ⏰ to select AM or PM. To be reimbursed for dinner on the last travel day, the **Return Time** on the travel reimbursement request must be later than the **Dinner Eligible Return Time**.

❑ Click **Save**.