



Select Travel Numbers

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The Travel lookup is used to select one or more travel numbers.

Select a travel number:

Click **Search** to retrieve all available travel numbers.

OR

Use the following search fields to search for travel numbers:

Travel Req Nbr	Type a travel request number.
Vendor Number	Type the vendor number.
Request Total	Type the total dollar amount of a travel request.
Purpose	Type the purpose of a travel request.
Check Number	Type the check number of a travel request.

Click **Search**. A list of travel numbers that match the entered criteria is displayed.

- Select the travel numbers and click **OK**. The selected travel numbers are populated in the field/parameter.
- Click **Cancel** to close the lookup without selecting a travel number.