setuptraveldefinelocations

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Finance > Tables > Travel > Locations

Add a list of travel location details to be used for employee travel reimbursement requests.

❏ 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**.