



# **setuptraveldefinelocations**



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Define a list of travel locations to be used for employee travel reimbursement requests.

☐ Click **+Add** to add a row.

<b>Location ID</b>	Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters. This is a required field.
<b>Location Name</b>	Type a user-defined location name. This field can be a maximum of thirty-five alphanumeric characters. This is a required field.
<b>Address</b>	Type the street number and name for the location. This field can be a maximum of 35 characters.
<b>City</b>	Type the city name for the location. This field can be a maximum of 30 characters.
<b>St</b>	Click ▼ to select the state for the location.
<b>Zip</b>	Type the five-digit zip code for the location.
<b>Zip 4</b>	Type the additional four digits of the zip code.

☐ Click **Save**.