



setuptraveldistrictoptions

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Set up the following EP options to allow employees to view the Travel Reimbursement Request menu in EmployeePortal.

The screenshot shows the 'EmployeePortal Options' configuration page. At the top, there is a 'Save' button and a 'Payroll' dropdown menu. Below that, there are 'Year: C' and 'Frequency: 6' fields. The main content area is divided into two tabs: 'EMPLOYEEPORTAL OPTIONS' (selected) and 'LEAVE CAMPUSES'. Under 'EMPLOYEEPORTAL OPTIONS', there are 'Retrieve' and 'Print' buttons. Below these are radio buttons for 'Use: Employee Number' (selected) and 'Social Security Number'. The 'Enable' section contains a list of options with checkboxes, including 'Travel Reimbursement Request' which is checked. The 'Messages' section contains a list of options with radio buttons, including 'Travel Reimbursement Request' which is selected. A text box to the right of the 'Messages' list contains the text 'This is a travel message for all employees'. A black arrow points from the 'Messages' section down to the text box.

Under **Enable**, select **Travel Reimbursement Request** to enable the travel reimbursement request feature in EmployeePortal.

Under **Messages**, select **Travel Reimbursement Request** to enable employees to view a preset message on the Travel Reimbursement Requests page in EmployeePortal.

- Type the applicable message in the text box.
- The message is displayed in red at the top of the Travel Requests page in EmployeePortal after the record is saved.

Click **Save**.