



# setuptraveldistrictoptions



# Table of Contents

**setuptraveldistrictoptions** ..... i



[Payroll > Tables > District EP Options > EmployeePortal Options](#)

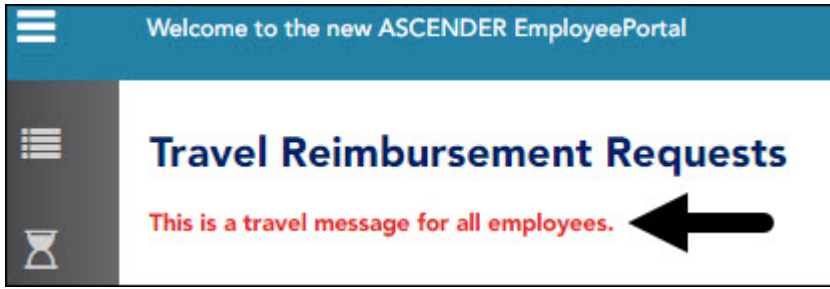
Set up the following EP options to allow employees to view the Travel Reimbursement Request page in EmployeePortal.

The screenshot shows the configuration interface for District EP Options. The 'EMPLOYEEPORTAL OPTIONS' section is active. Under the 'Enable' list, the 'Travel Reimbursement Request' option is checked and circled. In the 'Messages' list, the 'Travel Reimbursement Request' option is selected with a radio button and circled. A text box to the right of the 'Messages' list contains the text 'This is a travel message for all employees', with a black arrow pointing down to it from above. The page also has a 'Save' button, 'Year: C', and 'Frequency: 6'.

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 Leave Requests page in EmployeePortal.

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



Click **Save**.