



setuptraveldistrictoptions

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

The screenshot shows the configuration page for District EP Options. The top navigation bar includes a home icon, the breadcrumb 'Tables > District EP Options', and a 'Payroll' dropdown menu. Below the navigation bar, there are 'Save', 'Year: C', and 'Frequency: 6' fields. The main content area is divided into two tabs: 'EMPLOYEEPORTAL OPTIONS' (active) and 'LEAVE CAMPUSES'. Under the active tab, 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, where 'Travel Reimbursement Request' is checked and circled. The 'Messages' section contains a list of options with radio buttons, where 'Travel Reimbursement Request' is selected and circled. A text box to the right of the 'Messages' list contains the text 'This is a travel message for all employees' and is pointed to by a black arrow.

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**.