travelaccount

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District Administration > Utilities > Assign Travel Accounts

Mass assign account codes by primary campus, department code (optional), and year for employees using the travel reimbursement request feature in EmployeePortal.

After running this process, a user profile is created with the assigned account codes for each active person with the primary campus/dept on their Job Info record that matches the selection on this page.

When submitting a travel reimbursement request in EmployeePortal, employees will be able to use these account codes to indicate the budget to be charged for a travel reimbursement request.

> ⚠️ **IMPORTANT**: If you are creating a record for a campus and department, you must select a campus, indicate the department, and click **Retrieve** to add the campus/department record. This must be done upon initial retrieval. Otherwise, only select a campus and click **Retrieve**.

Field	Description
Campus	Click ⌄ to select a campus.
Dept	Type a one-character department code. This field is optional.

❏ Click **Retrieve**. The campus/department record is displayed.

❏ In the **CYR/NYR** field, click ⌄ to indicate the year (Current or Next) to apply the changes.

❏ Type an account code or mask (X) in each of the account code component fields. Click **+Add** to add rows as needed.

❏ Click **Save** to save the record without executing the changes.

❏ Click **Execute** to execute the process. A user profile is created for each active person with the selected primary campus/dept. The user is assigned the selected accounts for the primary campus/dept and the **Travel** check box is selected to indicate that the user will have access to the assigned accounts when submitting travel requests in EmployeePortal.