



travelsetupdaoptions

Table of Contents

travelsetupdaoptions i

[District Administration > Maintenance > User Profiles > Accounts](#)

Set up the necessary options for travel reimbursement users. You can allow and/or limit users to certain budget accounts. You can also mass assign travel accounts to user profiles by uploading a file using the [District Administration > Utilities > Assign Travel Accounts](#) utility.

- Assign authorized accounts.

- In the account code fields, add a new mask with all Xs to allow the user to have full access to all accounts.
- Type the account code elements of the accounts to which the user authorized to access (e.g., 199 for all 199 account codes). The Account Description is displayed for accounts that exist in the Account Code table.

- Select **TRAVEL** to authorize travel reimbursement requests for the specified account.
- Click **Save**.

[District Administration > Maintenance > User Profiles > Permissions](#)

- Under **Finance**, select **Travel Global Approver** to allow the user to view all travel reimbursement request records.

- Click **Save**.

- Use the following pages to set up the applicable approval workflows for travel reimbursement requests:

- [District Administration > Workflow > First Approver](#)

- [District Administration > Workflow > Approval Path](#)
- [District Administration > Workflow > Approval Rules](#)
- [District Administration > Workflow > Alternate Approver](#)