



travelsetupdaoptions

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

Set up the necessary options for travel reimbursement admin 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.

The screenshot shows the 'Accounts' tab in the 'District Administration' user profile setup interface. The interface includes a 'Save' button, a dropdown menu with '(88888)', and buttons for 'Retrieve User', 'Lookup User', 'Add User', 'Delete User', and 'Remove Process'. Below these are tabs for 'ACCOUNTS', 'PERMISSIONS', 'PURCHASING PERMISSIONS', 'PURCHASING ADDRESSES', 'PURCHASING REQUESTORS', 'PURCHASING RESTRICT CAMPUS/DEPT', 'PURCHASING CREDIT CARDS', 'GRANTS AND PROJECTS', and 'AUDIT LOG'. A 'Validation Report' button and 'Current User:' field are also present. The main table has columns: Delete, Fund, Func, Obj, Subj, Org, Fscd Yr, Pgm, Ed Span, Proj Dtl, AR, BAR, BUD, FIN, PUR, TRAVEL, WHSE, RESTOCK. The 'TRAVEL' column is circled in red, and the checkbox for the account code '865' is checked. The table also shows account codes 'XXX' and 'XXXX' with their respective permissions. At the bottom, there are 'First', '1 / 1', and 'Last' navigation buttons, and links for 'Chart of Accounts' and 'Duo From Existing'.

Assign authorized accounts.

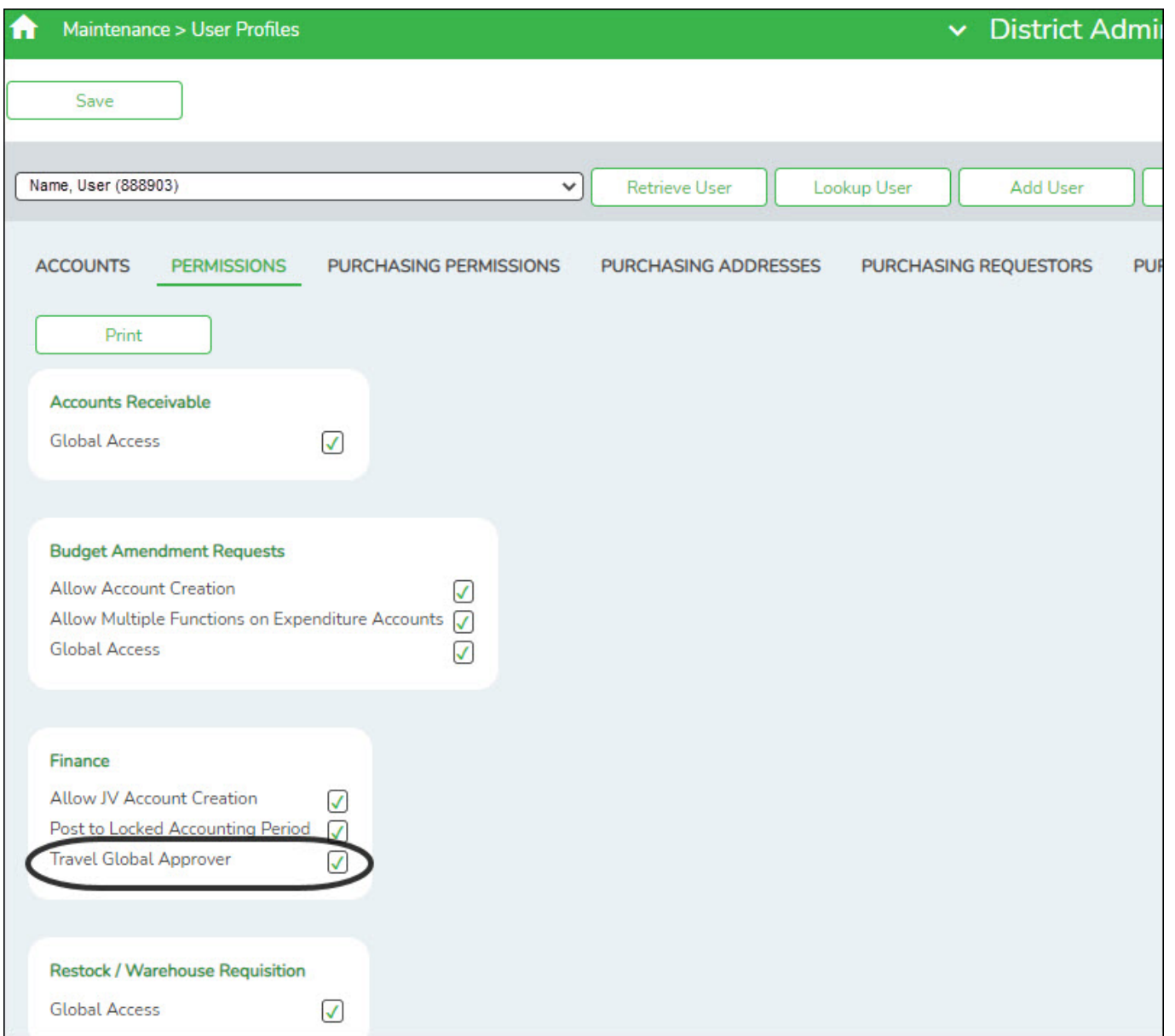
- In the account code fields, add a new mask with all Xs to allow the user to have full access to all accounts.
- Type the account code elements of the accounts to which the user authorized to access (e.g., 199 for all 199 account codes). The Account Description is displayed for accounts that exist in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

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

Click **Save**.

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

If applicable, provide the user with the global approver permission for travel reimbursement requests.



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

Click **Save**.