

Assign Travel Accounts - DA5100

Table of Contents

Assign Travel Accounts - DA5100 i
Assign Travel Accounts - DA5100 1

Assign Travel Accounts - DA5100

District Administration > Utilities > Assign Travel Accounts

This page is used to mass assign account codes by campus ID and department code (optional) for travel reimbursement requests.

Modify a record:

Select a campus.

Indicate a department.

Click Retrieve. The campus/department record is displayed

Field	Description
Campus ID	Type a campus ID or click ⋮ to select one from the Department Directory. A list of all available campus IDs is displayed. The **Campus/Department Name** field is populated based on the selected **Campus/Department ID**.
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

✕	Delete a row. Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**. A message is displayed confirming that you want to delete the row. • Click **OK** to delete the row. • Click **Cancel** not to delete the row.