



## Assign Travel Accounts - DA5100



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# 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 <a href="#">Department Directory</a> . A list of all available campus IDs is displayed. The <b>Campus/Department Name</b> field is populated based on the selected <b>Campus/Department ID</b> .
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.

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Click **OK** to delete the row.

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Click **Cancel** not to delete the row.