



# **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
<b>Campus ID</b>	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> .
<b>Pass/Fail</b>	

Click **Save**.

\*\*NOTE:

### Other functions and features:

	<p><b>Delete a row.</b></p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click <b>Save</b>. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> <li>•</li> <li>Click <b>OK</b> to delete the row.</li> <li>•</li> <li>Click <b>Cancel</b> not to delete the row.</li> </ul>
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