



Assign Travel Accounts - DA5100

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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.

When submitting a travel reimbursement request in EmployeePortal, employees will be able to use these account codes to indicate from which budget the travel request should be expensed.

Modify a record:

| Field | Description |
|---------------|---|
| Campus | Click  to select a campus. |
| Dept | Type a one-digit department code. This field is optional. |

Note: If you are creating a record for a campus and department, you must select a campus and indicate the department upon initial retrieval.

- Click **Retrieve**. The campus/department record is displayed.
- Click **+Add** to add a row.
- Type an account code or mask (X) in each of the account code component fields.
- Click **Save**.

Other functions and features:

| | |
|---|--|
|  | <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 Save. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> • Click OK to delete the row. • Click Cancel not to delete the row. |
| Delete | Click to delete the entire account code record for the select campus/department. |