

Assign Travel Accounts - DA5100

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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. Otherwise, just select a campus and click **Retrieve**.

❑ 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:

🗑	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.
Delete	Click to delete the entire account code record for the select campus/department.