



## **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.

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


### Modify a record:

Field	Description
Campus	Click  to select a campus.
Dept	Type a one-character 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, only 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 <b>Save</b> . A message is displayed confirming that you want to delete the row. <ul style="list-style-type: none"> <li>• Click <b>OK</b> to delete the row.</li> <li>• Click <b>Cancel</b> not to delete the row.</li> </ul>
<b>Delete</b>	Click to delete the entire account code record for the selected campus/department.