

District Finance Options 2 - FIN2900

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This page is used to define the appropriate parameters for the travel reimbursement request feature.

Set up Finance options:

Field	Description
Next Available Travel Request Number	Type the next available travel request number. Or, click the **Next Available Travel Request Number** link to automatically populate the field with the last travel request number plus one. The field can be a maximum of six characters and can be alphanumeric. If only numeric values are used, the field is zero-filled to equal six digits when a partial travel request number is entered and you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled to equal six characters (e.g., you entered ABC2, the travel request number remains ABC2).
Location Locking	Select to lock (disable) the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields on travel requests and require employees to use the **Location** link to select an origin and destination location from the predefined list of travel locations and distances set up on the Finance > Tables > Travel > Locations and Finance > Tables > Travel > Distances tab. The Location Locking feature is not available for extended mileage travel requests.
Require Start/End Times	Select to require the travel start and end times on travel requests. This option is only available for mileage travel requests. The start/end times are always required for extended travel as the times are necessary to determine meal rates and eligibility.
Require Odometer Start/Stop Mileage	Select to require the beginning and ending odometer readings on travel requests.
Mileage Reimbursement Rate	Type the mileage reimbursement rate (cents per mile).
New Mileage Reimbursement Rate	Type the new mileage reimbursement rate. This field is used when the mileage reimbursement rate is set to change on a scheduled date.
New Mileage Reimbursement Date	Type the date on which the **New Mileage Reimbursement Rate** takes effect. Use the MM-DD-YYYY format. This field is used when the mileage reimbursement rate is set to change on a scheduled date. When travel requests are entered in EmployeePortal, if the date the travel occurred is equal to or greater than this date, the new mileage reimbursement rate is used.
Breakfast Amount	Type the allowable limit for breakfast reimbursement.

Field	Description
Breakfast Eligible Depart Time	Type the time the employee must depart before in order to be reimbursed for breakfast on the first travel day. Use the HH MM format and click to select AM or PM. To be reimbursed for breakfast on the first travel day, the **Departure Time** on the travel request must be earlier than the **Breakfast Eligible Depart Time**.
Lunch Amount	Type the allowable limit for lunch reimbursement.
Dinner Amount	Type the allowable limit for dinner reimbursement.
Dinner Eligible Return Time	Type the time the employee must return after in order to be reimbursed for dinner on the last travel day. Use the HH MM format and click to select AM or PM. To be reimbursed for dinner on the last travel day, the **Return Time** on the travel request must be later than the **Dinner Eligible Return Time**.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.


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