



## Select Travel Numbers



# Table of Contents

Select Travel Numbers ..... 1



# Select Travel Numbers

The Travel lookup is used to select one or more travel numbers.

## Select a travel number:

Click **Search** to retrieve all available travel numbers.

OR

Use the following search fields to search for travel numbers:

|                       |   |
|-----------------------|---|
| <b>Travel Req Nbr</b> | Type a travel request number.                     |
| <b>Vendor Number</b>  | Type the vendor number.                           |
| <b>Request Total</b>  | Type the total dollar amount of a travel request. |
| <b>Purpose</b>        | Type the purpose of a travel request.             |
| <b>Check Number</b>   | Type the check number of a travel request.        |

Click **Search**. A list of travel numbers that match the entered criteria is displayed.

- Select the travel numbers and click **OK**. The selected travel numbers are populated in the field/parameter.
- Click **Cancel** to close the lookup without selecting a travel number.



## Back Cover