



setuptraveldistrictoptions

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[Payroll > Tables > District EP Options > EmployeePortal Options](#)

Set up the following EP options to allow employees to view the Travel Reimbursement Request menu in EmployeePortal.

Under **Enable**, select **Travel Reimbursement Request** to enable the travel reimbursement request feature in EmployeePortal.

Under **Messages**, select **Travel Reimbursement Request** to enable employees to view a preset message on the Travel Reimbursement Requests page in EmployeePortal.

- Type the applicable message in the text box.
- The message is displayed in red at the top of the Travel Requests page in EmployeePortal after the record is saved.

Click **Save**.



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