



setuptraveldistrictoptions

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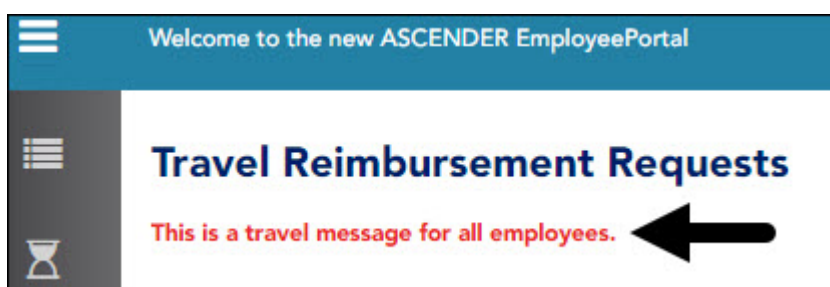
Set up the following EP options to allow employees to view the Travel Reimbursement Request page in EmployeePortal.

The screenshot shows the configuration page for District EP Options. The 'Enable' section includes the following checked options: EmployeePortal System, Calendar Year to Date, Current Pay Information, Deductions, Earnings, Leave Balances, W-2 Information, Self-Service Demographic, Self-Service Payroll, W-2 Electronic Consent, 1095 Information, 1095 Electronic Consent, Leave Request, **Travel Reimbursement Request**, and WorkJournal. The 'Messages' section includes the following selected options: EmployeePortal System, Calendar Year To Date, Current Pay Information, Deductions, Earnings, Leave Balances, W-2 Information, Self-Service Demographic, Self-Service Payroll, W-2 Electronic Consent, 1095 Information, 1095 Electronic Consent, Leave Request, **Travel Reimbursement Request**, and WorkJournal. A text box on the right contains the message: 'This is a travel message for all employees'.

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 Leave Requests page in EmployeePortal.

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



Click **Save**.



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