



travelaccount

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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 to which the travel reimbursement request will be charged.

| Field | Description |
|--------|---|
| Campus | Click ▼ to select a campus. |
| Dept | Type a one-digit 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, just 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**.



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