



ASCENDER GUIDES




travelaccount

Table of Contents

[District Administration > Utilities > Assign Travel Accounts](#)

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**.



Back Cover