



travelaccount

Table of Contents

District Administration > Utilities > Assign Travel Accounts

Mass assign account codes by primary campus, department code (optional), and year for employees using the travel reimbursement request feature in EmployeePortal.

After running this process, a user profile is created with the assigned account codes for each active person with the primary campus/dept on their Job Info record that matches the selection on this page.

When submitting a travel reimbursement request in EmployeePortal, employees will be able to use these account codes to indicate the budget to be charged for a travel reimbursement request.



IMPORTANT: If you are creating records for users by campus and department, you must select a campus, indicate the department, and click **Retrieve**. This must be done upon initial retrieval. Otherwise, select a campus and click **Retrieve**.

Field	Description
Campus	Click ▼ to select a campus.
Dept	Type a one-character department code. This field is optional.

- ☐ Click **Retrieve**. The campus/department record is displayed.
- ☐ In the **CYR/NYR** field, click ▼ to indicate the year (Current or Next) to apply the changes.
- ☐ Type an account code or mask (X) in each of the account code component fields. Click **+Add** to add rows as needed.
- ☐ Click **Save** to save the record without executing the changes.
- ☐ Click **Execute** to execute the process. A user profile is created for each active person with the selected primary campus/dept. The user is assigned the selected accounts for the primary campus/dept and the **Travel** check box is selected to indicate that the user will have access to the assigned accounts when submitting travel requests in EmployeePortal.



Back Cover