



travellocationsbody

Table of Contents

This tab is used to maintain a list of travel location details to be used for employee travel reimbursement requests.

Retrieve a record:

Field	Description
Start Location ID	Type the beginning location ID from which you want to retrieve.
Location Name	Type the beginning location name from which you want to retrieve.

☐ Click **Retrieve**. A list of location IDs or names starting with the data entered is displayed.

Add a record:

☐ Click **+Add** to add row.

Location ID	Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters.
Location Name	Type user-defined location name. This field can be a maximum of thirty-five alphanumeric characters.
Address	Type the street number and name for the location. This field can be a maximum of 35 characters.
City	Type the city name for the location. This field can be a maximum of 30 characters.
St	Click ▼ to select the state for the location.
Zip	Type the five-digit zip code for the location.
Zip 4	Type the additional four digits of the zip code.

☐ Click **Save**.



Back Cover