



travelsetupdaoptions

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[District Administration > Maintenance > User Profiles > Accounts](#)

Set up the necessary options for travel reimbursement admin users. You can allow and/or limit users to certain budget accounts. You can also mass assign travel accounts to user profiles by uploading a file using the District Administration > Utilities > Assign Travel Accounts utility.

The screenshot shows the 'Accounts' tab in the 'District Administration' user profile setup interface. The interface includes a 'Save' button, a search field with '(88888)' entered, and buttons for 'Retrieve User', 'Lookup User', 'Add User', 'Delete User', and 'Remove Process'. Below these are tabs for 'ACCOUNTS', 'PERMISSIONS', 'PURCHASING PERMISSIONS', 'PURCHASING ADDRESSES', 'PURCHASING REQUESTORS', 'PURCHASING RESTRICT CAMPUS/DEPT', 'PURCHASING CREDIT CARDS', 'GRANTS AND PROJECTS', and 'AUDIT LOG'. A 'Validation Report' button and 'Current User:' field are also present. The main table has columns: Delete, Fund, Func, Obj, Subj, Org, Fscd Yr, Pgm, Ed Span, Proj Dtl, AR, BAR, BUD, FIN, PUR, TRAVEL, WHSE, and RESTOCK. The 'TRAVEL' column is circled in red, and the checkbox for the first row is checked. The table also includes a 'Chart of Accounts' link and a 'Due From Existing' link.

Delete	Fund	Func	Obj	Subj	Org	Fscd Yr	Pgm	Ed Span	Proj Dtl	AR	BAR	BUD	FIN	PUR	TRAVEL	WHSE	RESTOCK
<input type="checkbox"/>	865	XX	XXXX	XX	XXX	X	XX	X	XX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	XXX	XX	XXXX	XX	XXX	X	XX	X	XX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign authorized accounts.

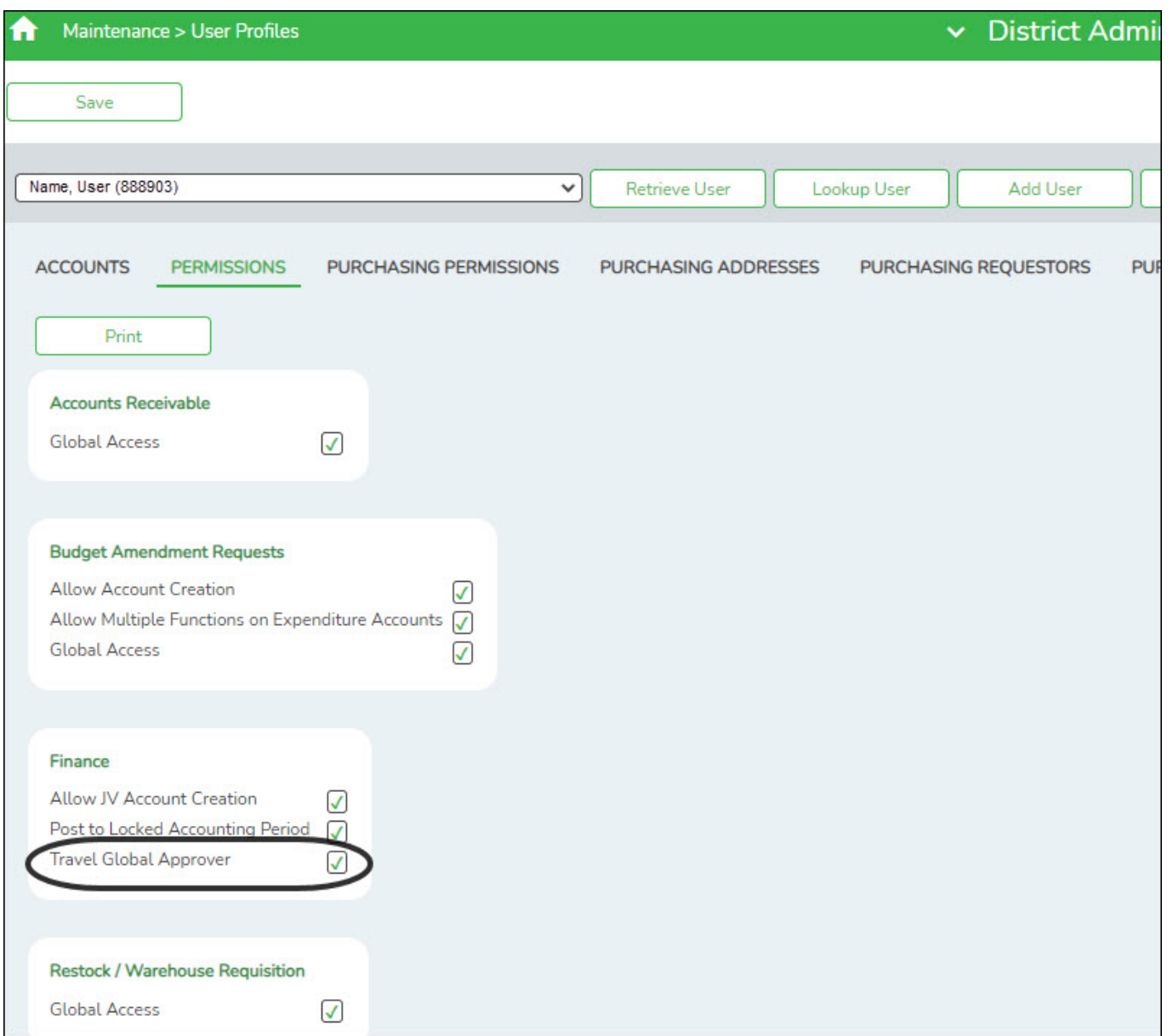
- In the account code fields, add a new mask with all Xs to allow the user to have full access to all accounts.
- Type the account code elements of the accounts to which the user authorized to access (e.g., 199 for all 199 account codes). The Account Description is displayed for accounts that exist in the Account Code table.

Select **TRAVEL** to authorize travel reimbursement requests for the specified account.

Click **Save**.

[District Administration > Maintenance > User Profiles > Permissions](#)

If applicable, provide the user with the global approver permission for travel reimbursement requests.



Under **Finance**, select **Travel Global Approver** to allow the user to view all travel reimbursement request records.

Click **Save**.



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