



Assign Travel Accounts - DA5100

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District Administration > Utilities > Assign Travel Accounts


This page is used to mass assign account codes by campus ID and department code (optional) for travel reimbursement requests.

Modify a record:

Select a campus.

Indicate a department.


Click Retrieve. The campus/department record is displayed

Field	Description
Campus ID	Type a campus ID or click  to select one from the Department Directory . A list of all available campus IDs is displayed. The Campus/Department Name field is populated based on the selected Campus/Department ID .
Pass/Fail	

Click **Save**.

**NOTE:

Other functions and features:

	<p>Delete a row.</p> <p>Click to delete the selected row. The row is shaded red to indicate that it will be deleted when the record is saved.</p> <p>Click Save. A message is displayed confirming that you want to delete the row.</p> <ul style="list-style-type: none"> • Click OK to delete the row. • Click Cancel not to delete the row.
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