

# **Assign Travel Accounts - DA5100**

### **Table of Contents**

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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.

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

#### Modify a record:

Field	Description
Campus	Click 🗡 to select a campus.
Dept	Type a one-character 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, only select a campus and click **Retrieve**.

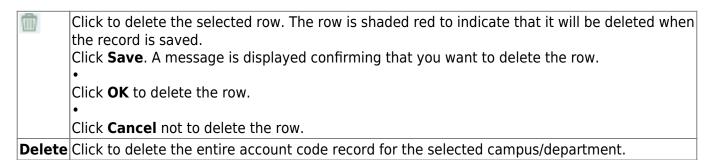
☐ Click <b>Retrieve</b> . The campus/department record is displa	yed.
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☐ Click **+Add** to add a row.

	ype an	account	code or	mask ()	<) in	each o	f the	account	code	comp	onent	fie	lds
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☐ Click **Save**.

#### Other functions and features:





### **Back Cover**