Multiple Travel Locations Cheat Sheet

1. Begin the process of entering a single location Travel Authorization

2. Select the final destination of the trip as the **Default Location**

3. Notate all locations of travel in the **Comment** section

4. Enter the estimated expense information for the first portion of the trip

5. Select the **Detail** link for the **TR-In State Lodging** line item

6. Change the **Location** to Odessa, TX
7. Select **Refresh Per Diem Amounts**

8. Select the **Return to travel Authorization Entry** link

9. Select the **Detail** link for **TR-In State-Meal Per Diem**

The per diem amounts for Odessa TX will load, you are able increase or decrease the amount for lodging.
10. Change the **Location** to Odessa, TX

11. Select **Refresh Per Diem Amounts**

12. Decrease meal per diem for first day of travel

13. Select the **Return to travel Authorization Entry** link

14. Copy the Expense Type line items for dates the traveler will be in Odessa, TX
15. Continue this process until all expenses for all locations are entered.

Example of what lodging and meal per diem locations should look like.
End of Process

You have successfully created a Travel Authorization with multiple locations.