## Multiple Travel Locations Cheat Sheet

<table>
<thead>
<tr>
<th>Step</th>
<th>Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin the process of entering a single location Travel Authorization</td>
</tr>
<tr>
<td>2.</td>
<td>Select the final destination of the trip as the <strong>Default Location</strong></td>
</tr>
<tr>
<td>3.</td>
<td>Notate all locations of travel in the <strong>Comment</strong> section</td>
</tr>
<tr>
<td>4.</td>
<td>Enter the estimated expense information for the first portion of the trip</td>
</tr>
<tr>
<td>5.</td>
<td>Change the <strong>Location</strong> of line 1 to TX, Odessa</td>
</tr>
<tr>
<td>6.</td>
<td>Change the <strong>Location</strong> of line 2 to TX, Austin</td>
</tr>
</tbody>
</table>

**Create Travel Authorization**

- **Date:** 05/22/2019
- **Expense Type:** Travel, Meal, Mileage
- **Description:** Multiple Travel Locations Ex
- **Location:** TX, DALLAS
- **Amount:** 60.00 USD

- **Date:** 05/23/2019
- **Expense Type:** Travel, Meal, Mileage
- **Description:** Multiple Travel Locations Ex
- **Location:** TX, DALLAS
- **Amount:** 60.00 USD

- **Date:** 05/24/2019
- **Expense Type:** Travel, Mileage
- **Description:** Multiple Travel Locations Ex
- **Location:** TX, DALLAS
- **Amount:** 60.00 USD

**Projected Expenses**

- **Total:** 180.00 USD
The Per Diem amounts will update automatically as the Location is updated and you are able to modify the amounts as needed.

End of Process

You have successfully created a Travel Authorization with multiple locations.