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

Create Travel Authorization

Save for Later | Home | Home

Dennis Layman ?

Comment

Budget Information
Budget Status Not Budget Checked
Budget Options
Actions ...Choose an Action ▼ GO

*Business Purpose TRV-Other (Specify) ▼
*Description Multiple Travel Locations Ex
Default Location TX DALLAS

Reference
*Date From 05/22/2019 *Date To 05/25/2019

*Benefit Help meet contract provisions ▼
*Disposition of Duties No classes missed ▼
*Are you doing business in Washington, DC? No ▼
Washington, DC Purpose ▼

Projected Expenses ?

Expand All | Collapse All   Add: | ⚡ Quick-Fill

✎ Attachments

Totals (3 Lines)   198.00   USD

*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
05/22/2019	TR-In State-Meal Per Diem ▼		Paid By Employee ▼	66.00	USD	+ −
*Billing Type Expense ▼						
*Location TX DALLAS						
▶ Accounting Details ?						
SpeedChart						
05/23/2019	TR-In State-Meal Per Diem ▼		Paid By Employee ▼	66.00	USD	+ −
*Billing Type Expense ▼						
*Location TX DALLAS						
▶ Accounting Details ?						
SpeedChart						
05/24/2019	TR-In State-Meal Per Diem ▼		Paid By Employee ▼	66.00	USD	+ −
*Billing Type Expense ▼						
*Location TX DALLAS						
▶ Accounting Details ?						
SpeedChart						

Expand All | Collapse All   Totals (3 Lines)   198.00   USD

5.	Change the **Location** of line 1 to TX, Odessa
6.	Change the **Location** of line 2 to TX, Austin

Create Travel Authorization

Dennis Layman ?

*Business Purpose TRV-Other (Specify) ▼
*Description Multiple Travel Locations Ex
Default Location TX DALLAS 🔍

Comment

Reference 🔍
*Date From 05/22/2019 📅 *Date To 05/25/2019 📅

Budget Information
Budget Status Not Budget Checked
Budget Options
Actions ...Choose an Action ▼ GO

*Benefit Help meet contract provisions ▼
*Disposition of Duties No classes missed ▼
*Are you doing business in Washington, DC? No ▼
Washington, DC Purpose ▼

Projected Expenses ?

Expand All | Collapse All   Add: | ⚡ Quick-Fill

🖉 Attachments

Totals (3 Lines)   193.00   USD

	*Date	*Expense Type	Description	*Payment Type	*Amount	Currency	
▼	05/22/2019 📅	TR-In State-Meal Per Diem ▼		Paid By Employee ▼	61.00	USD	➕ ➖

*Billing Type Expense ▼
*Location TX ODESSA 🔍
▶ Accounting Details ?
SpeedChart 🔍

▼	05/23/2019 📅	TR-In State-Meal Per Diem ▼		Paid By Employee ▼	66.00	USD	➕ ➖

*Billing Type Expense ▼
*Location TX Austin 🔍
▶ Accounting Details ?
SpeedChart 🔍

▼	05/24/2019 📅	TR-In State-Meal Per Diem ▼		Paid By Employee ▼	66.00	USD	➕ ➖

*Billing Type Expense ▼
*Location TX DALLAS 🔍
▶ Accounting Details ?
SpeedChart 🔍

Expand All | Collapse All   Totals (3 Lines)   193.00   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.