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 La	ter 🏠 Home 🏠 H	lome
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5.	Change the Location of line 1 to TX, Odessa
6.	Change the Location of line 2 to TX, Austin

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