

Finding Trip Regions



Step 1 - Enter General Data

Create Travel Request

1 General Data 2 Review and Send 3 Completed

Employee Ressler [REDACTED]

< Previous Step Review > Save Draft

Calendar of Trips Attachments (0)

General Data

* Start Date: 04/24/2019 0700

* End Date: 04/25/2019 2200

Posting Date:

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: Standard Conus Rate, USA

* Destination:

Additional Destinations: No destinations entered Enter

Additional Information

* Activity (Expenses):

* Reason:

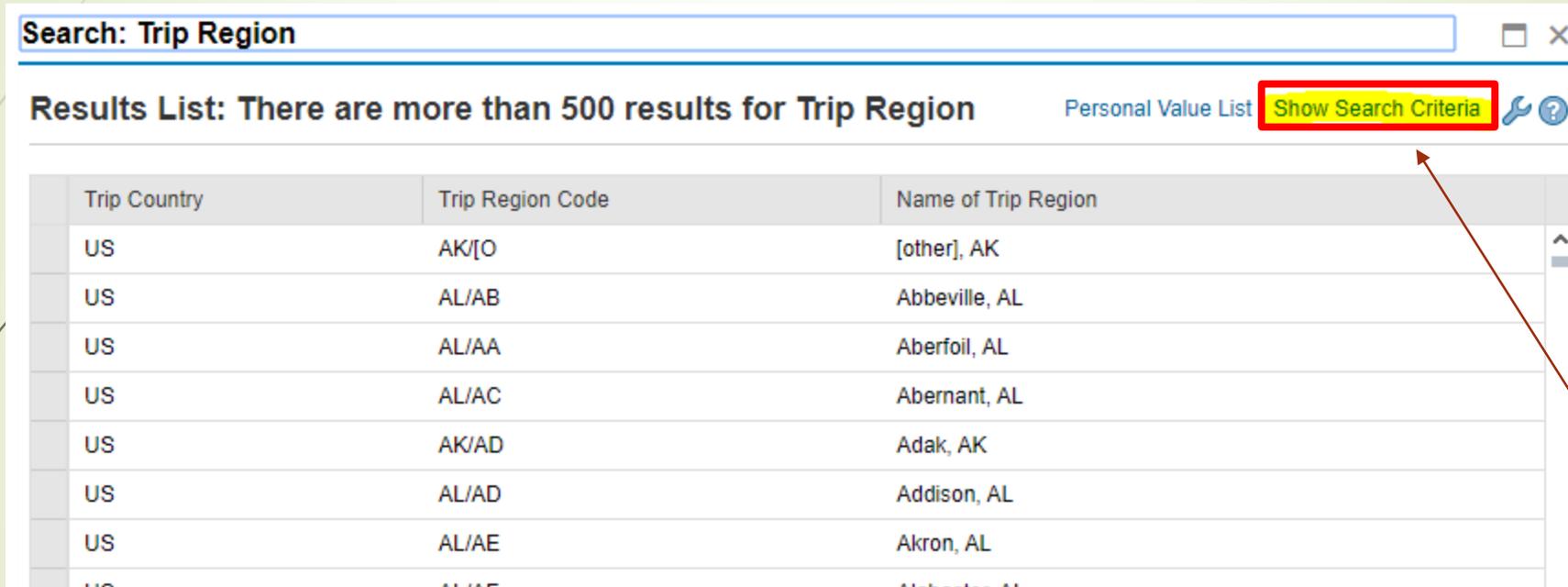
Estimated Costs: 0.00 USD Enter Estimated Costs

Comment:

Advances: 0.00 United States Dollar

Trip Region Search: Click on paper icons.

Step 1 - Enter General Data



The screenshot shows a web application interface for searching trip regions. At the top, there is a search bar containing the text "Search: Trip Region". Below the search bar, the results are displayed as a table. The table has three columns: "Trip Country", "Trip Region Code", and "Name of Trip Region". The results are listed in alphabetical order. In the upper right corner of the results area, there is a button labeled "Show Search Criteria" which is highlighted with a red box. A red arrow points from this button towards the right side of the image.

Trip Country	Trip Region Code	Name of Trip Region
US	AK/[O	[other], AK
US	AL/AB	Abbeville, AL
US	AL/AA	Aberfoil, AL
US	AL/AC	Abernant, AL
US	AK/AD	Adak, AK
US	AL/AD	Addison, AL
US	AL/AE	Akron, AL
US	AL/AF	Alabaster, AL

Trip Region Search: This includes all the cities in the US(or country regions) in alphabetical order.
In upper right click "show search criteria"

Step 1 - Enter General Data

Search: Trip Region □ ×

Search Criteria Personal Value List Hide Search Criteria ⚙️ ?

1

Trip Country	is	US	⊞ ⊟
Trip Region Code	is	VA*	⊞ ⊟
Name of Trip Region	is	Rich*	⊞ ⊟

2

Maximum Number of Results:

Results List: 5 results found for Trip Region

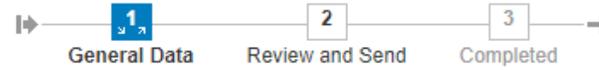
Trip Country	Trip Region Code	Name of Trip Region
US	VA/RI	Rich Creek, VA
US	VA/RJ	Richlands, VA
US	VA/RL	Richmond (city), VA
US	VA/RM	Richmond County, VA
US	VA/RK	Richmond, VA

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The asterisk is the search wild card and MUST be used

Trip Region Search: 1) Trip Region Code is state abbreviation in capitals with an *, Name of trip region is the city, or part of, with capitals where necessary and *. Example: "San Fran*". The * is a must in order to produce search results. 2) Click Search (or your Enter key). 3) Once the city is listed, click on it and it will populate it in the Trip Region box.

Create Travel Request



Employee [REDACTED]

< Previous Step

Review >

Save Draft

Calendar of Trips

Attachments (0)

General Data

* Start Date: 04/24/2019 07:00

* End Date: 04/25/2019 22:00

Posting Date: 04/25/2019

Destination

* Trip Country: Standard Conus Rate, USA Trip Region: VA/RK Richmond, VA

* Destination: [REDACTED]

Additional Destinations: No destinations entered

Enter Additi

Additional Information

* Activity (Expenses): [REDACTED]

* Reason: [REDACTED]

Estimated Costs: 279.00 USD Enter Estimated Costs

Comment: [REDACTED]

Advances: 0.00 United States Dollar

Enter