Finding Trip Regions
Step 1 - Enter General Data

Create Travel Request

General Data
- Start Date: 04/24/2019 07:00
- End Date: 04/25/2019 22:00
- Posting Date: [Blank]

Destination
- Trip Country: Standard Conus Rate, USA
- Destination: [Blank]

Additional Destinations: No destinations entered

Additional Information
- Activity (Expense): [Blank]
- Reason: [Blank]
- Estimated Costs: 0.00 USD
- Comment: [Blank]
- Advances: 0.00 United States Dollar

Trip Region Search: Click on paper icons.
Step 1 - Enter General Data

**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

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.