[Finding Default Locations in Travel and Expenses]

This guide is intended for individuals responsible for submitting travel transactions. It should be used as an aid to clear up confusion surrounding the selection of default locations in the Travel and Expenses module. There are two general methods used to select a default location.

Method 1
- From the Travel Authorization/Expense Report General Information page:
  - Type the first few letters in the name of the city directly into the Default Location box, then click the Magnifying Glass/Search Icon .
  - A list of possible cities will appear.
  - Select the desired city from the list by clicking the city name.
  - You will be brought back to the General Information page and the city will populate the Default Location field.

Method 2
- From the Travel Authorization/Expense Report General Information page:
  - Click on the Default Location Magnifying Glass/Search Icon , to be given the option of searching by Description or Expense Location.
  - In the Description field, enter the name of the desired city.
    - The drop-down box will show a default value “begins with.”
      - This will search for cities alphabetically.
      - Changing the drop-down box to contains will search for cities that “contain” the group of letters you type.
      - This can be useful when searching for cities with multiple word names. For example, you could type “Augustine” to find St. Augustine or “Gables” to find Coral Gables.
  - DO NOT use the Expense Location field to search for the location by city name.
  - The Expense Location field actually refers to the 3-letter airport code used for that city.
    - For instance, if you were to type “MCO” in the Expense Location field and click search, it would return “Orlando FL,” as the location.
    - This can be useful for situations in which you know the airport code, but do not know the actual name of the airport.
    - For cities that do not have an airport, the location code is generally the first 5 letters of the city name.
  - Whether you use begins with or contains, once you have typed in the search field, click Search.
  - A list of possible cities will appear.
  - Select the desired city from the list.
  - You will be brought back to the General Information page, and the city will populate the Default Location field.

If you need help with...
- A location that does not appear in the search, contact the UF Help Desk at 392-HELP or helpdesk@ufl.edu.
- Travel Policies and Procedures, review the Travel Handbook at http://www.fa.ufl.edu or contact the Travel Office at 392-1245.