How to Add Destinations

1. Enter first destination in the **General Data** screen.

2. Enter data for the additional destination.

3. For more destinations, click **Accepts and New Entry**.

4. After the last destination, enter **Accept**.

5. After final review, click **Accept** (under the employee name) to return to the **General Data** screen.

**Special points of interest:**
- Complete all required fields in **General Data** before clicking on **Additional Destinations**.
- Can be used to detail point-to-point destination entry.
- If not claiming meals or lodging, adjust your **Estimated Costs**.

http://www.txstate.edu/gao/ap/travel/travel-tracks-project.html

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