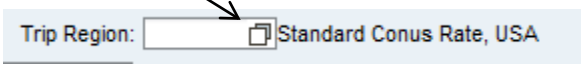
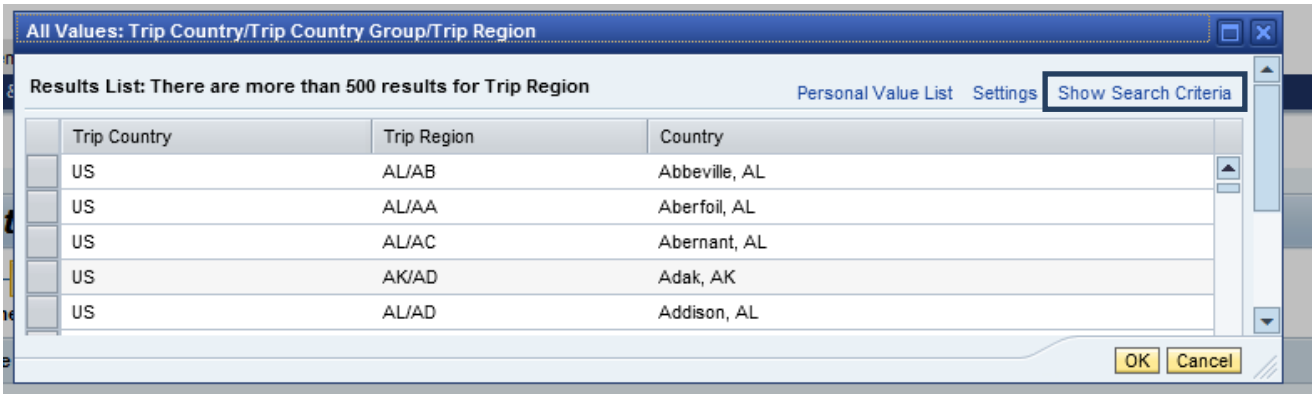
PA STATE SYSTEM OF HIGHER EDUCATION
Shared Administrative System
TM – Travel Management
Search for Trip Region

The system will determine the reimbursement amount for meals and lodging based upon the Trip Region.

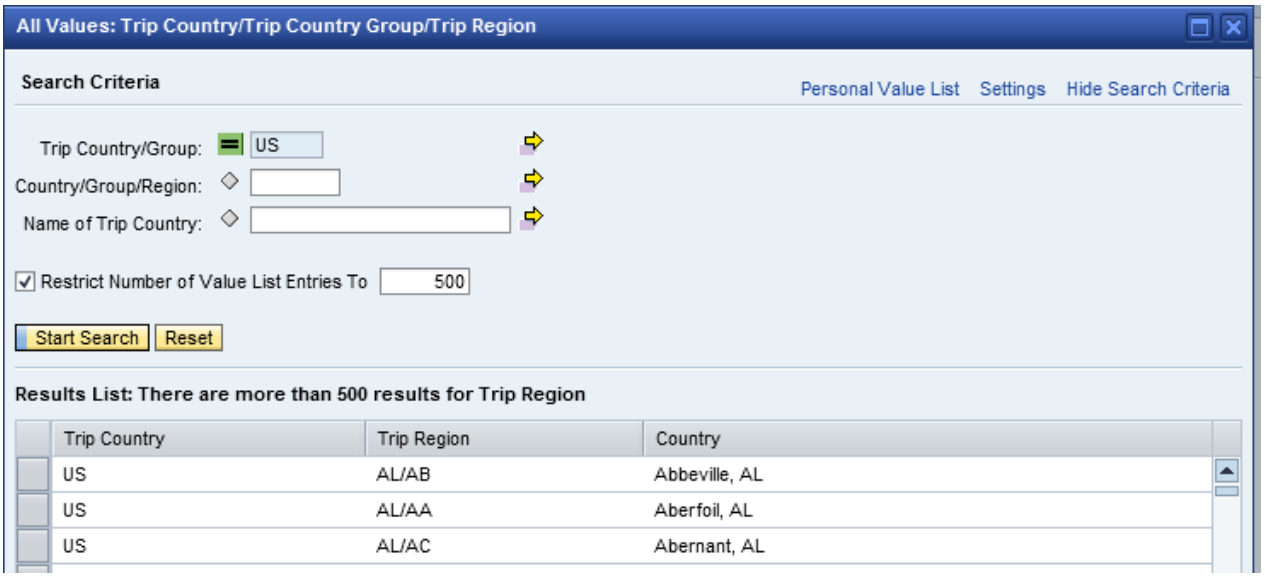
Click here to begin the search



Click “Show Filter Criteria” to enter search parameters.



The below screen will be displayed.



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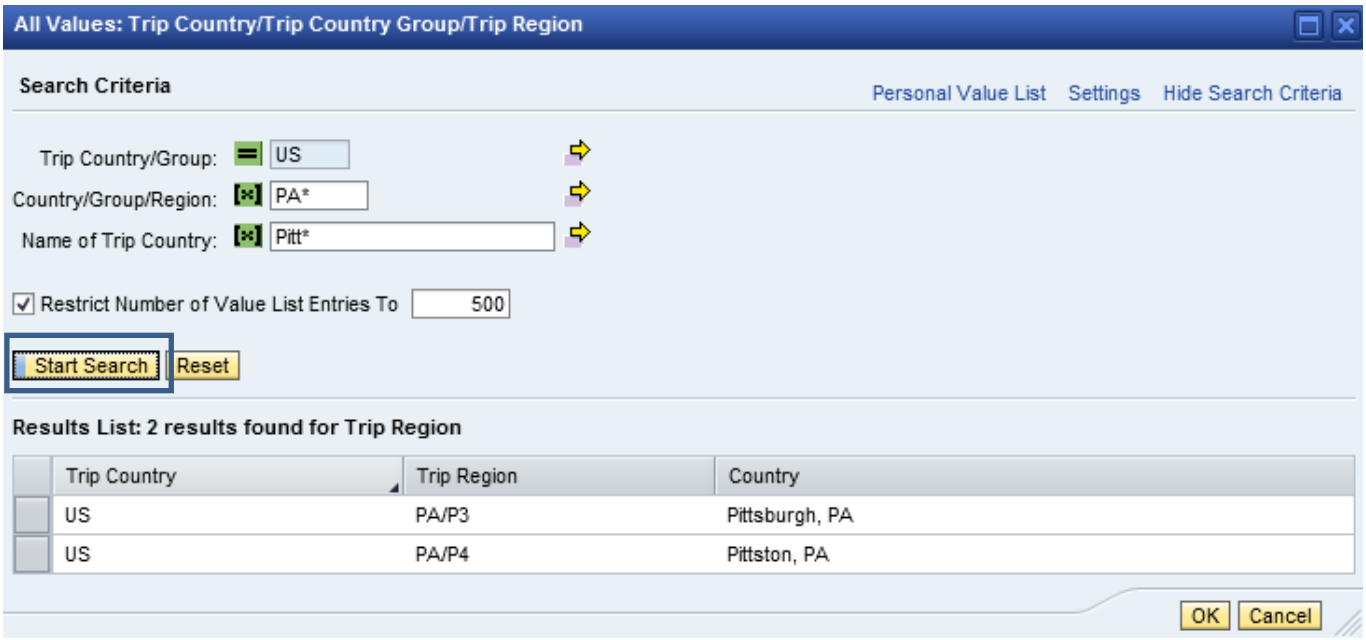
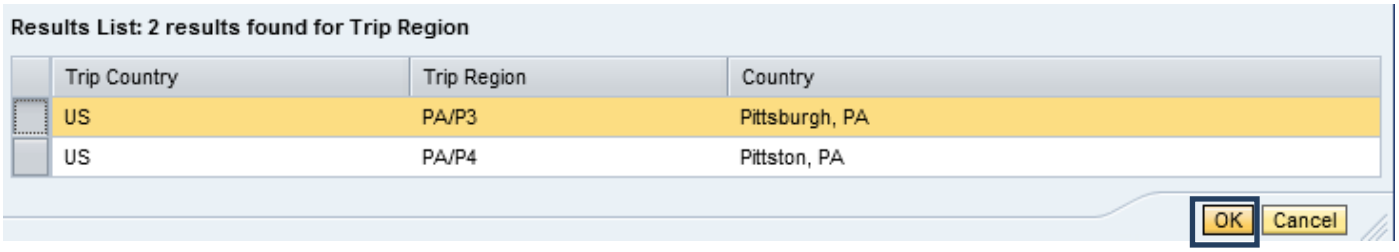
In this example, we will search for the Region code for Pittsburgh, PA

- Trip Country/Group will default.
- Country/Group/Region = in the US, the Region code will always begin with the state abbreviation, so PA* is entered. The asterisk (*) represents a wildcard.
- Name of Trip Country = in the US, this will be the city or county name.
    - This field is case sensitive!! pitts* will not produce any results…the first letter must be capitalized.
    - If the city you are traveling to is not listed, you must select the county in which the city is located.
- Once search parameters have been entered, click on Start Search.



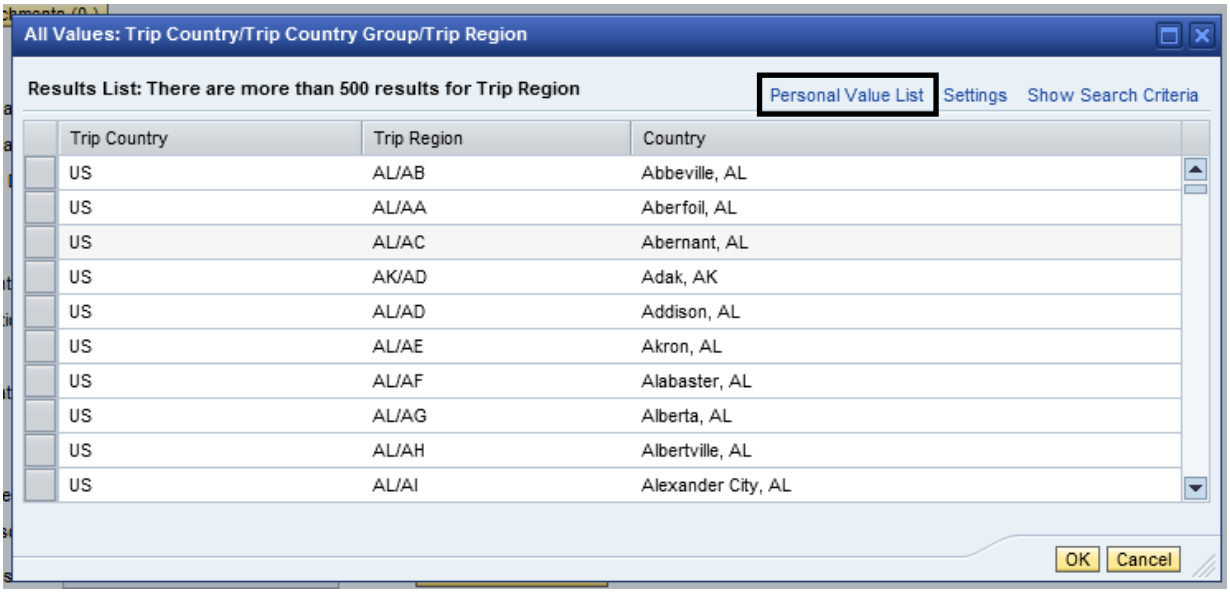
- When the search results are returned, highlight the correct region and select OK.



This will return you to the main screen of your Travel Request or Travel Expense Report.

You may want to consider maintaining a Personal Value List for frequently visited locations.

Click on “Personal Value List”.



Next, click on “Maintenance of Personal Value List”.

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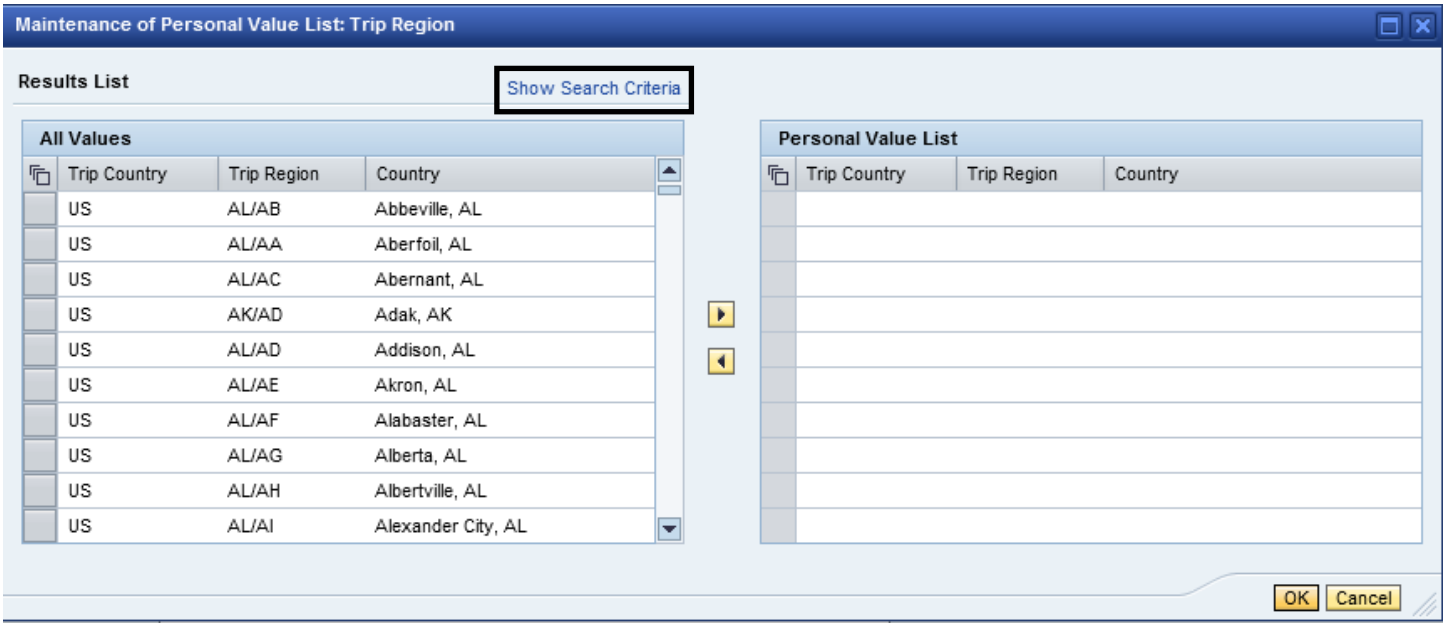
Search for Trip Region

Search for the trip regions you would like to add to your list and use the icon to move the region into your list.

- First, click on "Show Search Criteria" to enter your search parameters.



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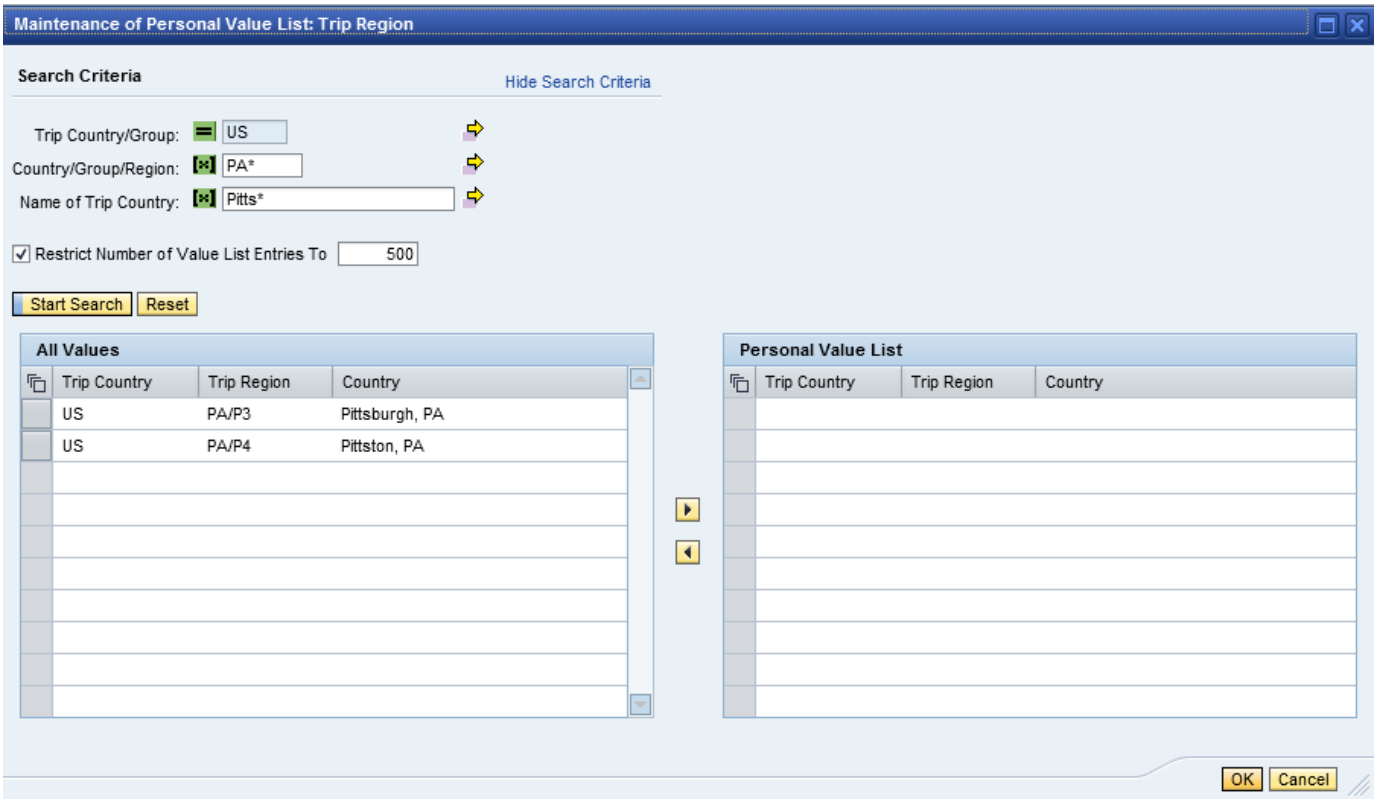
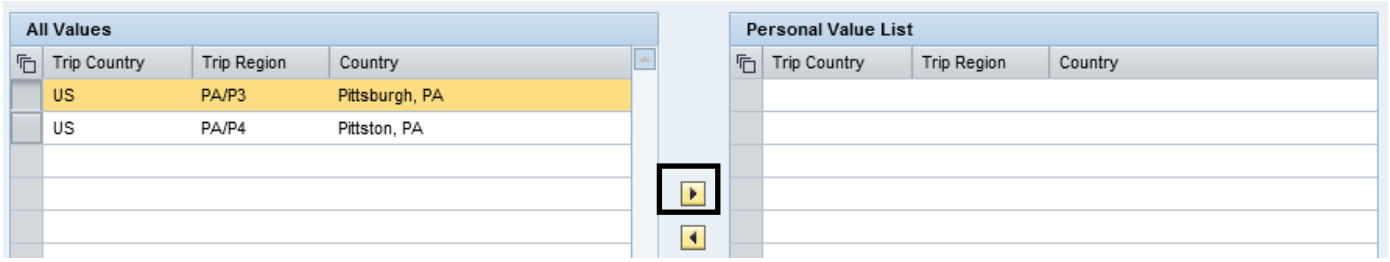
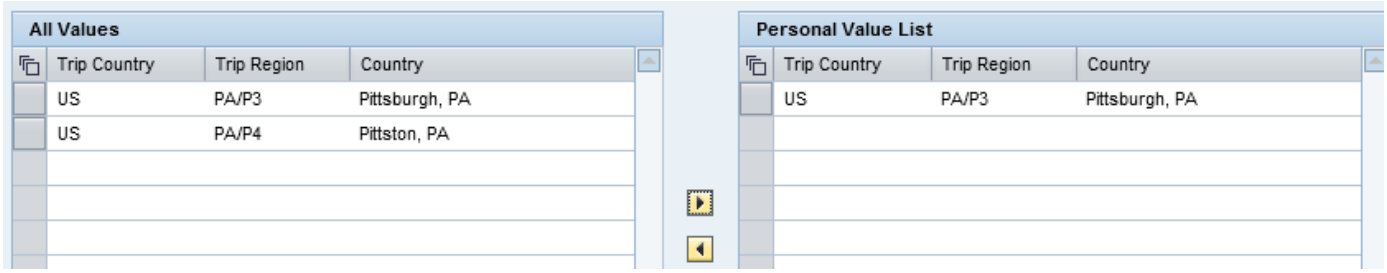
Search for Trip Region



Highlight the region you wish to add and then click on the right arrow button.





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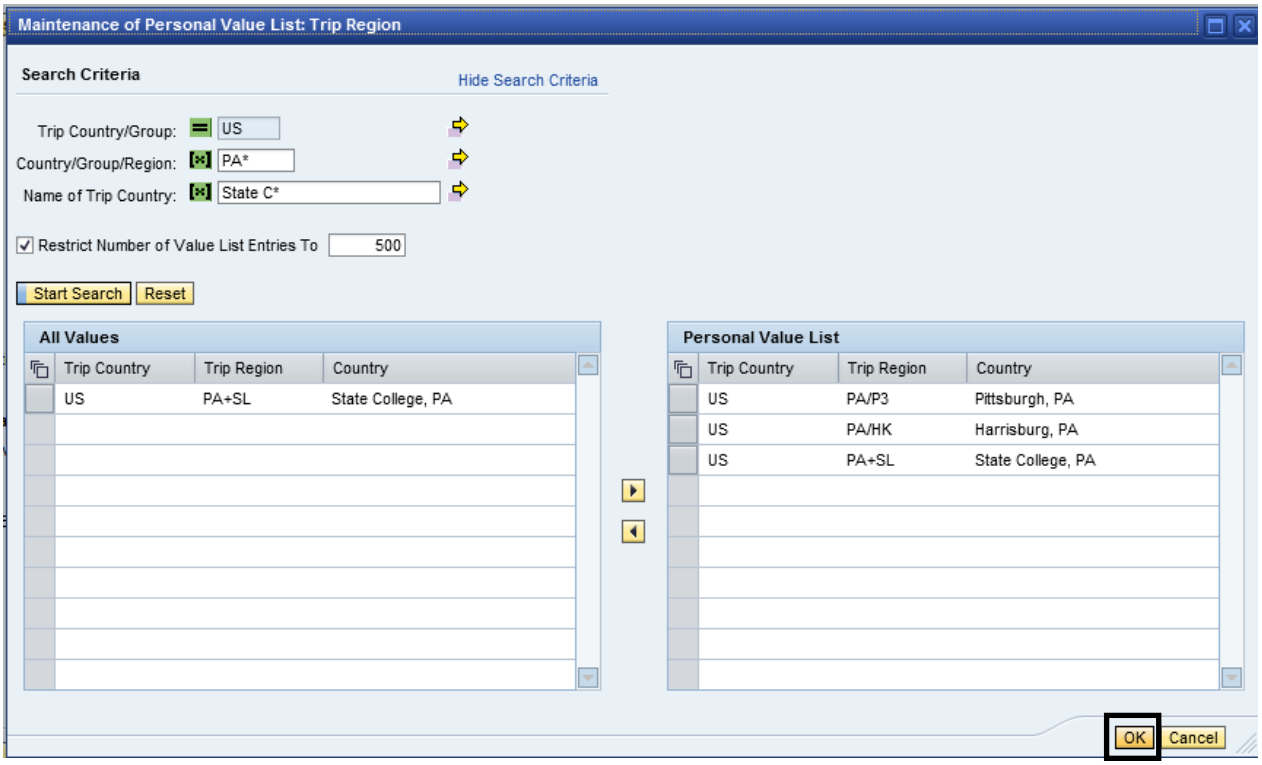
Search for Trip Region

Add as many regions to your Personal Value List as you wish. When you're done, click on OK.



The next time you attempt to search for a Region, your Personal Value List will be displayed. If you need to search for a different region, click on "All Values".