

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

Trip Region: Standard Conus Rate, USA

Click "Show Filter Criteria" to enter search parameters.

All Values: Trip Country/Trip Country Group/Trip Region

Results List: There are more than 500 results for Trip Region

Personal Value List Settings Show Search Criteria

Trip Country	Trip Region	Country
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

OK Cancel

The below screen will be displayed.

All Values: Trip Country/Trip Country Group/Trip Region

Search Criteria Personal Value List Settings Hide Search Criteria

Trip Country/Group: →

Country/Group/Region: →

Name of Trip Country: →

Restrict Number of Value List Entries To

Start Search Reset

Results List: There are more than 500 results for Trip Region

Trip Country	Trip Region	Country
US	AL/AB	Abbeville, AL
US	AL/AA	Aberfoil, AL
US	AL/AC	Abernant, AL

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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.

All Values: Trip Country/Trip Country Group/Trip Region

Search Criteria Personal Value List Settings Hide Search Criteria

Trip Country/Group:

Country/Group/Region:

Name of Trip Country:

Restrict Number of Value List Entries To

Start Search

Results List: 2 results found for Trip Region

Trip Country	Trip Region	Country
US	PA/P3	Pittsburgh, PA
US	PA/P4	Pittston, PA

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

Results List: 2 results found for Trip Region

Trip Country	Trip Region	Country
US	PA/P3	Pittsburgh, PA
US	PA/P4	Pittston, PA

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

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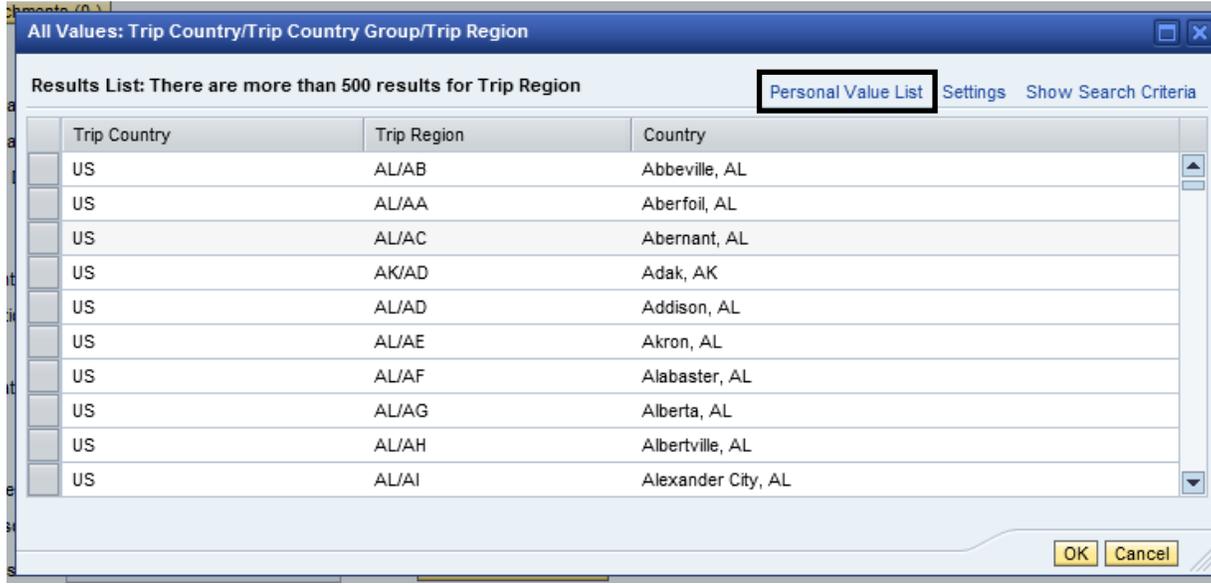
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Search for Trip Region

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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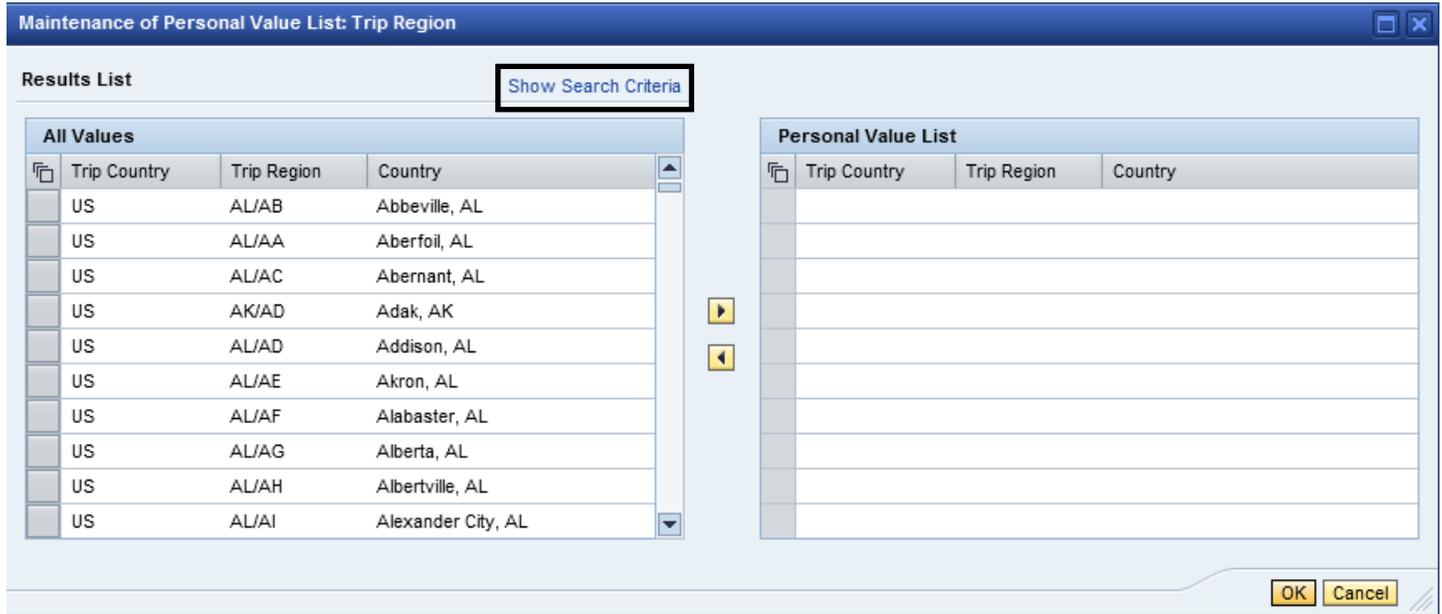
Shared Administrative System

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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.



Maintenance of Personal Value List: Trip Region

Results List Show Search Criteria

All Values			
Trip Country	Trip Region	Country	
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	
US	AL/AG	Alberta, AL	
US	AL/AH	Albertville, AL	
US	AL/AI	Alexander City, AL	

Personal Value List			
Trip Country	Trip Region	Country	

OK Cancel

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Search for Trip Region

Maintenance of Personal Value List: Trip Region

Search Criteria Hide Search Criteria

Trip Country/Group: ▶

Country/Group/Region: ▶

Name of Trip Country: ▶

Restrict Number of Value List Entries To

All Values

Trip Country	Trip Region	Country
US	PA/P3	Pittsburgh, PA
US	PA/P4	Pittston, PA

Personal Value List

Trip Country	Trip Region	Country

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

All Values

Trip Country	Trip Region	Country
US	PA/P3	Pittsburgh, PA
US	PA/P4	Pittston, PA

Personal Value List

Trip Country	Trip Region	Country

All Values

Trip Country	Trip Region	Country
US	PA/P3	Pittsburgh, PA
US	PA/P4	Pittston, PA

Personal Value List

Trip Country	Trip Region	Country
US	PA/P3	Pittsburgh, PA

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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.

Maintenance of Personal Value List: Trip Region

Search Criteria [Hide Search Criteria](#)

Trip Country/Group: →

Country/Group/Region: →

Name of Trip Country: →

Restrict Number of Value List Entries To

All Values		
Trip Country	Trip Region	Country
US	PA+SL	State College, PA

Personal Value List		
Trip Country	Trip Region	Country
US	PA/P3	Pittsburgh, PA
US	PA/HK	Harrisburg, PA
US	PA+SL	State College, PA

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".

Personal Value List: Trip Country/Trip Country Group/Trip Region

Personal Value List: There are 3 entries for Trip Region [All Values](#) [Maintenance of Personal Value List](#)

Trip Country	Trip Region	Country
US	PA/P3	Pittsburgh, PA
US	PA/HK	Harrisburg, PA
US	PA+SL	State College, PA