How do I enter my destination on my expense report header?

The expense report header now requires that you enter your destination. The destination entered should be the country, followed by the state (if within the United States).

The values must equal the values in the system. To start the process, click in the Destination Field.

To enter a destination within the United States, start typing United States. You should see “United States - Alabama” appear in the destination box, and the first part of the United States list will appear above the box:
From this point, you have two options:

1. You can continue to type “ – te” (entered as space dash space te) to get Texas and Tennessee to appear:

2. Or, you can simply scroll to find the state you want.

Under either method, once you find the state you want to choose you must click on it in the search list to select it:

You will then see your destination set into the field.

You may select a foreign country using the same process without the state.

If you travel to more than one state within the United States, or to more than one foreign country, enter one in the destination field and add the additional destinations in the comments box.