Procedures

Procedures for Adding New Expense Locations

Request for adding new expense locations should be submitted via email. The request should be submitted to travel@famu.edu copying william.robinson@famu.edu.

The request should include all of the following:

1) The City of the traveler’s destination; and
2) The State of the traveler’s destination.

The requestor will be notified via email once their request has been completed. In addition, the naming convention will be provided for ease of identification.

*Note: Before submitting request, please ensure the following steps have been taken*:  
1) Click on Advance Lookup;  
2) Change the drop down for Expense location from begins with to contains;  
3) Enter the first three letters of the city;  
4) If the above doesn’t bring up the location required, click cancel.  
5) Change the drop down for Description from begins with to contains;  
6) If the above doesn’t bring up the location required, submit request to the above.

Travel Office Procedure:

Cities will be added using the first five (5) letters of the named city. If a named city is presently in T & E, the first three (3) letters of the city will be utilized along with the two (2) letters for the identified state. Email notification will be sent to the Travel Representative, indicating the naming convention for the city entered.