Selecting a 3-Letter Destination Code on Your Expense Report

“My trip was to Santa Cruz, California, but I flew into San Francisco (SFO). I want to select Santa Cruz as my destination but I don’t see Santa Cruz on the destination list.”

“My trip was to Birmingham, Alabama, but I didn’t fly there. I drove. Why should I select the BHM airport destination when I didn’t fly?”

The Destination field displays an official list of 3-letter airport codes all over the world. So, even if your trip was officially to Santa Cruz, go ahead and select San Francisco (SFO) as your official destination. You can note in your comments section that the meeting was in Santa Cruz.

It may seem unusual that the Expense Report Tool relies on an airport table for destinations. But the airport table is used to provide consistent naming of destinations so reporting across Emory can rely on usable, consistent names. Without this standardization, trips to one single city, such as New York City, could end up being coded as everything from “New York City” to “NYC” to “Manhattan” to “NY” to “LGA”!

Sometimes, looking up 3-letter Destination Codes can be tricky in the Compass search tool. If you are having trouble, skip the Basic Search and go to Advanced Search instead. Go to Description; select Contains so you don’t have to type in an exact airport name. Now, type in City and your Destination Code should be displayed.

Do you have additional questions? Call Procurement and Payment Services Customer Care at 7-5400.

Optix/WebOptix Will Be Unavailable December 18-21

Optix/WebOptix will be unavailable from 6:00 p.m. on Friday, December 18, until 6:00 a.m. on Monday, December 21 for a system upgrade.

During that time, the View Images links will not function. Therefore, if you are approving Travel/Expenses or Payment Requests during that weekend, you will not be able to view images.

Compass 1-on-1 Help Sessions

The following 1-on-1 help sessions will be held at 1599 Clifton Road in the computer training room on the first floor:

- Monday, December 14, 2009 (9-11:00 am)
- Monday, December 21, 2009 (9-11:00 am)
- Monday, December 28, 2009 (9-11:00 am)

For more details, see the Reviewing Your Budget document on the Compass website.