

Country and Region Search

Process: To search for the trip's destination country and region for accurate location for GL assignment and per diem calculation.

PROCEDURES

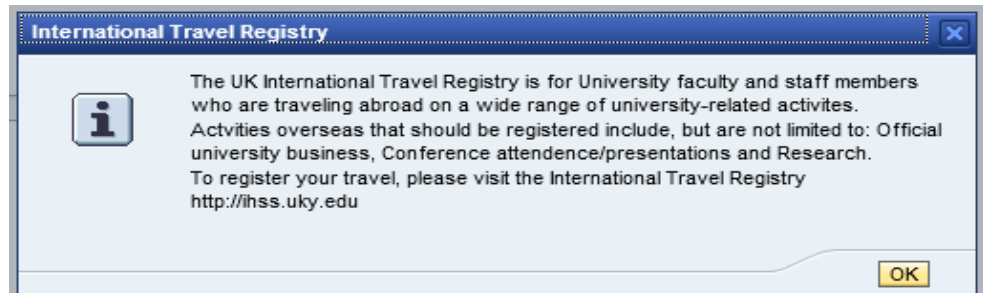
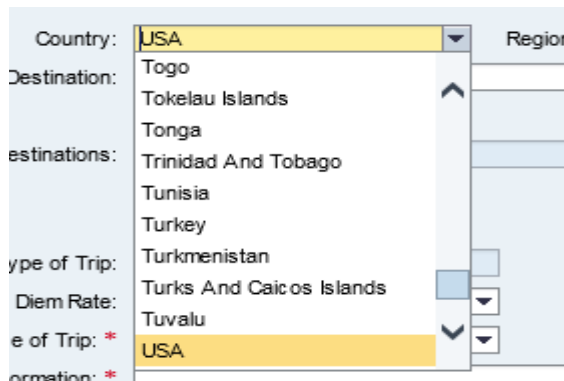
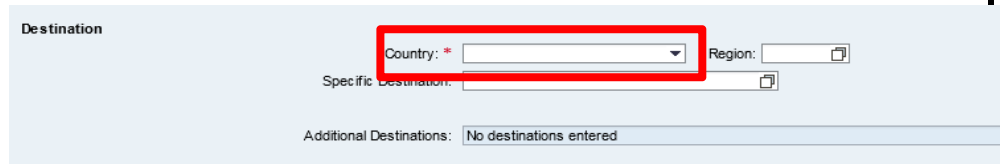
The country of the destination should be selected first.

Click on the drop down key to see the listing of destination countries.

Type the first letter of the country to take you to the correct alphabetical section of the list.

Click on the destination country. If your country is not listed, select Other.

NOTE: If the destination is not in the USA, The International Travel Registry reminder message will pop-up as a reminder to register the international trip with IHSS (International Health, Safety and Security).



Country and Region Search

Once the country has been selected, the destination region must be selected.

Click on the Region search key.

Click on Show Search Criteria if the Search Criteria fields do not immediately appear.

If traveling within the USA, enter the State abbreviation followed by an asterisk (*) in the Region field. Otherwise, leave the Region field blank.

Enter the city name surrounded by asterisks (*) in the Destination City field.
NOTE: The Destination City field is case sensitive.

Click Start Search.

Destination

Country: USA Region: USA

Specific Destination:

Additional Destinations: No destinations entered

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

Results List: There are more than 500 results for Region

Trip Country	Trip Region	Country
US	AK/AD	Adak, AK
US	AZ/AG	Aguila, AZ
US	AZ/AA	Ajo, AZ
US	AL/AA	Alabaster, AL
US	AR/AL	Alexander, AR
US	AZ/AB	Ali Chukson, AZ
US	AK/AA	Anchorage [incl Nav R, AK
US	AZ/AC	Anegam, AZ
US	AL/AB	Argo, AL
US	AZ/AD	Aripine, AZ

Show Search Criteria

OK Cancel

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

Search Criteria

Trip Country: US

Region: Destination City:

Restrict Number of Value List Entries To 500

Start Search Reset

Results List: There are more than 500 results for Region

Trip Country	Trip Region	Country
US	AK/AD	Adak, AK
US	AZ/AG	Aguila, AZ
US	AZ/AA	Ajo, AZ
US	AL/AA	Alabaster, AL
US	AR/AL	Alexander, AR
US	AZ/AB	Ali Chukson, AZ
US	AK/AA	Anchorage [incl Nav R, AK
US	AZ/AC	Anegam, AZ
US	AL/AB	Argo, AL

OK Cancel

Country and Region Search

If the destination city appears, select the city and click OK.

If the destination city is not found, the Results List will show No Results found for Region.

If no results are found, type *Other* in the Destination City field and click Start Search.

Select the Other location and click OK.

The Specific Destination field becomes mandatory any time Other is selected for the Country or Region. The traveler's actual destination (City, State, Country) must be typed into this field.

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

Search Criteria: Personal Value List Settings Hide Search Criteria

Trip Country: US
Region: CO*
Destination City: *Boulder*

Restrict Number of Value List Entries To 500

Start Search Reset

Results List: 2 results found for Region

Trip Country	Trip Region	Country
US	CO/BC	Boulder County, CO
US	CO/BL	Boulder, CO

OK Cancel

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

Search Criteria: Personal Value List Settings Hide Search Criteria

Trip Country: US
Region: CO*
Destination City: *Other*

Restrict Number of Value List Entries To 500

Start Search Reset

Results List: 1 results found for Region

Trip Country	Trip Region	Country
US	CO/OE	Other, CO

OK Cancel

Destination

Country: USA Region: KY/OA Other, KY

Specific Destination: