Quick Reference Card – TRIP

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).
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.
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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.