

PA STATE SYSTEM OF HIGHER EDUCATION

Shared Administrative System

TM – Travel Management

Search for Trip Region

The system will determine the reimbursement amount for meals and lodging based on the Trip Region.
 Click here to begin the search

Destination

* Trip Country: Trip Region:

The below screen will be displayed.

Hide Advanced Search Result <= 500 items **Go**

Trip Country/Group: Country/Group/Region:

Name of Trip Country:

Items (More than 500)

Trip Country	Trip Region Code	Name of Trip Region
US	AK/P3	Barrow, AK

In this example, we will search for the Region code for Pittsburgh, PA

1. Trip Country/Group will default to US
2. Country/Group/Region = in the US, the Region code will always begin with the state abbreviation, so PA* is entered. The asterisk (*) represents a wildcard.
3. Name of Trip Country = in the US, this will be the city or county name. This field is case sensitive!! pitts* will not produce any results...the first letter must be capitalized. Should type: Pitts*
4. Once search parameters have been entered, click on the blue Go (at top).

Hide Advanced Search Result <= 500 items **Go**

Trip Country/Group: Country/Group/Region:

Name of Trip Country:

It will bring up a list; click on the one that applies to the area you are traveling; it will then populate trip region.
 Items (2)

Trip Country	Trip Region Code	Name of Trip Region
<input checked="" type="radio"/> US	PA/P3	Pittsburgh, PA
<input type="radio"/> US	PA/P4	Pittston, PA

Note: If the city you are traveling to is not listed, you must select the county in which the city is located.