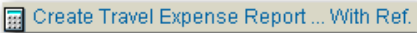
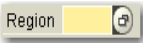
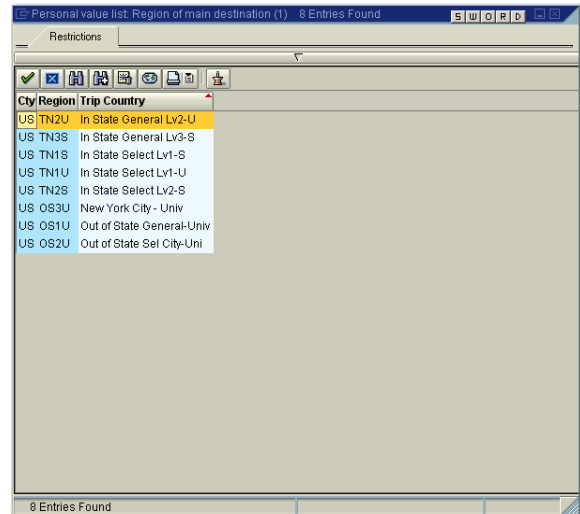


## Deleting Out-of-State Region codes from Personal Value List

- Open IRIS program and go to the **TRIP** transaction.
- Click on **Create Travel Expense Report** 
- Go to the Region Code section and click the **Matchcode** button 

- When you open the list, you should be taken to your personal value list that each user could create to have easy access to the most commonly used region codes. The most common listing is shown to the right.



City	Region	Trip Country
US	TN2U	In State General Lv2-U
US	TN3S	In State General Lv3-S
US	TN1S	In State Select Lv1-S
US	TN1U	In State Select Lv1-U
US	TN2S	In State Select Lv2-S
US	OS3U	New York City - Univ
US	OS1U	Out of State General-Univ
US	OS2U	Out of State Sel City-Uni


- The change to CONUS rates will no longer use the following region codes:

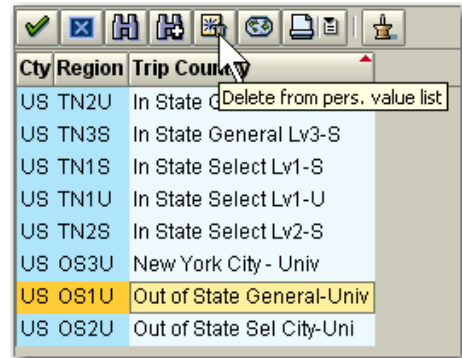
**OS1U** – Out of State General - Univ

**OS2U** – Out of State Sel City - Uni

**OS3U** – New York City - Univ

- To delete these three region codes from your personal value list:

- ▶ Highlight the first of the three codes.
- ▶ Click the  icon to delete.
- ▶ Repeat for the other two out-of-state region codes.



City	Region	Trip Country
US	TN2U	In State
US	TN3S	In State General Lv3-S
US	TN1S	In State Select Lv1-S
US	TN1U	In State Select Lv1-U
US	TN2S	In State Select Lv2-S
US	OS3U	New York City - Univ
US	OS1U	Out of State General-Univ
US	OS2U	Out of State Sel City-Uni