

Distances - FIN2855

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Finance > Tables > Travel > Distances

This tab is used to maintain a list of distance records between predefined to/from travel locations. These locations are set up on the Finance > Tables > Travel > Locations tab.

If the Location Locking feature is enabled on the Finance > Tables > District Finance Options 2 page, the **Mileage** (Start, Stop, and Map) fields, **Point of Origin**, and **Destination** fields are disabled on EmployeePortal travel requests and employees will need to use the Locations link to select from the predefined list of locations/distance records. The Location Locking feature is not available for extended mileage travel requests.

This is an optional method for maintaining a list of distance records.

Retrieve a record:

Field	Description
Start At Origination	Type the starting location from which you want to retrieve. Or, in the **Destination** field, type the starting destination location from which you want to retrieve.

❑ Click **Retrieve**. A list of origination/destination locations equal to and greater than the entered data is displayed.

Add a record:

❑ Click **+Add** to add row.

Origination	Click ⋮ to open the Location lookup and select a starting location.
Destination	Click ⋮ to open the Location lookup and select an ending location.
Distance	Type the number of miles from the **Origination** (starting) location to the **Destination** (ending) location.

❑ Click **Save**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Print	Click to print the list of travel locations. Review the report.