

Distances - FIN2855

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This tab is used to maintain a list of distances (in miles) between predetermined to/from travel locations to be used for employee travel reimbursement requests.

Retrieve a record:

Field	Description
Start At	In the first field, type the starting origin location from which you want to retrieve. Or, in the second field, type the starting destination location from which you want to retrieve.

❑ Click **Retrieve**. A list of origin/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.