



Distances - FIN2855

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Finance > Tables > Travel > Distances

This tab is used to maintain a list of distances (in miles) between predefined to/from travel locations to be used for employee travel reimbursement requests. The locations must exist on the Locations tab.



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. |