



## 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 locations.



### Retrieve a record:

Field	Description
<b>Start At Origination</b>	Type the starting location from which you want to retrieve. Or, in the <b>Destination</b> 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.

<b>Origination</b>	Click  to open the <a href="#">Location lookup</a> and select a starting location.
<b>Destination</b>	Click  to open the <a href="#">Location lookup</a> and select an ending location.
<b>Distance</b>	Type the number of miles from the <b>Origination</b> (starting) location to the <b>Destination</b> (ending) location.

☐ Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , 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.
<b>Print</b>	Click to print the list of travel locations. <a href="#">Review the report.</a>