


# Locations - FIN2855

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***Finance > Tables > Travel > Locations***

This tab is used to maintain a list of predefined travel locations to be used for employee travel reimbursement requests. These locations can be used on the Finance > Tables > Travel > Distances tab to define distance records for potential to/from travel locations.

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.

This is an optional method for maintaining a list of locations.

## Retrieve a record:

| Field | Description |
|---|---|
| **Start Location ID** | Type the starting location ID from which you want to retrieve. |
| **Location Name** | Type the starting location name from which you want to retrieve. |

❑ Click **Retrieve**. A list of location IDs or names equal to and greater than the entered data is displayed.

## Add a record:

❑ Click **+Add** to add a row.

| | |
|---|---|
| **Location ID** | Type a unique user-defined location ID. This field can be a maximum of twenty alphanumeric characters. This is a required field. |
| **Location Name** | Type a user-defined location name. This field can be a maximum of thirty-five alphanumeric characters. This is a required field. |
| **Address** | Type the street number and name for the location. This field can be a maximum of 35 characters. |
| **City** | Type the city name for the location. This field can be a maximum of 30 characters. |
| **St** | Click ⌄ to select the state for the location. |
| **Zip** | Type the five-digit zip code for the location. |
| **Zip 4** | Type the additional four digits of the zip code. |

❑ 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. |