calculatetravelocationdistances

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Finance > Tables > Travel > Distances

Add a list of distances (in miles) between possible predefined to/from travel locations. These locations are set up on the can be used on the Finance > Tables > Travel > Locations tab. If the Location Locking feature is enabled on the Finance > Tables > District Finance Options 2 page, the **Origin** (starting location) and **Destination** (ending location) fields on EmployeePortal travel requests will be locked and employees will need to use the Locations link to select from the predefined list of locations on this tab.

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

❑ 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**.