



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 **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.

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**.