



setuptraveldefinelocations

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Finance > Tables > Travel > Locations

Define a list of travel locations. These locations can be used on the [Finance > Tables > Travel > Distances](#) tab to predefine a list of distances between 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.

❑ 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**.