



traveldemodistance

Table of Contents

traveldemodistance i

[Personnel](#) > [Maintenance](#) > [Staff Demo](#) > [Demographic Information](#)

Indicate the employee's commute distance. This information is used when calculating travel distances for travel reimbursement requests.

In the **Travel Commute Distance** field, type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9.

This field can also be updated by the employee via the **Commute Distance Change** link on the Travel Reimbursement Requests page in EmployeePortal.