



**traveldistancesbody**





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☐ Click **+Add** to add row.

<b>Origin</b>	Click  to open the <a href="#">Location Lookup</a> and select a starting location.
<b>Destination</b>	Click  to open the <a href="#">Location Lookup</a> and select an ending location.
<b>Distance</b>	Type the number of miles from the <b>Origin</b> (starting) location to the <b>Destination</b> (ending) location.

☐ Click **Save**.