



Distances - FIN2855

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Finance > Tables > Travel > Distances

This tab is used to maintain a list of distance records between predefined to/from travel locations. These locations are set up 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/distance records. The Location Locking feature is not available for extended mileage travel requests.

This is an optional method for maintaining a list of distance records.



Retrieve a record:

Field	Description
Start At Origination	Type the starting location from which you want to retrieve. Or, in the Destination field, type the starting destination location from which you want to retrieve.

☐ Click **Retrieve**. A list of origination/destination locations equal to and greater than the entered data is displayed.


Add a record:

☐ 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**.

Other functions and features:

Retrieve	The Retrieve button is also used to retrieve information from the last save. If you click Retrieve , any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Print	Click to print the list of travel locations. Review the report.



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