

The image contains the Ascender logo and a photograph of a tree. The logo is positioned on the left side of the image, featuring a stylized 'A' icon followed by the word 'ASCENDER' in a large, bold, sans-serif font. Below 'ASCENDER' is the tagline 'ELEVATING TECHNOLOGY SOLUTIONS' in a smaller, all-caps font. The logo is set against a black background. To the right of the logo is a photograph of a tree trunk, showing the bark texture and some branches, with a green color overlay. Below the logo and tree image is a green horizontal bar with the text 'ASCENDER GUIDES' in white, all-caps font. Below the green bar is the Ascender logo again, but in a smaller size and in grey, set against a white background. The entire graphic is framed by a black border at the top and bottom.

# Distances - FIN2855



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# Distances

## Finance > Tables > Travel > Distances

This tab is used to maintain a list of distances (in miles) between possible predetermined to/from travel locations to be used for employee travel reimbursement requests.



### Retrieve a record:

Field	Description
<b>Start At</b>	In the first field, type the starting origin location from which you want to retrieve. Or, in the second field, type the starting destination location from which you want to retrieve.

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


### Add a record:

Click **+Add** to add row.

<b>Origination</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>Origination</b> (starting) location to the <b>Destination</b> (ending) location.

Click **Save**.

### Other functions and features:

<b>Retrieve</b>	The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , 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.
<b>Print</b>	Click to print the list of travel locations. <a href="#">Review the report.</a>



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