



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.

This is an optional method for maintaining a list of locations.



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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