





calculatetravellocationdistances

Table of Contents

[Finance > Tables > Travel > Distances](#)

Indicate the distance in miles between predetermined travel locations.

☐ 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**.



Back Cover