



**calculatetravellocationdistances**





# Table of Contents



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

Indicate the distance (in miles) between predetermined travel locations.

☐ 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**.



## Back Cover