traveldemodistance

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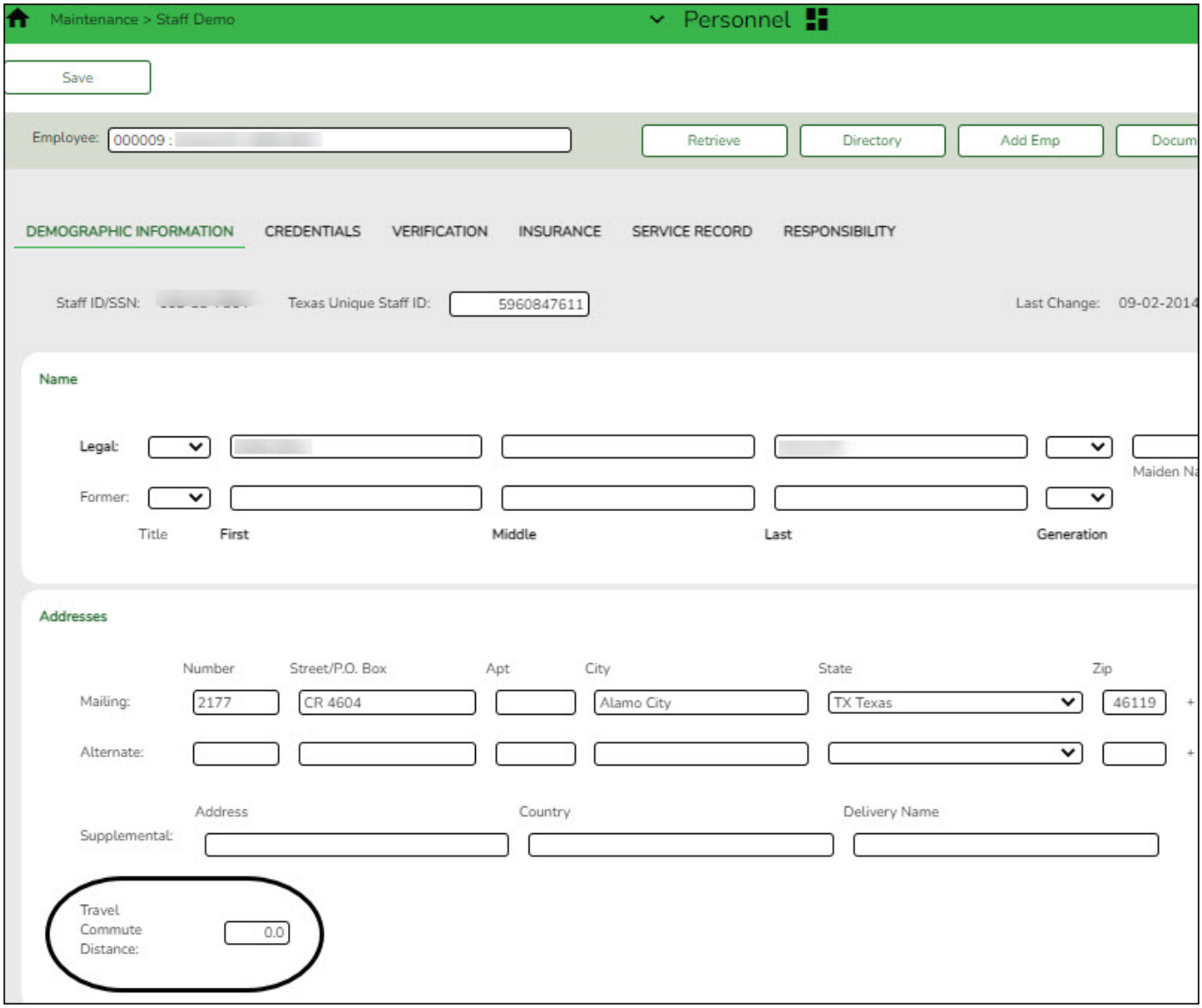
Personnel > Maintenance > Staff Demo > Demographic Information

Indicate the employee's commute distance. This information is used when calculating travel distances for travel reimbursement requests.



❑ In the **Travel Commute Distance** field, type the commute distance (the number of miles between the employee's home and assigned work location). Valid values are 0-999.9.

> This field can also be updated by the employee via the **Commute Distance Change** link on the Travel Reimbursement Requests page in EmployeePortal.

❑ Click **Save**.

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