



traveldemodistance

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

Save

Employee: 000009 : Retrieve Directory Add Emp Docum

DEMOGRAPHIC INFORMATION CREDENTIALS VERIFICATION INSURANCE SERVICE RECORD RESPONSIBILITY

Staff ID/SSN: 000009 Texas Unique Staff ID: 5960847611 Last Change: 09-02-2014

Name

Legal: [v] [] [] [] [v] [] Maiden Na

Former: [v] [] [] [] [v] []

Title First Middle Last Generation

Addresses

Number Street/P.O. Box Apt City State Zip

Mailing: 2177 CR 4604 Alamo City TX Texas 46119 +

Alternate: [] [] [] [] [v] [] +

Address Country Delivery Name

Supplemental: [] [] []

Travel Commute Distance: 0.0

☐ 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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