EXPENSE REPORT: Blanket Travel Request





Adding a Blanket Travel Request

- A blanket travel Request is acceptable for local mileage or travel with no overnight stay.
- Your blanket travel Request can be on a fiscal year basis and an Expense report must be completed for each month when there is mileage during that month.
- Approved Requests will automatically close 60 days after the travel end date

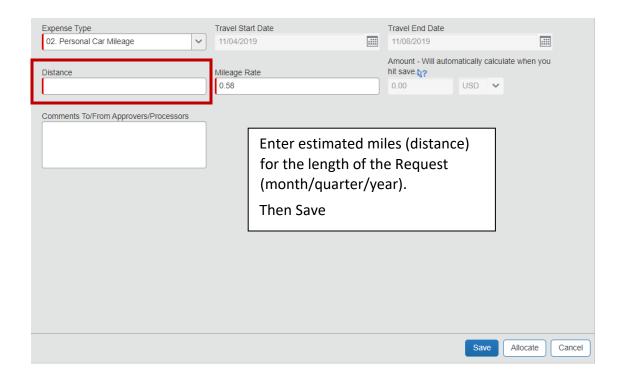
To create a new travel Request for Mileage:

- 1. Start New Request
 - 2. Complete all required and optional fields as appropriate.

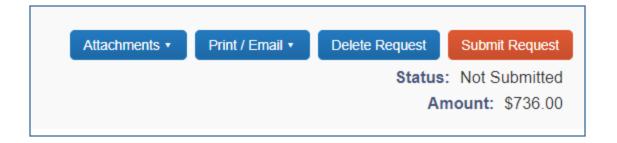
Required Field	Appropriate/Suggested Usage
Request/Trip Name	Mileage for Fiscal Year (or term or area)
Trip Type	In State
Travel Start and End Date	End Date = June 30 20xx
Trip Purpose	Mileage/Parking Only
Personal Dates of Travel	NA
Destination City/State	Best Location for local travel, CA

- 3. No Segments needed for mileage or local travel unless rental car needed
- 4. Expenses you can provide estimates for the following Expense Types: Personal Car Mileage, Ground Transportation, Parking/Tolls, and Other Expenses.
- 5. For **Personal Car Mileage**, you will need to register a car under **Concur/Profile/Profile Settings/Personal Car** complete this step in order to add **Personal Car Mileage** Expense Type to an Expense Report.

Personal Car Mileage -



Submit Request once all estimated expenses have been added



Create Expense Report MONTHLY for mileage. Multiple Expense Reports can be linked to one Request