

Request: Blanket Travel Request



CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

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 QUARTERLY BASIS ONLY and an Expense report can be completed for each month when there is mileage during that month, or you can wait and expense at the end of the quarter.
- 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 <i>Quarter (or term or area)</i>
Trip Type	In State
Travel Start and End Date	End Date = June 30 20xx (end of quarter)
Trip Purpose	Mileage/Parking Only
Personal Dates of Travel	NA
Destination City/State	Best Location for local travel, CA

3. Expenses – you can provide estimates for the following Expense Types: Personal Car Mileage, Ground Transportation, Parking/Tolls, and Other Expenses.

4. 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.

Expense Type: 02. Personal Car Mileage

Travel Start Date: 11/04/2019

Travel End Date: 11/08/2019

Distance:

Mileage Rate: 0.58

Amount: 0.00 USD

Comments To/From Approvers/Processors:

Amount - Will automatically calculate when you hit save.

Enter estimated miles (distance) for the length of the Request (month/quarter/year). Then Save

Save Allocate Cancel

Submit Request once all estimated expenses have been added

Attachments Print / Email Delete Request **Submit Request**

Status: Not Submitted
Amount: \$736.00

Create Expense Report Monthly or Quarterly for mileage. Multiple Expense Reports can be linked to one Request