


EXPENSE REPORT: Blanket Travel Request

SAP Concur  Requests Travel Expense Approvals Reporting ▾ App Center



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 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 <i>Fiscal Year (or term or area)</i>
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 –

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