# BLANKET TRAVEL AUTHORIZATION (BTA) EXPENSE

## TRAVEL APPLICATION

Expense

## HELPFUL HINTS

A Blanket Travel Authorization (BTA) report/report ID will be reused each time a traveler submits a new expense report. Note: if an expense report has been submitted using a BTA, *it must be sent for payment prior to the next use.*

- BTA's provides authorization with one approved travel request for trips with the *same business purpose*, which can consist of multiple trips throughout a fiscal year.
- BTA expense report can be created at any time during the calendar year; however, all BTA's expire at the end of the fiscal year (June 30).
- Travelers can have multiple BTA's.
- BTA's are generally used for mileage and meals, however depending on the circumstances of the trip, a BTA may contain lodging.
- A BTA can consist of any combination of travel within city limits, a 100-mile radius of the Traveler's respective campus (or assigned work location), and/or State limits.

## PROCEDURE

From the expense application, click on the approved BTA travel request. The report opens to the expense header and displays the expense types entered in the BTA travel request.
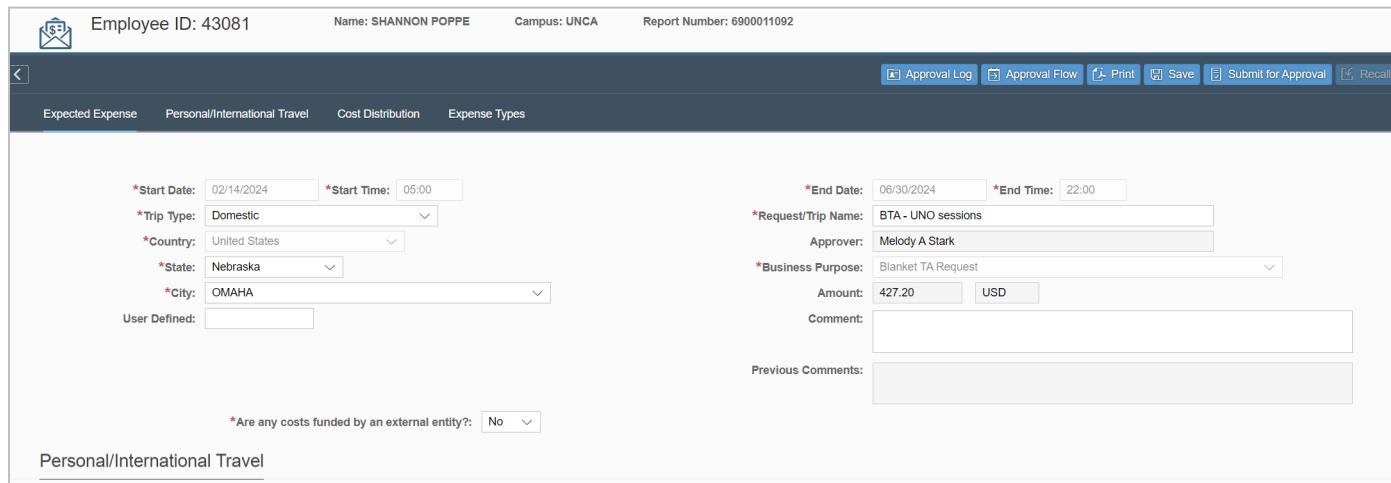


Several fields on the expense header are greyed out (start date/time, end date/time, and business purpose). All entries on the BTA will be entered per expense line.

Click on expense type to edit and attach a receipt (if applicable). Expense types can be removed by checking the left-hand box and clicking 🗑.

## Expense Types

| | Transaction Date | Expense Type | City | Travel Request Amount | Entered Amount | Amount | Status | |
|---|---|---|---|---|---|---|---|---|
| ☐ | | Mileage/Personal Car | OMAHA | USD 0.00 | USD 136.00 | USD 136.00 | To Be Approved | > |
| ☐ | | Meals (Per Diem) | OMAHA | USD 0.00 | USD 291.20 | USD 291.20 | To Be Approved | > |

To add additional expenses, click ➕. Select the expense type from the dropdown menu. Attach a receipt if required by clicking ➕. *Note*: receipts can be PDF or image files; attachment name cannot include special characters.
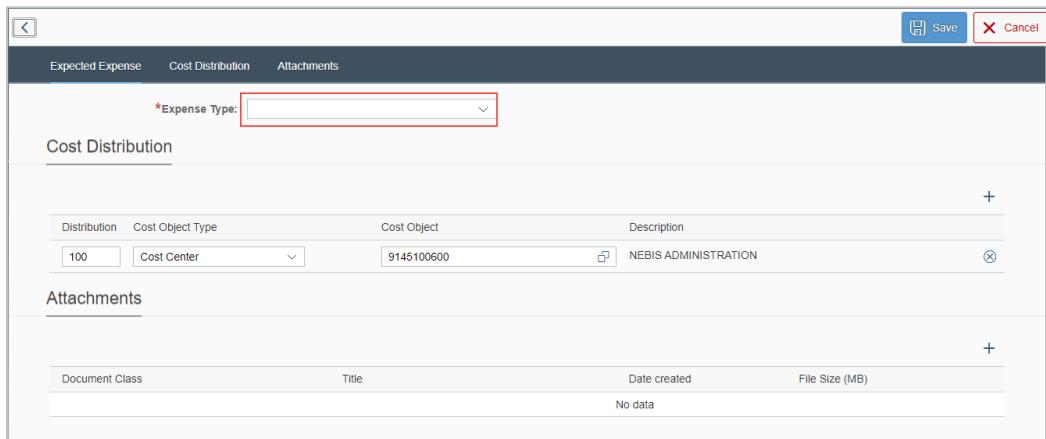
**Expected Expense**   Cost Distribution   Attachments

💾 Save   ✕ Cancel

*Expense Type:* [                    ▾]

### Cost Distribution

➕

| Distribution | Cost Object Type | Cost Object | Description | |
|---|---|---|---|---|
| 100 | Cost Center ▾ | 9145100600 ⊡ | NEBIS ADMINISTRATION | ⊗ |

### Attachments

➕

| Document Class | Title | Date created | File Size (MB) |
|---|---|---|---|
| | | No data | |

Add individual expense types. The BTA will allow both Meals per Diem and Meals One Day Trip expense types.

## Expense Types

| | Transaction Date | Expense Type | City | Travel Request Amount | Entered Amount | Amount | Status | |
|---|---|---|---|---|---|---|---|---|
| ☐ | 02/18/2024 | Meals (Per Diem) | OMAHA | USD 0.00 | USD 67.20 | USD 67.20 | To Be Approved | > |
| ☐ | 02/16/2024 | Mileage/Personal Car | OMAHA | USD 0.00 | USD 43.86 | USD 43.86 | To Be Approved | > |
| ☐ | 02/16/2024 | Meals-One Day Trip | OMAHA | USD 0.00 | USD 25.20 | USD 25.20 | To Be Approved | > |

## Save expense report

When the expense entries have been entered/edited, it is recommended to save the expense report before other action is taken. This will allow the *approval flow* to update from the travel request approvals to expense approvals.
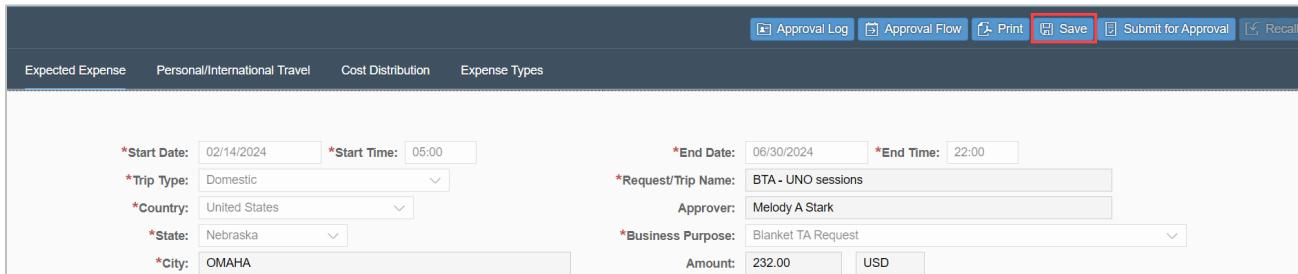
Once saved, a confirmation window appears. Click Ok .

The expense report status is now displayed as *Open.* Click anywhere on the expense row to review the report.



Click Submit for Approval . A confirmation statement appears. Click Accept & Submit .



A confirmation message appears. The status of the report changes to *Submitted.*

Once the expense reimbursement has been approved by Payment Services and sent for payment, the status will change to *Payment Processed.* Within the expense report, the expense type line items will display *Posted* ✓ status and | (green bar) will appear to the left of the transaction date.

### Expense Types

| | Transaction Date | Expense Type | City | Travel Request Amount | Entered Amount | Amount | Status | |
|---|---|---|---|---|---|---|---|---|
| ☐ | 02/18/2024 | Meals (Per Diem) | OMAHA | USD 0.00 | USD 67.20 | USD 67.20 | Posted ✓ | > |
| ☐ | 02/18/2024 | Mileage/Personal Car | | USD 0.00 | USD 44.88 | USD 44.88 | Posted ✓ | > |
| ☐ | 02/16/2024 | Mileage/Personal Car | OMAHA | USD 136.00 | USD 43.86 | USD 43.86 | Posted ✓ | > |
| ☐ | 02/16/2024 | Meals-One Day Trip | OMAHA | USD 0.00 | USD 25.20 | USD 25.20 | Posted ✓ | > |

## SUBMIT ANOTHER EXPENSE REPORT

ℹ️ Note: if an expense report has been submitted using this BTA, the report status must be *Payment Processed and the expense lines must show as 'Posted' prior to the next use.*

From the expense application, open the BTA. **Do not recall the report.** To add additional expenses, click ⊞. Select the expense type from the dropdown menu. Update the cost distribution if needed and add receipts where required.

| Expected Expense | Cost Distribution | Attachments | | | 🖫 Save | ✕ Cancel |
|---|---|---|---|---|---|---|

*Expense Type: [              ▼]

### Cost Distribution

| Distribution | Cost Object Type | Cost Object | Description | |
|---|---|---|---|---|
| 100 | Cost Center | 9145100600 | NEBIS ADMINISTRATION | |

Continue adding expense types as needed. Both new and posted expenses will appear, with the current expense lines at the top.

### Expense Types

| | Transaction Date | Expense Type | City | Travel Request Amount | Entered Amount | Amount | Status | |
|---|---|---|---|---|---|---|---|---|
| ☐ | 02/20/2024 | Mileage/Personal Car | | USD 0.00 | USD 43.52 | USD 43.52 | To Be Approved | > |
| ☐ | 02/20/2024 | Meals-One Day Trip | OMAHA | USD 0.00 | USD 7.34 | USD 7.34 | To Be Approved | > |
| ☐ | 02/18/2024 | Meals (Per Diem) | OMAHA | USD 0.00 | USD 67.20 | USD 67.20 | Posted ✓ | > |
| ☐ | 02/18/2024 | Mileage/Personal Car | | USD 0.00 | USD 44.88 | USD 44.88 | Posted ✓ | > |
| ☐ | 02/16/2024 | Mileage/Personal Car | OMAHA | USD 136.00 | USD 43.86 | USD 43.86 | Posted ✓ | > |
| ☐ | 02/16/2024 | Meals-One Day Trip | OMAHA | USD 0.00 | USD 25.20 | USD 25.20 | Posted ✓ | > |

*Updated July 8, 2024*

Once the new expenses are entered, click 🖫 Save . A pop-up message appears. Click Yes .

⚠ Confirm

This expense report has already been posted. Do you want to add to the expense report?

Yes    No

A save confirmation message appears.

☑ Messages

⚠ Changes in posting past trigger adjustment postings

☑ Expense report 6900011092 was saved

Ok
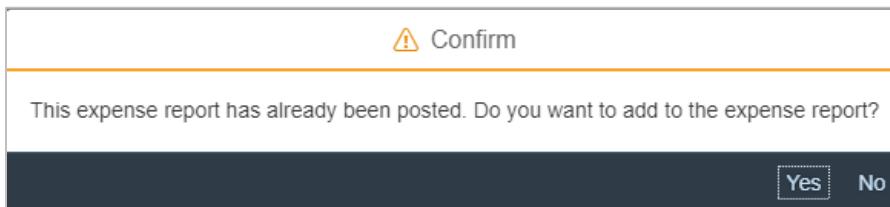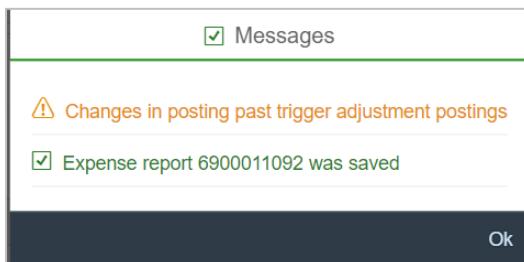
The expense report is reset to *Open* status. Click to open and submit the expense report.

Employee ID: 43081    🗐 Delegate    Name: SHANNON POPPE    Campus: UNCA

All    Open    Submitted    Approved    Sent for Payment

| Report ID | Report Name | Business Purpose | Request Date | Status |
|---|---|---|---|---|
| 6900011094 | BTA - Chadron sessions | Blanket TA Request | 02/01/2024 | Approved Request |
| 6900011093 | BTA - Kearney sessions | Blanket TA Request | 02/01/2024 | Open |
| 6900011092 | BTA - UNO sessions | Blanket TA Request | 02/14/2024 | Open |
| 6900011067 | Madrid - testing personal/companion | Business Trip | 09/04/2024 | Approved Request |

The expense report status is now *Submitted.* Note: the *Total Amount* shown will be accumulative of all expenses on this BTA.

All    Open    Submitted    Approved    Sent for Payment    🗑 Cancel

| Report ID | Report Name | Business Purpose | Request Date | Status | Total Amount | |
|---|---|---|---|---|---|---|
| 6900011093 | BTA - Kearney sessions | Blanket TA Request | 02/01/2024 | Open | 154.44 USD | > |
| 6900011092 | BTA - UNO sessions | Blanket TA Request | 02/14/2024 | Submitted | 232.00 USD | > |

University of Nebraska System    Nebraska State College System