

TRAVEL APPLICATION

Request

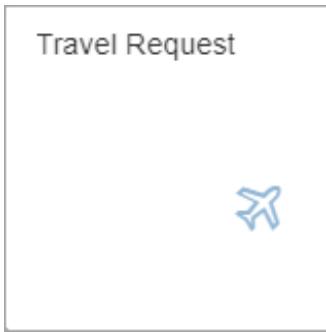
HELPFUL HINTS

A Blanket Travel Authorization (BTA) provides authorization using one approved travel request for employee travel for trips with the *same business purpose*, which can consist of multiple trips throughout a fiscal year.

 BTA's can be created at any time during the calendar year; however, all BTA's expire at the end of the fiscal year (June 30).

PROCEDURE

Click *Travel Request* tile.



Click  **Create** to open a new travel request.

Expected Expense

Enter the expected expense information. Required fields are noted with an *****. *Note:* the approval flow button will not be available until the travel request has been saved.

Select Blanket TA Request from the business purpose dropdown menu.

BLANKET TRAVEL AUTHORIZATION (BTA)

Travel Quick Reference Guide

Updated February 1, 2024

Expected Expense	Personal/International Travel	Cost Distribution	Expense Types
<p>*Start Date: 01/01/2024 <input type="button" value=""/></p> <p>*Trip Type: Domestic <input type="button" value=""/></p> <p>*Country: United States <input type="button" value=""/></p> <p>*State: Nebraska <input type="button" value=""/></p> <p>*City: KEARNEY <input type="button" value=""/></p> <p>User Defined: <input type="button" value=""/></p>	<p>*End Date: 05/31/2024 <input type="button" value=""/></p> <p>*Request/Trip Name: BTA - Kearney UNK visits <input type="button" value=""/></p> <p>Approver: Caren C Hansen <input type="button" value=""/></p> <p>*Business Purpose: Blanket TA Request <input type="button" value=""/></p> <p>Amount: 0.00 <input type="button" value=""/> USD <input type="button" value=""/></p> <p>Comment: <input type="button" value=""/></p> <p>Previous Comments: <input type="button" value=""/></p>		

Cost Distribution

Review the cost distribution. If needed, select a different cost object type from the dropdown menu. To search for a cost object type, click .

Cost Distribution			
Distributi...	Cost Object Type	Cost Object	Description
100	Cost Center <input type="button" value=""/>	9145100200 <input type="button" value=""/>	NEBIS TRAVEL/TRAIN <input type="button" value=""/> 

Click  to enter an expense type.

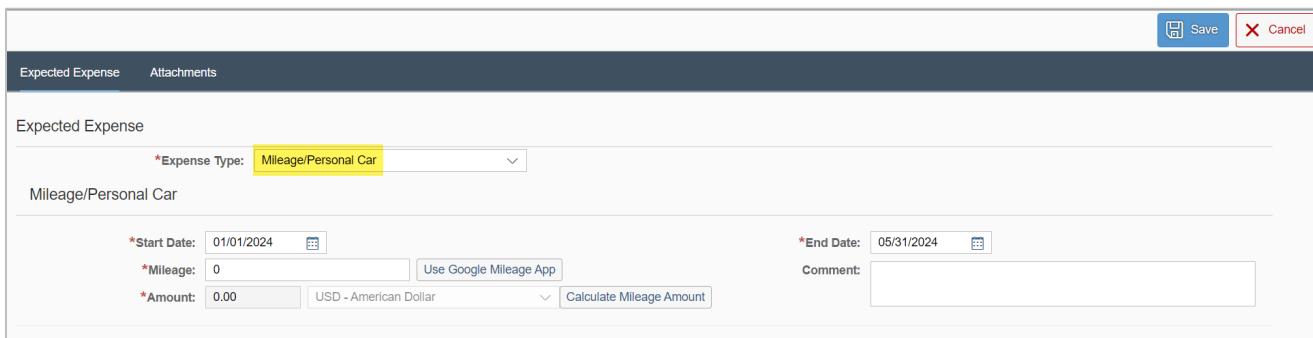
Expense Types					
<input type="checkbox"/>	Transaction Date	Expense Type	City	Entered Amount	Amount
No data					

BLANKET TRAVEL AUTHORIZATION (BTA)

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Select Mileage/Personal Car from the expense type dropdown menu.



Expected Expense Attachments

Expected Expense

*Expense Type: Mileage/Personal Car

Mileage/Personal Car

*Start Date: 01/01/2024

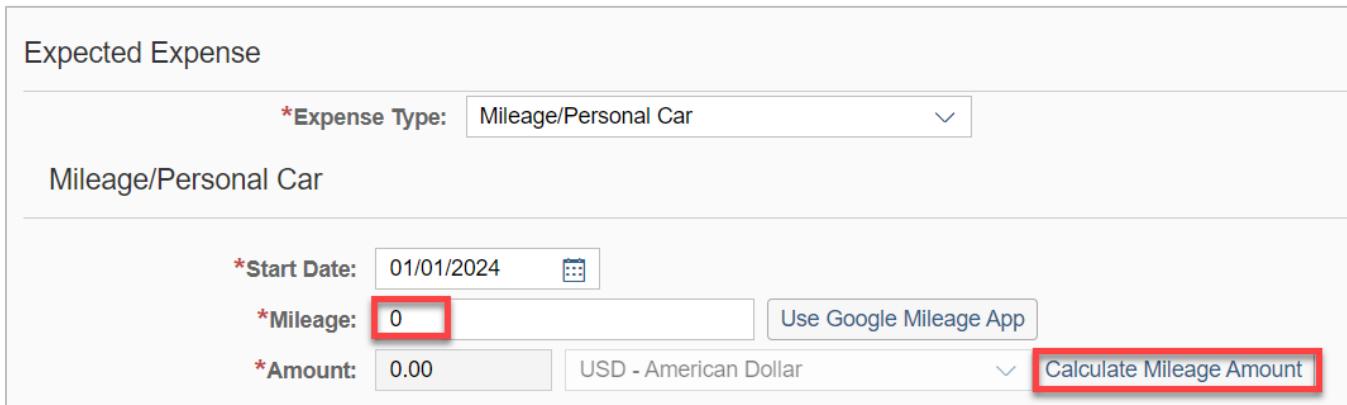
*Mileage: 0

*Amount: 0.00 USD - American Dollar

*End Date: 05/31/2024

Comment:

Enter the estimated milage and click *Calculate Mileage Amount*.



Expected Expense

*Expense Type: Mileage/Personal Car

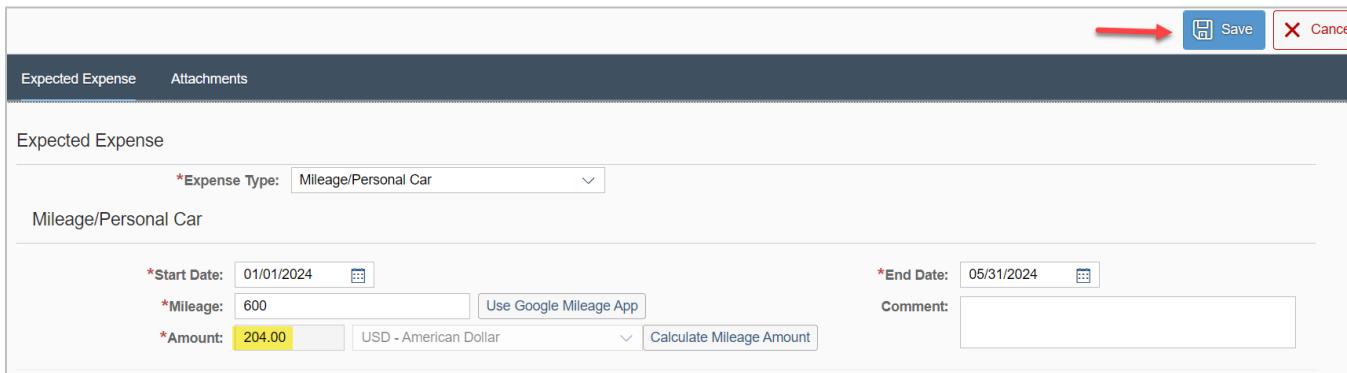
Mileage/Personal Car

*Start Date: 01/01/2024

*Mileage: 0

*Amount: 0.00 USD - American Dollar

The application populates the estimated amount. Click .



Expected Expense Attachments

Expected Expense

*Expense Type: Mileage/Personal Car

Mileage/Personal Car

*Start Date: 01/01/2024

*Mileage: 600

*Amount: 204.00 USD - American Dollar

*End Date: 05/31/2024

Comment:

To add Meals per Diem for the BTA, enter an estimated number of days (e.g. 10 days) that will be submitted with meals. Do not leave the start/end dates for the full extension of BTA.

Expected Expense

*Expense Type: Meals (Per Diem)

Meals (Per Diem)

*Start Date: 02/01/2024

*Destination: KEARNEY

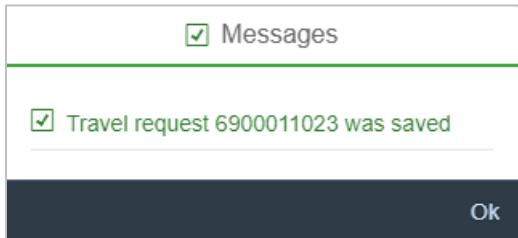
*Country: United States

*Amount: 392.36

*End Date: 02/10/2024

Comment:

Continue to add expected expenses to the BTA request. When complete, click  Save. A confirmation pop-up message appears.



The travel request is saved in open status. Reopen the BTA and click  Submit for Approval.