



Blanket Travel Authorization (BTAs) will reuse the same Report ID.

When reviewing the current expense report, the *Amount* is the total amount for the entire BTA.

*Start Date: 02/14/2024	*Start Time: 05:00	*End Date: 06/30/2024	*End Time: 22:00
*Trip Type: Domestic	*Request/Trip Name: BTA - UNO sessions		
*Country: United States	Approver: Melody A Stark		
*State: Nebraska	*Business Purpose: Blanket TA Request		
*City: OMAHA	Amount: 232.00	USD	Comment:
User Defined:			

Expense types with green (at left) and Posted (at right) have been approved and sent for payment. Financial approvers will review those with *To Be Approved* status.

Expense Types

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

If needed, use the filter .

Expense Types

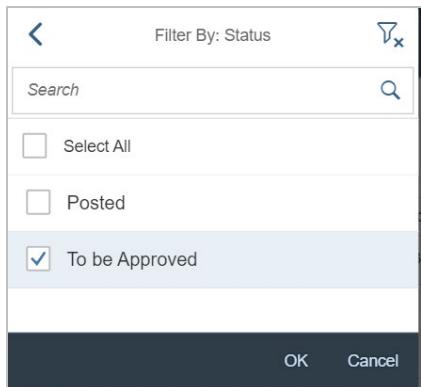
Expense Types						
Transaction Date	Expense Type	City	Travel Request Amount	Entered Amount	Amount	Status
02/20/2024	Mileage/Personal Car		USD 0.00	USD 43.52	USD 43.52	To Be Approved
02/20/2024	Meals-One Day Trip	OMAHA	USD 0.00	USD 7.34	USD 7.34	To Be Approved
02/18/2024	Meals (Per Diem)	OMAHA	USD 0.00	USD 67.20	USD 67.20	Posted

Click *Status*

Filter By

Status
OK Cancel

Filter by *To Be Approved*.



The expense types *To Be Approved* are displayed.

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 >