

Create a Blanket Travel Request

1. Log in to [Concur](#)
 2. Click **+New**, then **Start a Request** at top of screen
 3. Complete all required header fields marked with a red bar
 - ✓ **Trip Name:** include date span authorized for travel; ex: Blanket 2020 or Blanket Travel Spring Quarter 2020
 - ✓ **Trip Start/End Dates:** ex: 01/01/2020-12/31/2020
 - ✓ **Trip Purpose:** select Blanket Travel Request
 - ✓ **Main Destination City:** choose most common destination, or Bellingham
 - ✓ **Travel Justification:** describe the business need for the Blanket Travel Request, i.e. Teaching weekend MBA classes at a satellite site. **One-time events, such as conferences, require a separate Request.**
 - ✓ **Confirm default funding is correct.** Update if needed. Funding can be edited for individual expenses on that tab in a later step. Search by TEXT (ex: purchasing) or CODE (ex: FBBUYS). Grant funds: use GRANT as index.
1. Click the blue **Save** button
 2. Click the **Expenses** tab to add at least one anticipated expense. Choose the expense type most likely to be reimbursed, such as Personal Vehicle Mileage Estimate
 3. Split or change funding for an expense: click **Allocate**, select the expense and **Add New Allocation**.
 4. Review the **Approval Flow** tab and add approvers as necessary
 5. To attach documents, click the blue **Attachments** button
 6. Click the orange **Submit Request** button. You'll receive a notice when your Request is approved.
 7. You can **Recall a Request** if editing is needed and the document has not been fully approved by navigating to Requests, clicking on the document and selecting the Recall button



Travel Services

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