

## 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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