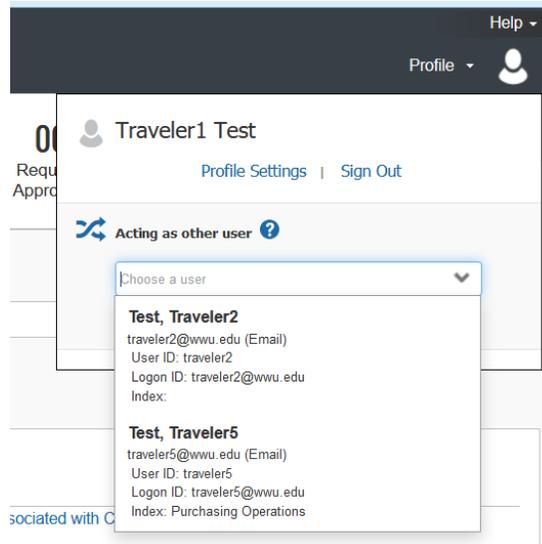


Create a Blanket Mileage Request

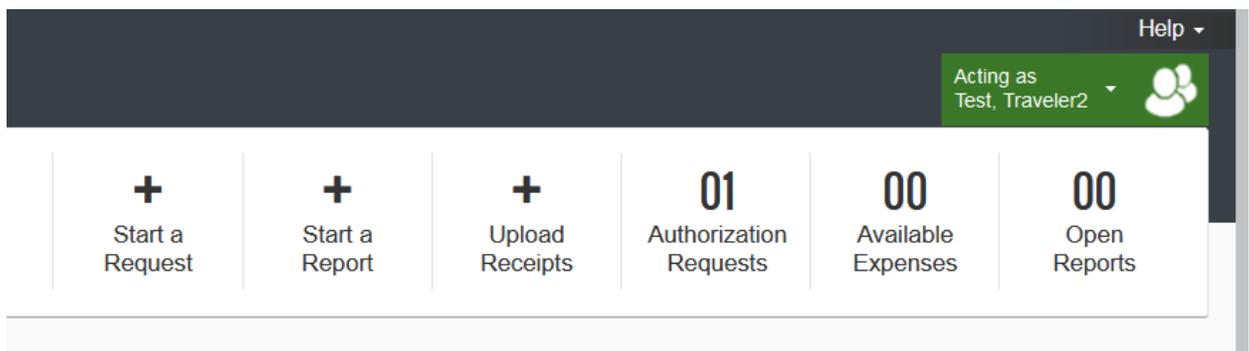
1. **Log in to Concur.** You may need to log in through [MyWestern](#) with your universal ID first.

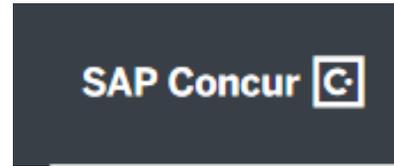
➤ **Travelers skip to #2**

➤ **Delegates Only:** Click **Profile** on the upper-right of your dashboard and begin typing the traveler's name to search and select from the list field under **Acting as other user**:

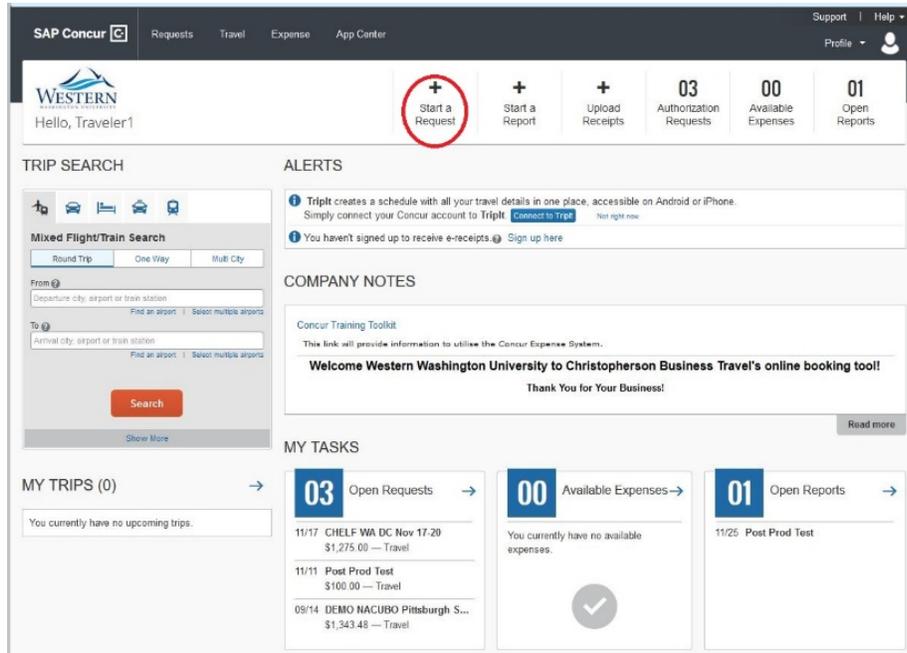


- **If you do not have** the Acting as other User option or the traveler's name does not come up in the search, **the traveler must assign you as a delegate** in their Profile Settings. Travel Services can also enable delegate permissions.
- Click **Start Session**. You are now acting as a delegate for this user, shown by the green label "Acting as (Traveler's Name)":





2. **Click + Start a Request** at top of screen:



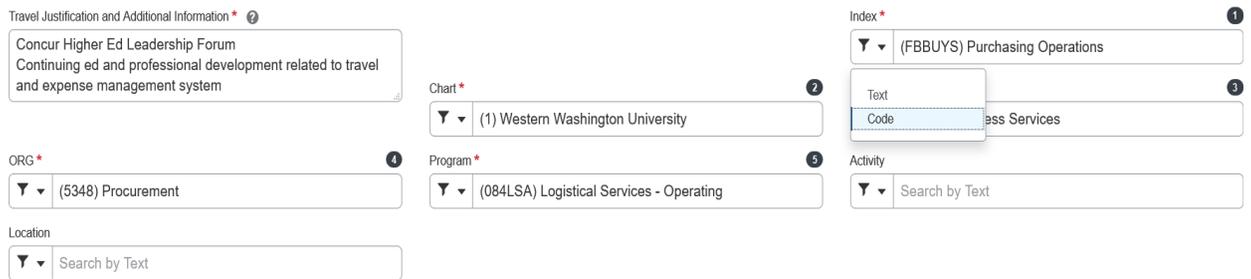
3. **Complete all required Request Header fields** marked with a red asterisk:

Request Policy *TEST-Employee Travel	Request Id 36FD	Trip Name * Blanket 2020
Trip Start Date * 01/01/2020	Trip End Date * 12/31/2020	Trip Purpose * Blanket Travel Request
Main Destination City * US ▼ Everett, Washington	Main Destination Country * UNITED STATES ▼	
Traveler Type * Individual Faculty/Staff ▼	Trip Type * In-State ▼	Does this trip include personal travel? * No ▼
Personal Travel Dates [Empty Field]	Will you receive an honorarium or payment from other sources? [Empty Field]	Will you be missing classes? ? [Empty Field]
Travel Justification and Additional Information * ? Bi-monthly meetings with colleagues at Everett Community College		

- ✓ **Trip Name:** include date span authorized for travel; ex: Blanket 2020 or Blanket Winter Quarter 2020
- ✓ **Trip Start/End Dates:** ex: 01/01/2020-12/31/2020 (max one year)
- ✓ **Trip Purpose:** select Blanket Travel Request
- ✓ **Main Destination City:** choose most common destination, or Bellingham



- ✓ **Travel Justification:** Clearly describe the business need for the Blanket Travel Request, i.e. Teaching weekly seminar courses at a satellite site. Spell out acronyms. **One-time events (ex: conference) require a separate Request, as does any out-of-state travel.**
- ✓ **Confirm default funding is correct.** Add or update if needed. Begin with Index and filter by TEXT (ex: Purchasing) or CODE (ex: FBBUYS). Grant funds: use GRANT as index. Click in the boxes to select the drop-down options:



Travel Justification and Additional Information * ⓘ
 Concur Higher Ed Leadership Forum
 Continuing ed and professional development related to travel and expense management system

Chart * ②
 (1) Western Washington University

ORG * ④
 (5348) Procurement

Program * ⑤
 (084LSA) Logistical Services - Operating

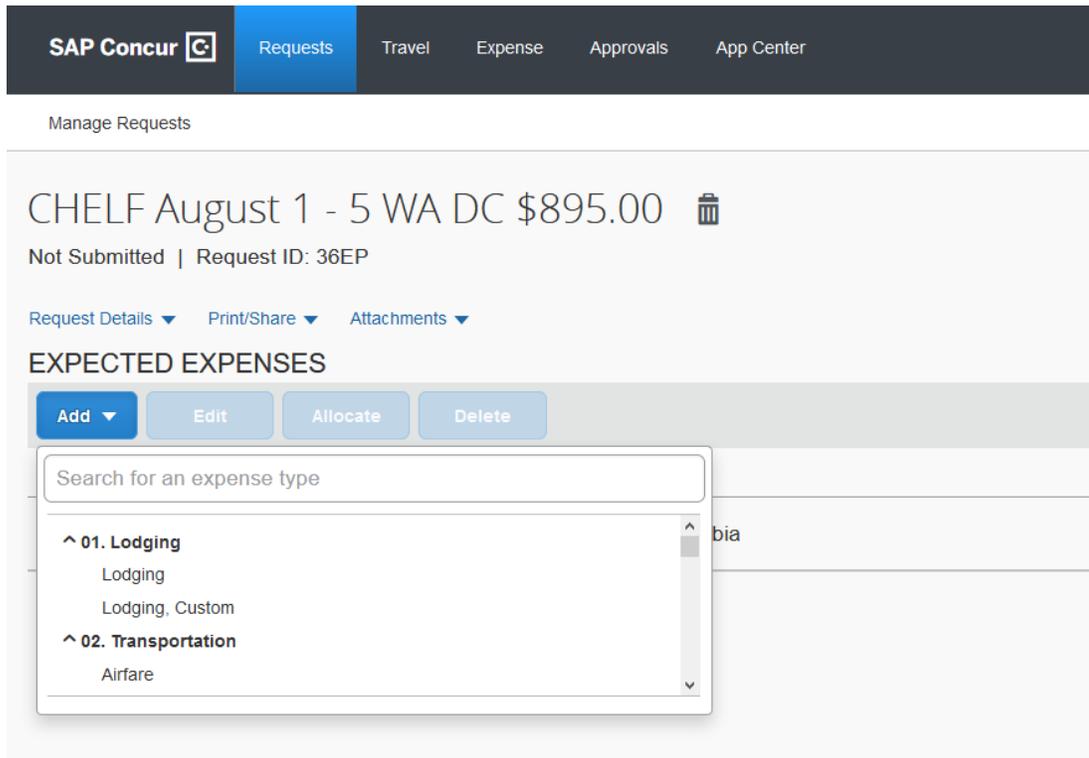
Index * ①
 (FBBUYS) Purchasing Operations

Text ③
 Code Class Services

Activity
 Search by Text

Location
 Search by Text

4. **Click the blue Create button** at the bottom right.
5. **Click the Add drop-down button** to add at least one expected expense. Choose the expense most likely to be reimbursed, such as Personal Vehicle Mileage Estimate. Include an estimate for the total that will be claimed. If unknown, enter \$0 or 0 miles.



SAP Concur

Requests | Travel | Expense | Approvals | App Center

Manage Requests

CHELF August 1 - 5 WA DC \$895.00

Not Submitted | Request ID: 36EP

Request Details | Print/Share | Attachments

EXPECTED EXPENSES

Add | Edit | Allocate | Delete

Search for an expense type

- ^ 01. Lodging
 - Lodging
 - Lodging, Custom
- ^ 02. Transportation
 - Airfare

- To **replace** or **split funding**: in the expense, click the **Allocate** link and add one or more funds:

Hotel \$895.00 

08/01/2021

Allocate

Destination City: US Washington DC, District of Columbia

of nights *: 5

Description:

Amount will auto calculate when you hit save: 895.00

Lodging Exception to Maximum SAAM 10.3: None Selected

Comment:

Allocate x

Expenses: 1 | \$456.00

Percent | **Amount**

Amount: \$456.00 | Allocated 100%: \$456.00 | Remaining 0%: \$0.00

Default Allocation

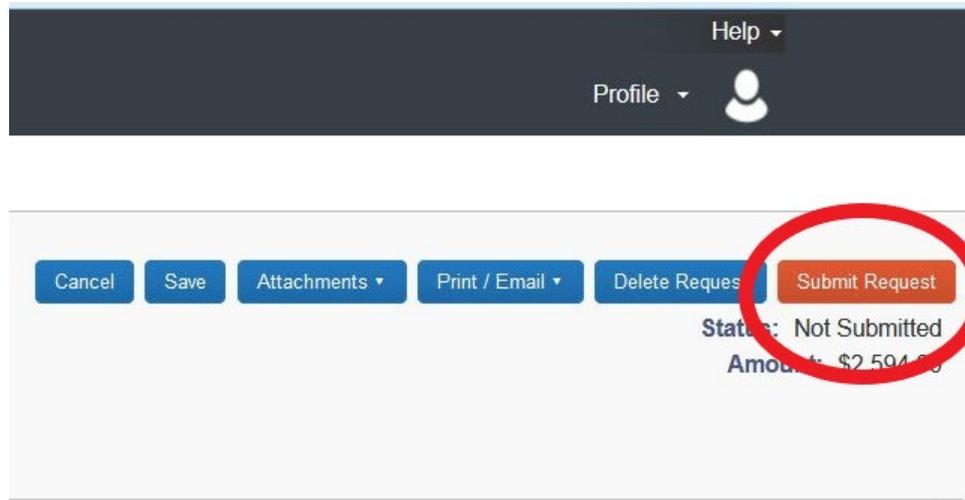
Code: FBBUYS-1-16340-5348-084LSA | Amount USD: \$0.00

Add | Edit | Remove | Save as Favorite

<input type="checkbox"/>	Index	Chart	Fund	ORG	Program	Activity	Location	Code	Amount USD
<input type="checkbox"/>	Purchasing Operations	Western Washington University	Business Services	Procurement	Logistical Services - Operating			FBBUYS-1-16340-5348-084LSA	400.00
<input type="checkbox"/>	A S Savings	Western Washington University	Associated Students Reserve Fund	AS Non-Operating	Auxiliary Reserves			FXXSVC-1-41002-8699-850ZAB	56.00

Cancel | **Save**

- Review the Request Timeline** (under Request Details) and add approvers if necessary
- To **attach** documents, click **Attachments > Attach Documents**
- Click the **orange Submit Request button**. (Delegates will see a **Notify Employee** button instead.) You'll receive a notice when the Request is approved.



10. 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