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:**

   ![Login Screen](image)

   - **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)”:  

   ![Session Screen](image)
2. **Click + Start a Request** at top of screen:

![Image of SAP Concur interface](Image)

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

![Request Form](Image)

- **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 Services

- **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:

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

![SAP Concur](image)

7. **Review the Request Timeline** (under Request Details) and add approvers if necessary
8. **To attach** documents, click **Attachments > Attach Documents**
9. **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.