Concur Travel & Expense

BLANKET TRAVEL
Blanket Travel

- Blanket Travel Overview
- Creating a Blanket Travel Request
- Creating an Expense Report (from a Blanket Request)
Blanket Travel Overview

- **Travel Request** - Formerly known as a Request for Authorization to Travel is required to obtain preapproval of your travel prior to making any travel reservations and submitting an Expense Report.
- A Blanket Travel Request is acceptable for local travel with no overnight stay.
- Your Blanket Travel Request can be on a fiscal year basis and you must complete an Expense Report each month when there is travel.
- Approved Travel Requests will automatically close 60 days after the travel end date.
To Create a New Travel Request from the Concur Homepage, you have two options:

- On the Quick Task Bar, under **New**, click **Start a Request**

  OR

- On the menu, click **Requests > New Request**
Creating a New Travel Request (Blanket)

Travel Request consists of the following Tabs:

- Request Header
- Segments (Airfare, Car Rental, Hotel, Rail) No Segments for Blanket Travel
- Expenses
- Approval Flow
- Audit Trail
<table>
<thead>
<tr>
<th>Required Fields related to Blanket</th>
<th>Appropriate Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request/Trip Name</td>
<td>Blanket Travel and the Fiscal Year.</td>
</tr>
<tr>
<td>Trip Type</td>
<td>In State</td>
</tr>
<tr>
<td>How will you book your trip?</td>
<td>Outside Concur</td>
</tr>
<tr>
<td>Travel Start and End Date</td>
<td>End Date = June 30, 20XX</td>
</tr>
<tr>
<td>Trip Purpose</td>
<td>Mileage/Parking Only</td>
</tr>
<tr>
<td>Personal Dates of Travel</td>
<td>NA</td>
</tr>
<tr>
<td>Destination City/State</td>
<td>Multiple Locations (Mileage Only), California</td>
</tr>
</tbody>
</table>
### Step 1: Complete **Travel Request Header**.

### Step 2: Once Header is complete, click on **Expenses Tab**.

<table>
<thead>
<tr>
<th>Request/Trip Name:</th>
<th>Trip Type:</th>
<th>How will you book your trip?</th>
<th>Travel Start Date</th>
<th>Travel End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanket Travel 2019/2019</td>
<td>1-Stay</td>
<td>2 - Outside of Concur Travel</td>
<td>09/01/2019</td>
<td>09/30/2019</td>
</tr>
</tbody>
</table>

- **Transfer Type**: 2-Staff
- **Trip Purpose**: Multi-Stop: Parking Only
- **Are you traveling to a banned state?**: No
- **Comments To/From Approvers/Processors**: 

- **Business Unit**: [Enter Business Unit]
- **Fund**: [Enter Fund]
- **Department**: [Enter Department]
- **Program**: [Enter Program]
- **Class**: [Enter Class]
- **Project**: [Enter Project]

**Chartfield default is** NGOC1&. Your Dept. ID is populated from HR. You can edit your chartfield.
You can provide estimates for the following additional Expense Types: **Personal Car Mileage, Ground Transportation, Parking/Tolls** and **Other Expenses (if applicable)**

- Since not all Expense Types are available in the request module, to enter an expense that is not listed, select **Other Expense** to provide those estimates. You will need to estimate your expenses for the fiscal year and enter the expense in the comments.

- You will need to register a car under **Profile > Profile Settings > Personal Car** in order to add **Personal Car Mileage** Expense Type to an Expense Report.
Enter your estimated miles for the fiscal year.

Indicate the expense under comments (if using “Other Expense” and the estimated amount for the fiscal year.

Add your Personal Car Mileage, Ground Transportation, Parking/Tolls and/or Other Expense estimates if applicable. Again, amounts should be for the fiscal year.

If you need to attach a document, click on Attachments > Attach Documents.
You have the option to allocate, delete or modify within each expense.

- **Allocate:** You have the ability to allocate a valid chartfield for a particular expense if necessary. If you will be using the same chartfield from your Travel Request Header, then no further allocation is needed.
  - You have the option to allocate by **Percentage** or **Amount**.
- **Delete:** If you want to delete the segment/expense all together.
- **Modify:** If you need to make changes to any part of the expense.
Travel Request Submission

- After you have completed the Request Header and Expenses Tabs, you can submit your request by clicking Submit Request.

- You can also click on Print/Email and a PDF version of the Travel Request will pop up and you can make your selection.

- If you wish to delete your entire request, you can do so by clicking Delete Request. You will not be able to delete a request once the request is approved. However, you can Recall (prior to being approved) or Cancel the request at anytime prior to submitting an Expense Report.
Travel Request Approval

TRAVEL REQUEST (IN-STATE) APPROVAL WORKFLOW

- Travel Request Submitted
- Routes to "Reports To" Approver
- Routes to Budget Approver
- Request Approved
Creating an Expense Report

- An Expense Report will need to be created and submitted for each month an expense has occurred. Please do not submit more than one expense per month.

- To make it easier, you can copy your previous month’s Expense Report, make any necessary changes such as dates and amounts and submit.

- Under Requests > Manage Requests, find your approved Blanket Travel Request and click on Expense under Action.

- Each Expense Report you submit will decrease the remaining balance of your Request.

  Please note: You can still expense if your remaining balance is zero or negative.
Once you fill out the **Expense Header**, click on **Next** to start entering your expenses.
Adding Expenses

- Click on Personal Car Mileage Expense Type. Enter Transaction Date, then click on Mileage Calculator.
- Enter destination Waypoints, then click Add Mileage to Expenses. Then Save.

Enter Transaction Date
Enter Destination Waypoints
Enter Personal Car Mileage expense for each day of travel.
Adding Expenses

- Continue adding all expenses regarding your travel (Parking/Tolls, Ground Transportation, etc.) Each expense should be separated by travel date and not lumped together for the month.

- If the transaction total is $75 or more, please make sure to attach a receipt. You can also Allocate if needed.

![Expense entry screen with details for parking/tolls and ground transportation.]
Enter expense for each day of travel.
Once all your expenses for the month have been entered, click **Submit Report**.

Expense Reports must be submitted within 60 days from the Travel End date and you can only submit the Expense Report after the Travel End Date has passed.

All red exception flags must be cleared before the report can be submitted. Yellow flags are considered warnings, but will not stop the submittal process.

To see who is approving your reports or to see where your report is in the workflow, open the Expense Report, click **Details**, then click **Approval Flow**.

Expense Report approval workflow will go to the “Reports to” Approver, then the Budget Approver for approval. It will then route to AP Travel Desk for final approval and processing.
For more in depth information regarding Concur Travel & Expense, please check out the Concur Handbook and other related documentation at: https://fiscaff.sfsu.edu/content/sf-state-travel-center