

### TRAVEL APPLICATION


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#### Request

### HELPFUL HINTS

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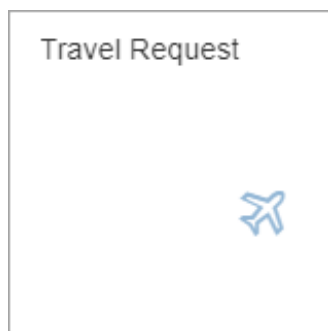
A Blanket Travel Authorization (BTA) provides authorization using one approved travel request for employee travel for trips with the *same business purpose*, which can consist of multiple trips throughout a fiscal year.

 BTA's can be created at any time during the calendar year; however, all BTA's expire at the end of the fiscal year (June 30).

### PROCEDURE

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Click *Travel Request* tile.



Click  **Create** to open a new travel request.

#### *Expected Expense*

Enter the expected expense information. Required fields are noted with an \*. *Note:* the approval flow button will not be available until the travel request has been saved.

Select Blanket TA Request from the business purpose dropdown menu.

**BLANKET TRAVEL AUTHORIZATION (BTA)**

*Updated February 1, 2024*

Expected Expense	Personal/International Travel	Cost Distribution	Expense Types
<p>*Start Date: <input type="text" value="01/01/2024"/> <input type="button" value="📅"/> *Start Time: <input type="text" value="05:00"/> <input type="button" value="🕒"/></p>		<p>*End Date: <input type="text" value="05/31/2024"/> <input type="button" value="📅"/> *End Time: <input type="text" value="22:00"/> <input type="button" value="🕒"/></p>	
<p>*Trip Type: <input type="text" value="Domestic"/> <input type="button" value="▼"/></p>		<p>*Request/Trip Name: <input type="text" value="BTA - Kearney UNK visits"/></p>	
<p>*Country: <input type="text" value="United States"/> <input type="button" value="▼"/></p>		<p>Approver: <input type="text" value="Caren C Hansen"/></p>	
<p>*State: <input type="text" value="Nebraska"/> <input type="button" value="▼"/></p>		<p>*Business Purpose: <input type="text" value="Blanket TA Request"/> <input type="button" value="▼"/></p>	
<p>*City: <input type="text" value="KEARNEY"/> <input type="button" value="▼"/></p>		<p>Amount: <input type="text" value="0.00"/> <input type="text" value="USD"/></p>	
<p>User Defined: <input type="text"/></p>		<p>Comment: <input type="text"/></p>	
		<p>Previous Comments: <input type="text"/></p>	

**Cost Distribution**

Review the cost distribution. If needed, select a different cost object type from the dropdown menu. To search for a cost object type, click .

Cost Distribution			
Distributi...	Cost Object Type	Cost Object	Description
<input type="text" value="100"/>	<input type="text" value="Cost Center"/> <input type="button" value="▼"/>	<input type="text" value="9145100200"/> <input type="button" value="🔍"/>	<input type="text" value="NEBIS TRAVEL/TRAIN"/> <input type="button" value="✕"/>

Click to enter an expense type.

Expense Types					
	Transaction Date	Expense Type	City	Entered Amount	Amount
No data					

BLANKET TRAVEL AUTHORIZATION (BTA)

Updated February 1, 2024

Select Mileage/Personal Car from the expense type dropdown menu.

The screenshot shows the 'Expected Expense' form with the following fields:
 

- \*Expense Type: Mileage/Personal Car (dropdown menu)
- Mileage/Personal Car (sub-section header)
- \*Start Date: 01/01/2024 (calendar icon)
- \*End Date: 05/31/2024 (calendar icon)
- \*Mileage: 0 (input field) with a 'Use Google Mileage App' button
- \*Amount: 0.00 (input field) with a currency dropdown set to 'USD - American Dollar' and a 'Calculate Mileage Amount' button
- Comment: (empty text area)

 The 'Save' and 'Cancel' buttons are visible in the top right corner.

Enter the estimated milage and click *Calculate Mileage Amount*.

This screenshot shows the form after the user has entered '0' in the \*Mileage field. The \*Amount field now displays '0.00'. The 'Calculate Mileage Amount' button is highlighted with a red box, indicating the next step.

The application populates the estimated amount. Click Save.

The final screenshot shows the form after clicking 'Calculate Mileage Amount'. The \*Amount field is now populated with '204.00'. A red arrow points to the 'Save' button in the top right corner, indicating the final step to save the entry.

BLANKET TRAVEL AUTHORIZATION (BTA)

Updated February 1, 2024

To add Meals per Diem for the BTA, enter an estimated number of days (e.g. 10 days) that will be submitted with meals. Do not leave the start/end dates for the full extension of BTA.

Expected Expense

\*Expense Type: Meals (Per Diem)

Meals (Per Diem)

\*Start Date: 02/01/2024

\*End Date: 02/10/2024

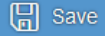
\*Destination: KEARNEY

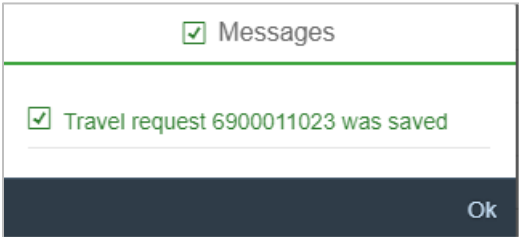
\*Country: United States

\*Amount: 392.36 USD - American Dollar

Calculate Amount

Comment:

Continue to add expected expenses to the BTA request. When complete, click  Save. A confirmation pop-up message appears.



The travel request is saved in open status. Reopen the BTA and click  Submit for Approval.