TRAVEL APPLICATION

Request

HELPFUL HINTS

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

Click Travel Request tile.

Click 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.
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 

Click to enter an expense type.
Select Mileage/Personal Car from the expense type dropdown menu.

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

The application populates the estimated amount. Click *Save*.
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.

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**.