
 Blanket Travel Authorization (BTAs) will reuse the same Report ID.

When reviewing the current expense report, the *Amount* is the total amount for the entire BTA.

*Start Date:	02/14/2024	*Start Time:	05:00	*End Date:	06/30/2024	*End Time:	22:00
*Trip Type:	Domestic	*Request/Trip Name:	BTA - UNO sessions				
*Country:	United States	Approver:	Melody A Stark				
*State:	Nebraska	*Business Purpose:	Blanket TA Request				
*City:	OMAHA	Amount:	232.00	USD			
User Defined:		Comment:					


Expense types with green | (at left) and Posted ✓ (at right) have been approved and sent for payment. Financial approvers will review those with *To Be Approved* status.

Transaction Date	Expense Type	City	Travel Request Amount	Entered Amount	Amount	Status
02/20/2024	Mileage/Personal Car		USD 0.00	USD 43.52	USD 43.52	To Be Approved >
02/20/2024	Meals-One Day Trip	OMAHA	USD 0.00	USD 7.34	USD 7.34	To Be Approved >
02/18/2024	Meals (Per Diem)	OMAHA	USD 0.00	USD 67.20	USD 67.20	Posted ✓ >
02/18/2024	Mileage/Personal Car		USD 0.00	USD 44.88	USD 44.88	Posted ✓ >
02/16/2024	Mileage/Personal Car	OMAHA	USD 136.00	USD 43.86	USD 43.86	Posted ✓ >
02/16/2024	Meals-One Day Trip	OMAHA	USD 0.00	USD 25.20	USD 25.20	Posted ✓ >

If needed, use the filter  .

Transaction Date	Expense Type	City	Travel Request Amount	Entered Amount	Amount	Status
02/20/2024	Mileage/Personal Car		USD 0.00	USD 43.52	USD 43.52	To Be Approved >
02/20/2024	Meals-One Day Trip	OMAHA	USD 0.00	USD 7.34	USD 7.34	To Be Approved >
02/18/2024	Meals (Per Diem)	OMAHA	USD 0.00	USD 67.20	USD 67.20	Posted ✓ >

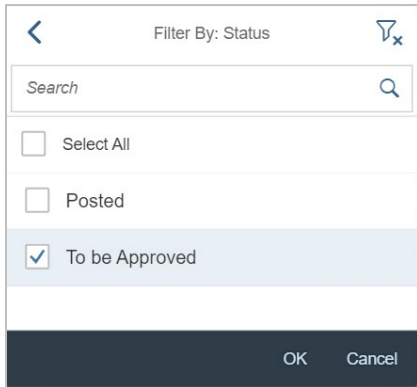
Click *Status*

Filter By 

Status

OK Cancel

Filter by *To Be Approved*.



The expense types *To Be Approved* are displayed.

Expense Types

Transaction Date	Expense Type	City	Travel Request Amount	Entered Amount	Amount	Status
02/20/2024	Mileage/Personal Car		USD 0.00	USD 43.52	USD 43.52	To Be Approved >
02/20/2024	Meals-One Day Trip	OMAHA	USD 0.00	USD 7.34	USD 7.34	To Be Approved >