

### TRAVEL APPLICATION

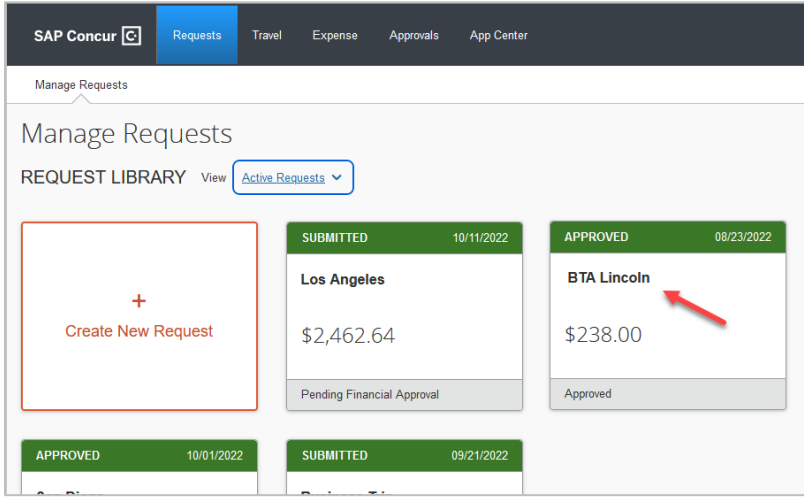
### Expense

### HELPFUL HINTS

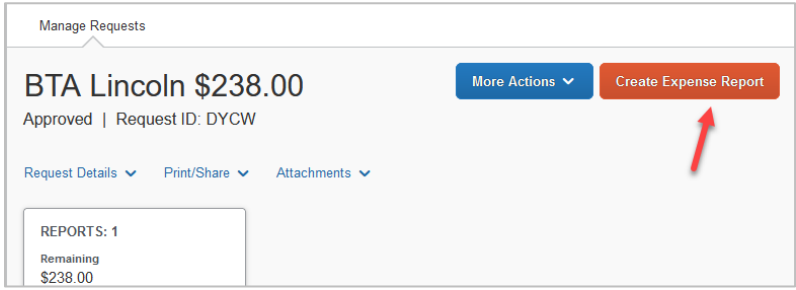
- A Blanket Travel Authorization (BTA) provides authorization for employee travel for trips with the same business purpose, which can consist of multiple trips throughout a fiscal year.
- A BTA allows travelers to submit a request for mileage to be used multiple times throughout the designated timeframe.
- BTA expense report can be created at any time during the calendar year; however, all BTA's expire at the end of the fiscal year (June 30).
- Depending on the circumstances of the trip, a BTA may contain lodging and meals.

### PROCEDURE

From the request library in Concur, click on the approved travel request.




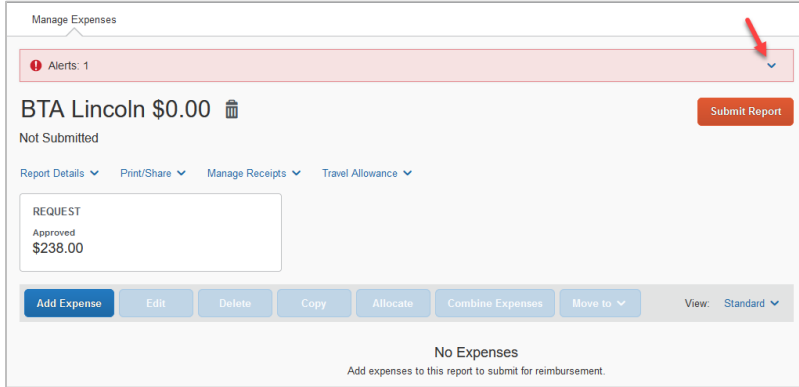
From the open travel request, click **Create Expense Report**.



# BLANKET TRAVEL AUTHORIZATION (BTA) EXPENSE REPORT


Updated October 24, 2022

A new expense report is generated. Click  to view the alert. The notification will state "the report header is missing data...".



Manage Expenses

Alerts: 1

BTA Lincoln \$0.00  [Submit Report](#)

Not Submitted

Report Details [Print/Share](#) [Manage Receipts](#) [Travel Allowance](#)

REQUEST

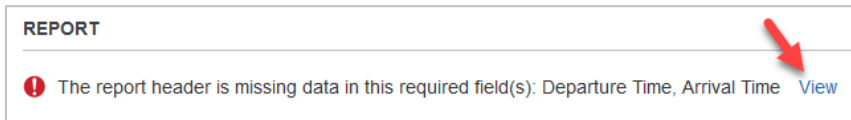
Approved \$238.00

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) View: [Standard](#)


No Expenses

Add expenses to this report to submit for reimbursement.

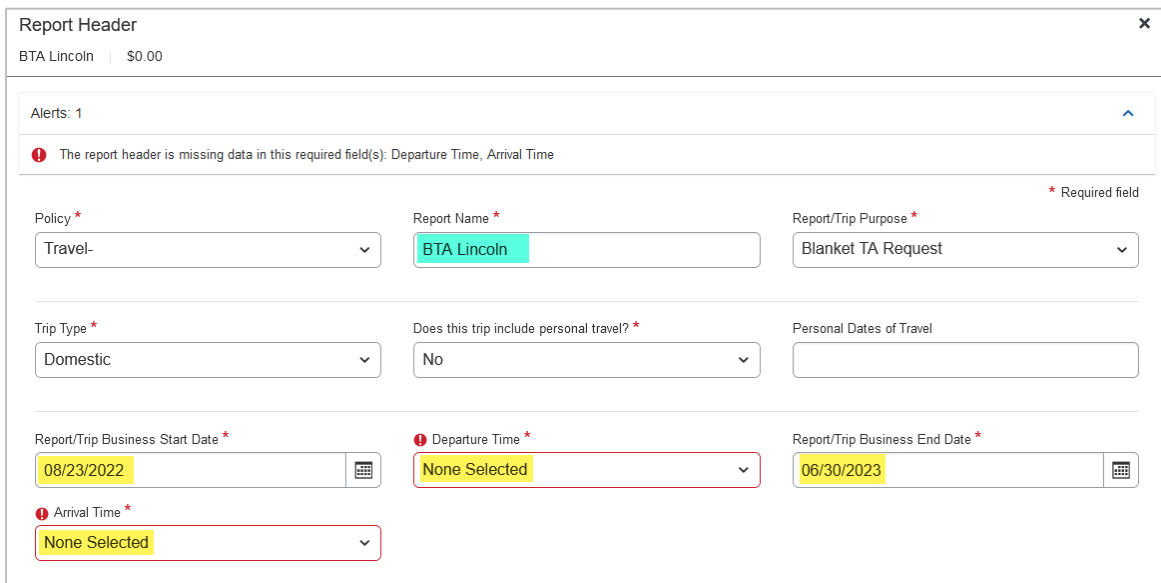
The alert indicates the report header needs to be updated with departure time and arrive time. Click [View](#) to open the report header.



REPORT

 The report header is missing data in this required field(s): Departure Time, Arrival Time [View](#)


Update the report name if needed. Change the dates to reflect the dates of the trip. Enter the departure time and arrive time, then scroll to the bottom of the page.



Report Header

BTA Lincoln | \$0.00

Alerts: 1

 The report header is missing data in this required field(s): Departure Time, Arrival Time

\* Required field

Policy \*  Report Name \*  Report/Trip Purpose \*

Trip Type \*  Does this trip include personal travel? \*  Personal Dates of Travel

Report/Trip Business Start Date \*  Departure Time \*  Report/Trip Business End Date \*

Arrival Time \*

BLANKET TRAVEL AUTHORIZATION (BTA) EXPENSE REPORT

Updated October 24, 2022

Click Yes if meals or lodging will be added to the report and continue creating the expense report (instructions located here). If the expense report is mileage-only, click No.

**Claim Travel Allowance**

Expense reports containing meals or lodging require a daily Itinerary be created. Select 'Yes' if this expense report includes meals or lodging and you are ready to create an itinerary now. Select 'No' if meals or lodging will not be included on this report OR you wish to skip this step (and will access the itinerary screen at a later time).

Yes, I want to claim Travel Allowance

No, I do not want to claim Travel Allowance

Click **Add Expense**. For a mileage only BTA, select *mileage/personal car* from the expense types.

Enter the required fields for the transaction, which are indicated with a red asterisk (\*). For a one-day trip, enter the date of travel in the transaction date. For multiple days, enter the last date traveled for expenses associated with the report.

**i** Tip: Use the mileage calculator to provide an accurate mileage count.

Click **Save Expense** The amount for the mileage-only expense report is calculated.

Once the report is complete, click **Submit Report**.