**BLANKET TRAVEL AUTHORIZATION (BTA) EXPENSE**

**Travel Quick Reference Guide**

*Updated August 31, 2020*

**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**

1. To enter an expense report using a Blanket Travel Authorization (BTA), locate the approved request from the active requests screen. Click on expense.

![Active Requests (5)](image)

2. Enter a new report name that accurately describes the reason for this expense report.
3. Update the Report/Trip Purpose by selecting an option from the dropdown menu.
4. Enter a start date and end date of the trip (defaults to the beginning date of the BTA). Enter the departure time and arrive time. The time fields are required, however are not related to mileage.

![Create a New Expense Report](image)

5. Cost Object may need to be updated. This is an opportunity to change the funding source at the header level rather than changing each individual line item.

6. Select the checkbox next the request name to link the approved request to the expense report. Click on next.

![Create a New Expense Report](image)

7. The travel allowance pop-up window appears. Click on yes if meals or lodging will be added to the report and continue creating the expense report ([instructions located here](#)). If the report is mileage-only, click on no.

![Travel Allowances](image)
8. For mileage-only BTA, select mileage/personal car from the expense types.

9. Enter the required fields for the transaction, which are indicated with a red bar.
   a. For a one-day trip, enter the date of travel in the transaction date.
   b. For multiple days, enter the last date traveled for expenses associated with the report.

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

10. Click on save.

11. The amount for the mileage-only expense report is calculated. Click on Submit Report.