

TRAVEL APPLICATION

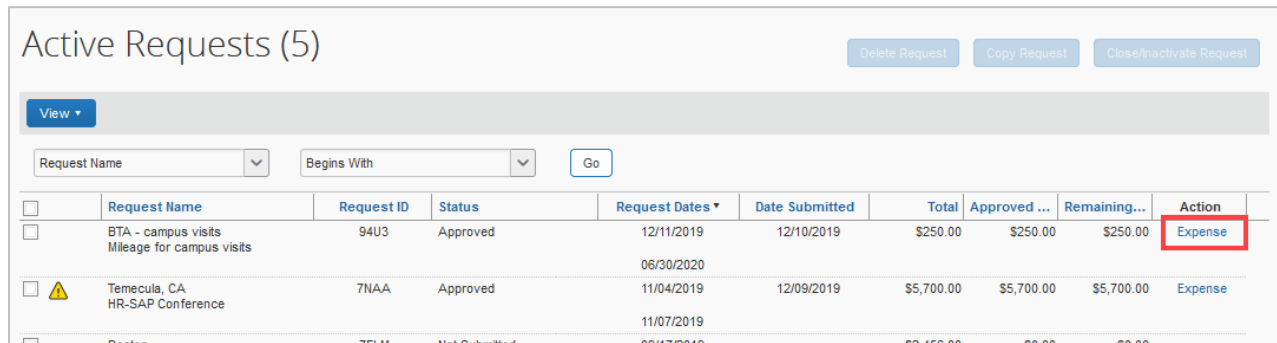
Expense

HELPFUL HINTS

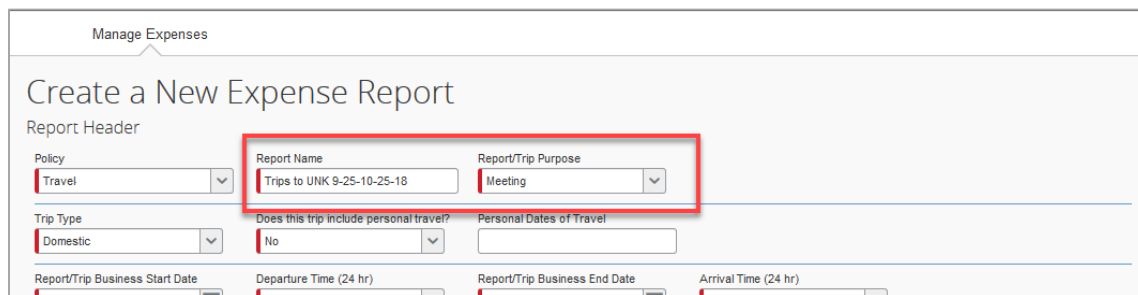
- A Blanket Travel Authorization (BTA) provides authorization for employee travel for trips with the same business purpose, which can consist of multiple trips throughout a fiscal year.
- A BTA allows travelers to submit a request for mileage to be used multiple times throughout the designated timeframe.
- 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.



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.



BLANKET TRAVEL AUTHORIZATION (BTA) EXPENSE

Updated August 31, 2020

- 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
Report Header

Policy: Travel | Report Name: Trips to UNK 12-1 to 12-31 | Report/Trip Purpose: Meeting

Trip Type: Domestic | Does this trip include personal travel?: No | Personal Dates of Travel: []

Report/Trip Business Start Date: 12/01/2019 | Departure Time: 7:00am | Report/Trip Business End Date: 12/12/2019 | Arrival Time: 10:00pm

Cost Object Type: (CC) Cost Center | Cost Object: (2105120001) English | User Defined: [] | Personnel Area: [] | Employee ID: []

Reason/Business Purpose: [] | Comments To/From Approvers/Processors: []

- 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
Report Header

Policy: Travel-Test | Report Name: Trips to UNK 12-1 to 12-31 | Report/Trip Purpose: Meeting

Trip Type: Domestic | Does this trip include personal travel?: No | Personal Dates of Travel: []

Report/Trip Business Start Date: 12/01/2019 | Departure Time: 7:00am | Report/Trip Business End Date: 12/12/2019 | Arrival Time: 10:00pm

Cost Object Type: (CC) Cost Center | Cost Object: (2105120001) English | User Defined: [] | Personnel Area: Test-UNL | Employee ID: ctaveler2

Reason/Business Purpose: Mileage for campus visits | Comments To/From Approvers/Processors: []

<input checked="" type="checkbox"/> Request Name	Request ID	Cancelled	Request Total	Amount Approved	Amount Remaining
<input checked="" type="checkbox"/> BTA - campus visits	94U3	No	\$250.00	\$250.00	\$250.00

Next >> Cancel

- 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 [X]

? 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 **No**

BLANKET TRAVEL AUTHORIZATION (BTA) EXPENSE

Updated August 31, 2020

8. For mileage-only BTA, select mileage/personal car from the expense types.

The screenshot shows the 'New Expense' form with a list of expense types. The following table summarizes the categories and items visible in the 'All Expense Types' section:

Category	Items
01. Transportation	Airfare (commercial ticket), Bus Rental, Car Rental, Fuel/Gas, Plane (state/private/rented/chartered), Taxi/Shuttle/Train/Bus
02. Travel Expenses	Lodging, Lodging/Conference Rate, Rental of Conf Facilities
03. Food/Meals	Groceries (in lieu of meal)
04. Mileage	Mileage/Personal Car (highlighted)
05. Office Expenses & Supplies	Copy Charges, Educational Supplies, Office Supplies, Research/Lab Supplies, Supplies (Auto & Repair)
06. Other	Baggage & Airport Fees, Meal (including tip), Meals One Day Travel, Official Func Exp-Agenda/Names, Misc Travel-parking/tolls/etc, Phone/Fax/Internet, Registration/Conf Fees, Subscriptions/Fees/Dues, Subsistence/Student Exp, Visa/Vaccinations (if required), Personal Expense, Incidentals, Job Applicant, Laundry/Dry Cleaning

- 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.

The screenshot shows the 'View Reimbursement Rates' form with the following fields highlighted in red:

- Expense Type: Mileage/Personal Car
- Transaction Date: 12/09/2019
- From Location: Lincoln, NE, USA
- To Location: Kearney, NE, USA
- Distance: 260
- Amount: 65.00
- Payment Type: Cash/Personal Funds
- Cost Object Type: (CC) Cost Center
- Cost Object: (2105120001) English
- Request: 12/11/2019, \$250.00 - BTA - c

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

The screenshot shows the expense report table with the following data:

Date	Expense Type	Amount	Requested
12/09/2019	Mileage/Personal Car	\$65.00	\$65.00

A red arrow points to the 'Submit Report' button in the top right corner.