

# BLANKET TRAVEL AUTHORIZATION (BTA) REQUEST

## TRAVEL APPLICATION

Request

## HELPFUL HINTS

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

1. To create a Blanket Travel Authorization, click on new request.
2. Enter the required fields for the transaction, which are indicated with a red bar.
  - a. Enter the destination city for the first trip to be taken after the BTA is approved. The expense report can then be updated by the traveler to reflect the actual location of the trip.

Request

Request/Trip Name: BTA SAP training on campuses

Reason/Business Purpose: SAP Training on campuses

Request/Trip Business Start Date: 05/01/2021

Request/Trip Business End Date: 06/30/2021

Request/Trip Purpose: Blanket TA Request

Destination City: Kearney, Nebraska

Destination Country: UNITED STATES

Trip Type: Domestic

Does this trip contain personal travel?: No

Personal Dates of Travel:

Are any costs funded by an external entity?: No

Identify external entity & describe covered costs:

Cost Object Type: ((CC) Cost Center)

Cost Object: (9145100200) SAP Travel/Training

User Defined:

Personnel Area: Test-UNL

Employee ID: ctraveler2

Comments To/From Approvers/Processors:

Status: Not Submitted

3. For the request/trip purpose, select Blanket Travel Authorization from the dropdown menu.

Request/Trip Purpose

- Blanket TA Request
- Business Trip
- Conference Attendee
- Conference Participant
- Meeting
- Other
- Prof Development/Training
- Recruiting
- Research

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4. Click the Expenses tab.

Reason/Business Purpose:

Request Header Segments **Expenses** Approval Flow Audit Trail

5. Select the expense type.

Request AQPN

Request/Trip Name: BTA SAP training on campuses  
Reason/Business Purpose: SAP Training on campuses

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation	03. Food/Meals	06. Other
Fuel/Gas	Meal (per diem)	Misc Travel-parking/tolls/etc
Plane (state/private/rented /chartered)	Official Func Exp-Agenda/Names	Registration/Cont Fees
Taxi/Shuttle/Train/Bus	04. <b>Mileage</b>	Team/Group Costs
		Zero \$ Trip

6. For mileage, enter an estimated distance. Add a comment if needed. Click on save for the amount calculation.

Request AQPN

Request/Trip Name: BTA SAP training on campuses  
Reason/Business Purpose: SAP Training on campuses

Request Header Segments Expenses Approval Flow Audit Trail

+ New Expense Delete

Date	Expense Type	Amount	Requested

TOTAL AMOUNT \$0.00 TOTAL REQUESTED \$0.00

Expense Type: 04. Mileage

Request/Trip Business Start Date: 05/01/2021

Request/Trip Business End Date: 06/30/2021

Distance: 600

Amount will calculate after you hit save: 0.00 USD

Comment:

Save Allocate Cancel

7. The amount for the BTA is calculated. Add more expense types if applicable. When finished, click **Submit Request**.

## BLANKET TRAVEL AUTHORIZATION (BTA) REQUEST

Updated April 28, 2021

Request AQPN

[Attachments](#)
[Print / Email](#)
[Delete Request](#)
[Submit Request](#)

Request/Trip Name: BTA SAP training on campuses  
Reason/Business Purpose: SAP Training on campuses

Status: Not Submitted
Amount: \$174.00

Request Header
Segments
Expenses
Approval Flow
Audit Trail

[+ New Expense](#)

Date	Expense Type	Amount	Requested
05/01/2021	04. Mileage	\$174.00	\$174.00

Expense Type:

To create a new expense, click the appropriate expense type below or type the expense type in the field above. To edit an existing expense, click the expense on the left side of the page.

01. Transportation

03. Food/Meals

06. Other

Fuel/Gas

Meal (per diem)

Misc Travel-parking/tolls/etc

Plane (state/private/rented /chartered)

Official Func. Exp-Agenda/Names

Registration/Conf Fees

Taxi/Shuttle/Train/Bus

04. Mileage

Team/Group Costs

Zero \$ Trip

TOTAL AMOUNT	TOTAL REQUESTED
<b>\$174.00</b>	<b>\$174.00</b>