

BLANKET TRAVEL AUTHORIZATION (BTA) REQUEST

Updated April 28, 2021

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.

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

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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 Attachments Print / Email Delete Request Submit Request
Status: Not Submitted

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 Fuel/Gas Plane (state/private/rented /chartered) Taxi/Shuttle/Train/Bus	03. Food/Meals Meal (per diem) Official Func Exp-Agenda/Names 04. Mileage	06. Other Misc Travel-parking/tolls/etc Registration/Conf Fees Team/Group Costs Zero \$ Trip
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6. For mileage, enter an estimated distance. Add a comment if needed. Click on save for the amount calculation.

Request AQPN Attachments Print / Email Delete Request Submit Request
Status: Not Submitted

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**.

Request AQPN Attachments Print / Email Delete Request Submit Request
Status: Not Submitted
Amount: \$174.00

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
05/01/2021	04. Mileage	\$174.00	\$174.00
TOTAL AMOUNT \$174.00 TOTAL REQUESTED \$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 Fuel/Gas Plane (state/private/rented /chartered) Taxi/Shuttle/Train/Bus	03. Food/Meals Meal (per diem) Official Func Exp-Agenda/Names 04. Mileage	06. Other Misc Travel-parking/tolls/etc Registration/Conf Fees Team/Group Costs Zero \$ Trip
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