

Locked Cost Object: Create Alternate BTA Expense

Updated April 8, 2026

Travel Application

Expense

Helpful Hints

- This process should only be used when a Blanket Travel Authorization (BTA) is rendered inactive due to a locked cost object. The BTA needs to be recalled so it is in *Open* status.
- A new expense report will be created from the previously used/locked BTA and can be used until the end of fiscal year.

Procedure

To start a new BTA expense from the inactive BTA, click the checkbox to the left of the BTA. Click the *New Expense – BTA* button.

The screenshot shows the 'Travel Expense' interface for Employee ID: 43081, Name: SHANNON POPPE, Campus: UNCA. It features a navigation bar with 'All', 'Open', 'Submitted', 'Approved', and 'Sent for Payment'. Below this is a search bar and a table of reports. The 'New Expense - BTA' button is highlighted with a red box.

Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount	
<input checked="" type="checkbox"/>	6900011613	BTA spring 2026	Blanket TA Request	01/01/2026	Payment Processed	347.25 USD
<input type="checkbox"/>	6900011583	Minsk research	Research	01/08/2026	Open	4320.59 USD

The BTA header opens without a report number. Update the cost object number.

The screenshot shows the 'Travel Expense' interface for Employee ID: 43081, Name: SHANNON POPPE, Campus: UNCA. The 'Cost Distribution' section is highlighted, showing a table with columns for Distribution, Cost Object Type, Cost Object, and Description. The 'Cost Object' field is highlighted with a red box.

Distribution	Cost Object Type	Cost Object	Description
100	Cost Center	2329071106	OPR SRVS-CAMPUS SECU

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Enter new expense lines.

The screenshot shows the 'Travel Expense' form for Employee ID: 43081, Name: SHANNON POPPE, Campus: UNCA. The 'Cost Distribution' tab is active, showing a distribution to Cost Center 100 and Cost Object 9145100600 (NEBIS ADMINISTRATION). Below this is a table of 'Expense Types' with the following data:

Receipt Number	Transaction Date	Expense Type	City	Travel Request Amount	Entered Amount	Amount	Status
001	02/18/2026	Meals (Per Diem)	KEARNEY	0.00 USD	119.00 USD	119.00 USD	To Be Approved
002	02/18/2026	Mileage/Personal Car		0.00 USD	177.63 USD	177.63 USD	To Be Approved

Click Save. A new report number has been generated. Reopen the report.

The screenshot shows the 'Travel Expense' form for Employee ID: 43081, Name: SHANNON POPPE, Campus: UNCA. The 'All' tab is active, showing a list of reports with the following data:

Report ID	Report Name	Business Purpose	Request Date	Status	Total Amount
6900011621	BTA spring 2026	Blanket TA Request	01/01/2026	Open	296.63 USD
6900011613	BTA spring 2026	Blanket TA Request	01/01/2026	Payment Processed	347.25 USD
6900011583	Minsk research	Research	01/08/2026	Open	4320.59 USD

If all expenses have been entered, submit the report for approval.

The screenshot shows the 'Travel Expense' form for Employee ID: 43081, Name: SHANNON POPPE, Campus: UNCA, Report Number: 6900011621. The 'Submit for Approval' button is highlighted with a red box. The form fields are as follows:

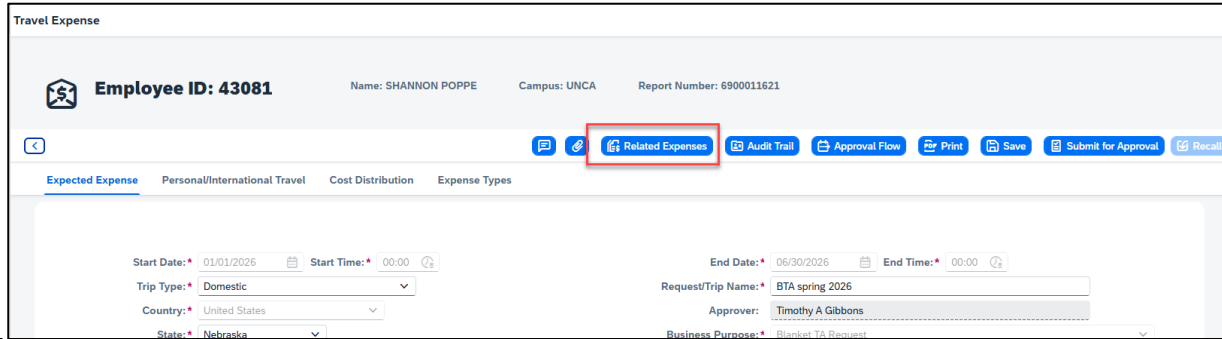
Start Date: 01/01/2026, Start Time: 00:00, End Date: 06/30/2026, End Time: 00:00
Trip Type: Domestic, Request/Trip Name: BTA spring 2026
Country: United States, Approver: Timothy A Gibbons
State: Nebraska, Business Purpose: Blanket TA Request

Once the BTA has been fully approved and status of *Payment Processed*, new expense lines can be added/submitted.

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For a full report of what expenses are included on this BTA and the previous/locked BTA, click *Related Expenses* button.



The pop-up will display all expenses.

Related Expenses 1						
Personnel No.	Trip Number	Document Number	Travel Exp.Type	Begins On	Ends On	Total Cost
00043081	6900011613	001	Meals (Per Diem)	01/01/2026	01/05/2026	178.50 USD
00043081	6900011613	002	Mileage/Personal Car	01/01/2026	01/05/2026	108.75 USD
00043081	6900011613	003	Car Rental	01/01/2026	06/30/2026	60.00 USD
00043081	6900011621	001	Meals (Per Diem)	02/18/2026	02/20/2026	119.00 USD
00043081	6900011621	002	Mileage/Personal Car	02/18/2026	02/20/2026	177.63 USD