#### How to Create and Submit a Blanket Request

Michigan State University employees can submit Blanket Travel Requests in <u>Concur</u> with requested trip expenses. Blanket Requests can be used for users who travel in state and/or locally on a regular basis for the same business purpose or when several related local trips are to be made by the same person during a *one-year* period.

# 1. Start at the <u>Concur Homepage</u>, select Create >Requests.



2. Enter the necessary information and required fields indicated with a (\*). Prepare the Request using the period in which the trips will take place. This should be <u>no longer</u> <u>than one year</u>. Use the traveler's main place of business as the destination city.

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Profiled Traveler Policy					
Request/Trip Name * 🚱	1	Request/Trip Start Date *		Request/Trip End Date *	
Blanket Request		11/04/2024	Ë	11/08/2024	Ë
Request/Trip Purpose *		Secondary Trip Purpose		Trip Description * 😧	4/5
Administrative	~	None Selected	~	Test	
Destination City *		Destination Country *		Does this trip include personal travel? *	
Grand Rapids, Michigan	× ~	UNITED STATES (US)	× ~	No	
Traveler Tvne *		Trin Tyne *		Travel Funding Source *	
Student	~	In State (CONUS)	~	Other MSU (Non-Grant & Research)	~
Account @	(2)	Subaccount 🚱	(3)	SubObject	
(XT022906) UNIVERSITY TRAVEL PROGRAM	× •		~		
roject		Org Ref ID 🚱			
	~				

#### Exhibit 2

3. Enter any additional information you would like to share with the Approver in the **Comments** field. Select **Save** once you are done.

NOTE: Anything entered in the **Request/Trip Name** field, populates the Accounting String in KFS.

Edit Request Header					2
Blanket Request   Request ID: MNC7					
					* Required field
Request Policy 🚱					
Profiled Traveler Policy					
Request/Trip Name * 💡		Request/Trip Start Date *		Request/Trip End Date *	
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Exhibit 3



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4. In the Expected Expenses section, select Add and enter estimated amounts for each of your trip expenses. Select the expense types that apply.



Exhibit 4

5. Within the New Expense for Personal Car Mileage, enter an estimate of the distance you will be traveling during this **Blanket Request** timeframe. The amount will automatically calculate once you select Save.



Exhibit 5



JPEG or PDF.

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6. To add documents for an approvers review, select the Attachments dropdown menu >Attach Documents >Upload and Attach

>double click the file you want to upload.

NOTE: Preferred attachment formats are



Exhibit 6

Document Upload and Attach × id and Attacl Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff. 5MB limit per file. Close Exhibit 7

7. The red folder icon will indicate the file is uploaded for your approvers review.



Exhibit 8

8. When you have completed all your Expected Expenses and your request is ready, select Submit Request.



9. Select Accept and Continue to send the request to your approver.







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NOTE: New features in the submitted Request tile display the Request ID and the name of the individual that is pending to grant approval.



You will be able to process Multiple Expense Reports related to this Blanket Request. Please refer to the <u>Travel @ State</u> site under Education to use resources related to Expense Reports.