

# BLANKET TRAVEL AUTHORIZATION (BTA) REQUEST

*Updated September 19, 2018*

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-FROM THE REQUEST TAB

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 any city in Nebraska you plan to visit for this business purpose. This BTA authorizes you to travel to any city/town within the state for the same business purpose so it doesn't matter what city is entered here.

The screenshot shows a web form titled "Request" with a status of "Not Submitted". The form has several tabs: Request Header, Segments, Expenses, Approval Flow, and Audit Trail. The "Request Header" tab is active. Fields include:
 

- Request/Trip Name: Blanket Travel 2018
- Request/Trip Business Start Date: 05/01/2018
- Request/Trip Business End Date: 05/30/2018
- 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: (empty)
- Cost Object Type: (CC) Cost Center
- Cost Object: (9146200500) Administrative Systems Gr
- User Defined: LastNameF (e.g., SmithJ)
- Personnel Area: LINCA
- Employee ID: 00042081

 Red bars highlight the start/end dates, purpose, destination city, and cost object fields. Buttons for "Cancel", "Save", "Print / Email", "Delete Request", and "Submit Request" are at the top right.

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

A close-up of the "Request/Trip Purpose" dropdown menu. The options listed are:
 

- Blanket TA Request (highlighted with a red box)
- Business Trip
- Conference Attendee
- Conference Participant
- Meeting
- Other
- Prof. Development/Training

4. Click the Expenses tab.

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Request/Trip Name: Blanket Travel 2018  
 Additional Information:  
 Request Header Segments **Expenses** Approval Flow Audit Trail

5. Select the expense type.

Select the 'Expenses tab' then expense type 'Zero \$ Trip' from the list of expenses

- |   |                      |                               |
|---|----------------------|-------------------------------|
| 01. Transportation                      | 03. Food/Meals       | 06. Other                     |
| Fuel/Gas                                | Meal (including tip) | Misc Travel-parking/tolls/etc |
| Plane (state/private/rented /chartered) | 04. Mileage          | Registration/Conf Fees        |
| Taxi/Shuttle/Train/Bus                  |                      | Team/Group Costs              |
|   |                      | <b>Zero \$ Trip</b>           |

6. Enter the funding source like 'grant funded' or 'dept funded' into the 'Trip Funded by' field and click 'Save' on the lower right.

7. Click on **Submit Request**