

How to Create and Submit a Blanket Request

Michigan State University employees can submit Blanket Travel Requests in [Concur](#) 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 [Concur Homepage](#), select **Create >Requests**.

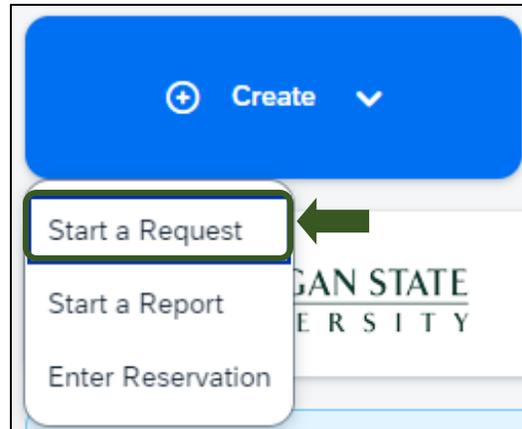


Exhibit 1

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 no longer than one year. Use the traveler's main place of business as the destination city.

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.

Exhibit 3

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

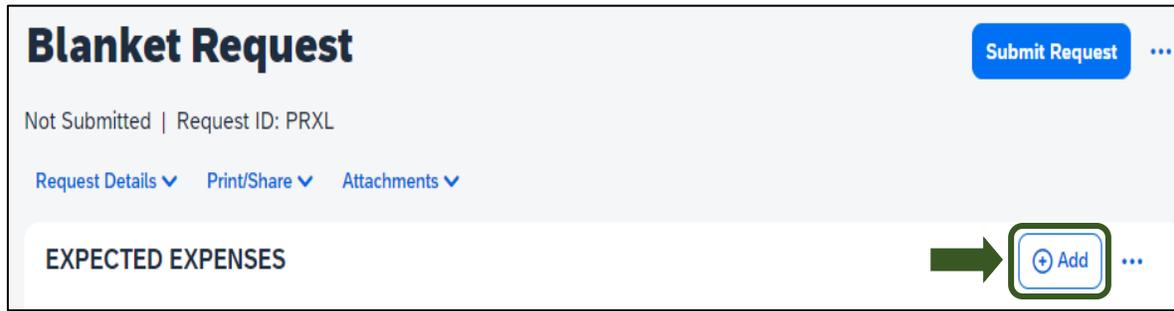


Exhibit 3

Some common expenses are *Personal Car Mileage*, *Hotel Reservation*, and *Daily Meal Per Diem Allowance*.

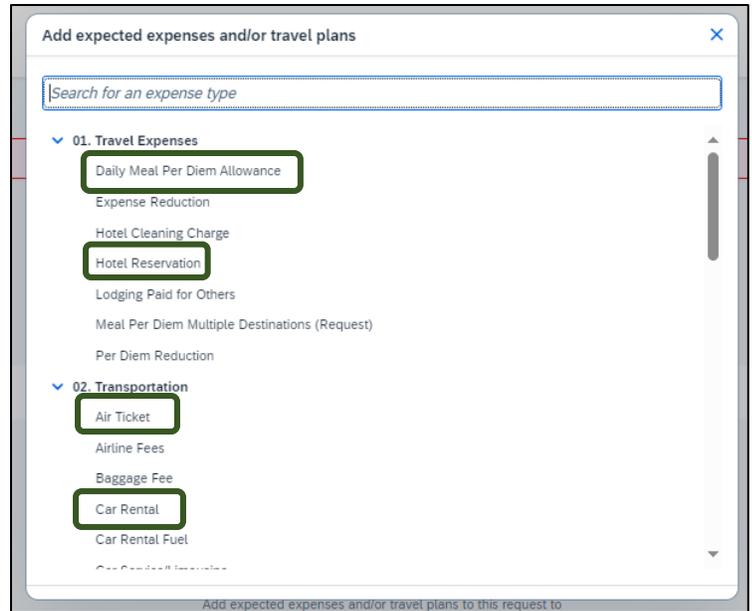


Exhibit 4

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**.

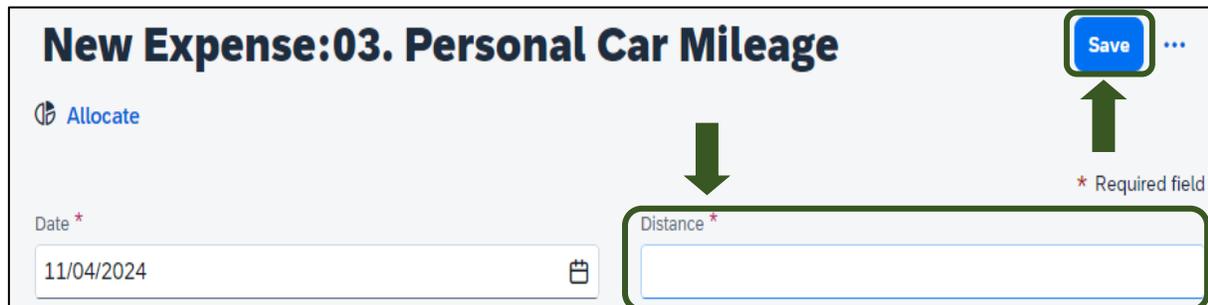


Exhibit 5

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.

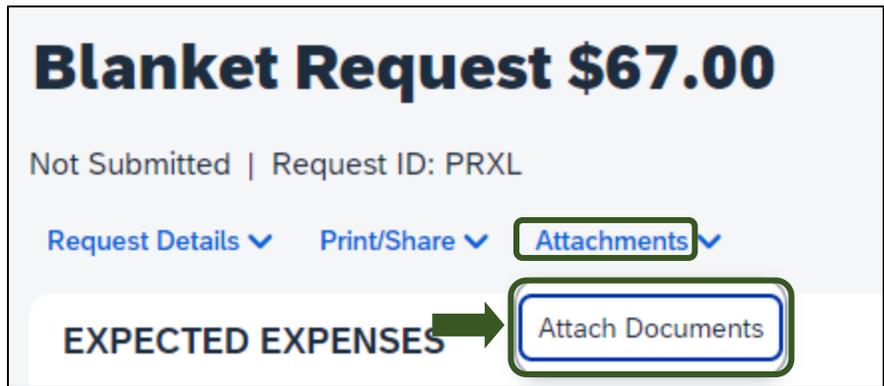


Exhibit 6

NOTE: Preferred attachment formats are JPEG or PDF.

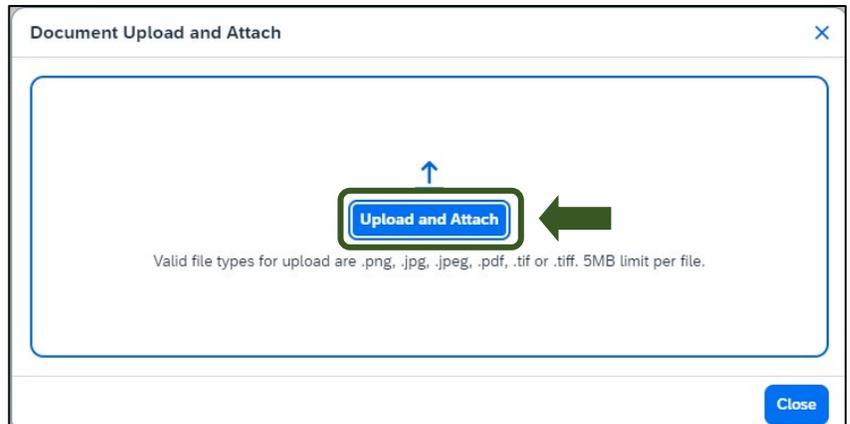


Exhibit 7

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**.

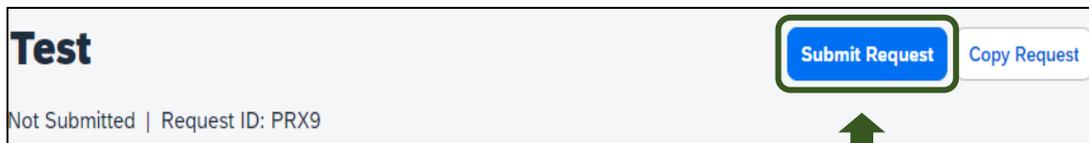


Exhibit 9

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

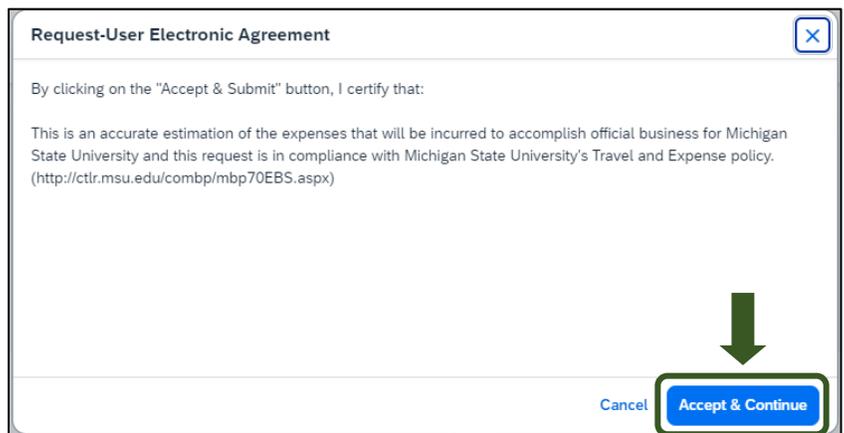


Exhibit 10

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

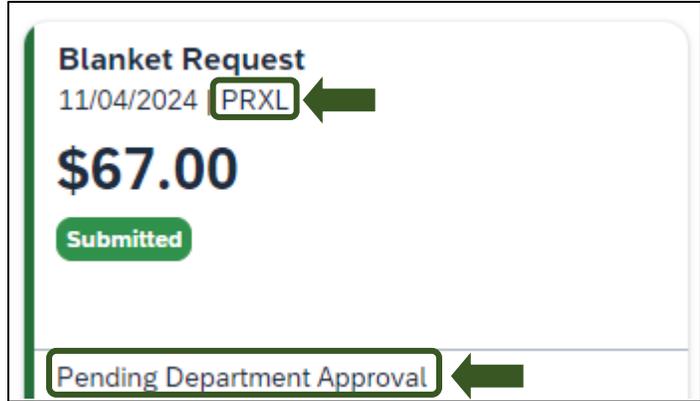


Exhibit 11

You will be able to process Multiple Expense Reports related to this Blanket Request. Please refer to the [Travel @ State site](#) under Education to use resources related to Expense Reports.