

Multiple (Event) and Blanket Requests

Concur provides a feature that will allow you to prepare multiple Requests at once and distribute or burst them out individually to profiled travelers you select. This is useful for several scenarios such as:

- Preparing blanket mileage requests for multiple travelers.
- Preparing Requests for multiple travelers all attending the same conference/meeting or going to the same destination (group travel).

Event Requests – used for processing multiple Requests

This feature is used when you wish to distribute multiple Requests using one template (Event Request). The Event Request will be the template you use to:

1. Enter basic trip information and expected expenses.
2. Distribute individual Requests out to your chosen profiled travelers - using the generate and notify button.
3. Track the status of the individual Requests.
4. Add new travelers to distribute the Request to.

It can be used for single trip or blanket Requests using the following steps:

1. From the Request tab in Concur, view the drop-down menu under Create New and choose New Event Request.
2. Complete the Request fields on the header, segment and expense tabs with any required information as well as any chosen optional items.
 - a. For a blanket Request, use the period during which the trips will take place for the trip start and end date. This should be no longer than one year.
 - b. For a blanket Request, use the traveler's main place of business as the destination (East Lansing, Grand Rapids, etc.).
 - c. If there is the possibility that the traveler will require a University Owned/Motor Pool Vehicle be sure to choose the Expense Type and add it to the Request.
 - d. Each individual traveler and/or their delegate will have the opportunity to add/edit the Request before submitting it.
3. Go to the bottom of the Request Header to enter/add the profiled travelers that each Request will be distributed to. You can use the search field on the right to find the travelers you need. Concur uses the term Attendee for this.
4. When you have added the desired profiled travelers, click on the Generate & Notify button. This will distribute a unique Request to each of the travelers you chose. It will notify them via email that they have a Request to submit.
5. The Event Request will be available to the initiator for the purpose of tracking the individual Requests that were generated or adding additional travelers and generating a Request to them. The initiator is unable to change information on the Event Request and then re-generate Requests with the change.

6. Each traveler will then have the opportunity to modify the Request as desired before submitting it. If a delegate will be submitting it for them, then the delegate will need to go into each Request individually and submit.
7. The Requests will then route for appropriate approvals.

Blanket Requests- used for processing single blanket Requests

Blanket Requests can be used for persons who travel in state and/or locally on a regular basis for the same business purpose which is within the prescribed scope of their duties or when several related local trips are to be made by the same person during a one-year period.

Note that if processing a single blanket Request you may use the normal Request process using these guidelines:

1. From the Request tab in Concur, view the drop-down menu under Create New and choose New Request.
2. Prepare a Request using the period during which the trips will take place. This should be no longer than one year.
3. Use the traveler's main place of business as the destination (East Lansing, Grand Rapids, etc.).
4. Use an estimate of the expenses to be incurred during this time for the segments and expenses on the Request.
5. Submit the Request.
6. You will be able to process multiple Expense Reports related to this Request.

Please see the Request User Guide for additional information on preparing a Request in Concur. [Concur Request User Guide](#)