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 to the travelers. This is useful for several scenarios:

- 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

1. From the Request tab in Concur, view the drop-down menu under Create New and choose New Event Request.
2. Complete the required Request fields as you would any Request.
3. Go to the bottom of the Request Header to enter/add the 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 travelers, click on the Generate & Notify button. This will distribute a unique Request to each of the travelers you chose.
5. 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.
6. The Requests will then route for appropriate approvals.

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.

1. Prepare a Request using the period during which the trips will take place. This should be no longer than one year.
2. Use the traveler’s main place of business as the destination (East Lansing, Grand Rapids, etc.).
3. Use an estimate of the expenses to be incurred during this time for the segments and expenses on the Request.
4. Submit the Request.
5. You will be able to process multiple Expense Reports related to this Request.

Note that if processing multiple blanket Requests you may use the Event Request process as outlined above in conjunction with Blanket Request procedures.