

How to Create and Submit a Blanket Request

Michigan State University employees can submit Blanket Travel Requests in MSU’s Concur system 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.

You will start at the [Concur Homepage](#), hover over “Quick Start” button **New+** and click on **Start a Request**.

The screenshot shows the SAP Concur homepage for Michigan State University. At the top, there is a navigation bar with links for Requests, Travel, Expense, Approvals, Reporting, and App Center. A 'New+' button is highlighted with a red box, and a dropdown menu is open, showing 'Start a Request' as the selected option. The dashboard includes several metrics: 00 Required Approvals, 05 Authorization Requests, 00 Available Expenses, 00 Open Reports, and 00 Cash Advances. Below the dashboard, there are sections for 'TRIP SEARCH' (with a 'Mixed Flight/Train Search' form) and 'MY TASKS' (with three cards for 'Required Approvals', 'Available Expenses', and 'Open Reports', all showing zero counts).

On the **Create New Request** screen, fill in the necessary information and required fields indicated with a (*) for the travel **Blanket Request**. 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.

Create New Request x

* Required field

Request Policy * ?
 Profiled Traveler Policy v

Request/Trip Name * ?
 Create Blanket Request

Request/Trip Start Date * ?
 09/26/2022 v

Request/Trip End Date * ?
 12/26/2022 v

Request/Trip Purpose * ?
 Recruitment v

Secondary Trip Purpose
 None Selected v

Trip Description * ?
 Recruitment

Destination City * ?
 US v Grand Rapids, Michigan

Destination Country * ?
 UNITED STATES (US) v

Does this trip include personal travel? * ?
 No v

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

Create New Request

Request/Trip Name * ? Create Blanket Request	Request/Trip Start Date * 09/26/2022 📅	Request/Trip End Date * 12/26/2022 📅
Request/Trip Purpose * Recruitment ▼	Secondary Trip Purpose None Selected ▼	Trip Description * ? Blanket Request ✎
Destination City * US ▼ Grand Rapids, Michigan	Destination Country * UNITED STATES (US) ▼	Does this trip include personal travel? * No ▼
Traveler Type * Staff ▼	Trip Type * In State (CONUS) ▼	Travel Funding Source * ? MSU Grants and Research ▼
Account 2 ▼ (XT022906) UNIVERSITY TRAVEL PROGRAM	Subaccount 3 ▼ Search by Code	SubObject ▼ Search by Code
Project ▼ Search by Code	Org Ref ID ? <input type="text"/>	

Total Approved Amount

Comments To/From Approvers/Processors
Blanket Travel Request

Cancel Create Request

Within the **Request**, use an estimate of the expenses to be incurred during the time of this Blanket Request. In **Expected Expenses** section, select **Add** and enter estimated amounts for each of your trip expenses. You will see a list of expense types that you can select from; some common expenses for Blanket Requests are *Personal Car Mileage, Hotel Reservation, and Daily Meal Per Diem Allowance*.

SAP Concur Requests Travel Expense Approvals Reporting App Center
Help ▼
Profile ▼

Manage Requests

Create Request 🗑️

Not Submitted | Request ID: AJVF

Copy Request
Submit Request

Request Details ▼
Print/Share ▼
Attachments ▼

EXPECTED EXPENSES

Add
Edit
Delete
Allocate

No Expected Expenses

Add expected expenses to this request to submit for approval.

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

New Expense: 03. Personal Car Mileage Cancel **Save**

09/26/2022

Allocate

Date*

Mileage Rate

Distance*

Amount will calculate after you hit save.

Currency

Comment

Manage Requests

Create Blanket Request \$625.00

Copy Request **Submit Request**

Not Submitted | Request ID: AKKE

Request Details Print/Share Attachments

EXPECTED EXPENSES

		Add		Edit		Delete		Allocate	
<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓		Details ↑↓	Date	Amount ↑↓	Requested ↑↓		
<input type="checkbox"/>		03. Personal Car Mileage			09/26/2022	\$625.00	\$625.00		
							\$625.00		

You can add documents for your approvers review, to attach documents, select the **Attachments** dropdown menu and then select **Attach Documents**. Select **Upload and Attach**, double click the file you want to upload. *It is preferred to upload attachments in Image File or PDF Format.

Manage Requests

Create Blanket Request \$625.00

Copy Request **Submit Request**

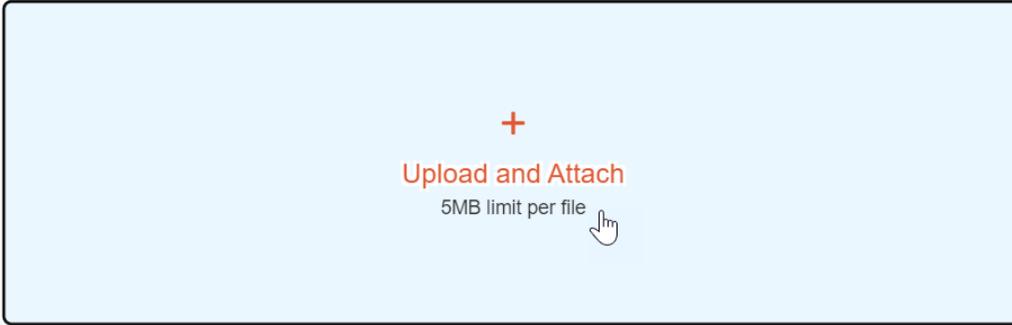
Not Submitted | Request ID: AKKE

Request Details Print/Share **Attachments**

EXPECTED EXPENSES

		Add		Edit		Delete		Allocate	

Attachments dropdown menu with **Attach Documents** option highlighted.



Once you see the *blue folder icon*, the file is uploaded for your approvers review.

Create Blanket Request \$625.00

Not Submitted | Request ID: AKKE

Request Details v

Print/Share v

Attachments v

EXPECTED EXPENSES

Add

Edit

Delete

Allocate

When you have completed all your **Expected Expenses** and your request is ready, select **Submit Request**, then select **Accept and Continue** to send the request to the appropriate approver.

Create Blanket Request \$6,481.00 🗑️

Not Submitted | Request ID: AKKE

Copy Request

Submit Request

Request Details v

Print/Share v

Attachments v

EXPECTED EXPENSES

Add

Edit

Delete

Allocate

<input type="checkbox"/>	Alerts ↑↓	Expense type ↑↓	Details ↑↓	Date ☰	Amount ↑↓	Requested ↑↓
<input type="checkbox"/>	⋮	03. Personal Car Mileage		09/26/2022	\$625.00	\$625.00
<input type="checkbox"/>		Daily Meal Per Diem Allowance	Grand Rapids, Michigan	09/26/2022	\$5,856.00	\$5,856.00
						\$6,481.00

Request-User Electronic Agreement



By clicking on the "Accept & Submit" button, I certify that:

This is an accurate estimation of the expenses that will be incurred to accomplish official business for Michigan State University and this request is in compliance with Michigan State University's Travel and Expense policy. (<http://ctrl.msu.edu/comp/mbp70EBS.aspx>)

Cancel

Accept & Continue

Your Request is in **Submitted** status.

SUBMITTED	09/26/2022
Create Blanket Request	
\$6,481.00	
Pending External Validation 	

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. <https://ctrl.msu.edu/COTravelNew/Guides.aspx>