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.

1. Start at the **Concur Homepage**, hover over the "Quick Start" button **New+** and select **Start a Request**.
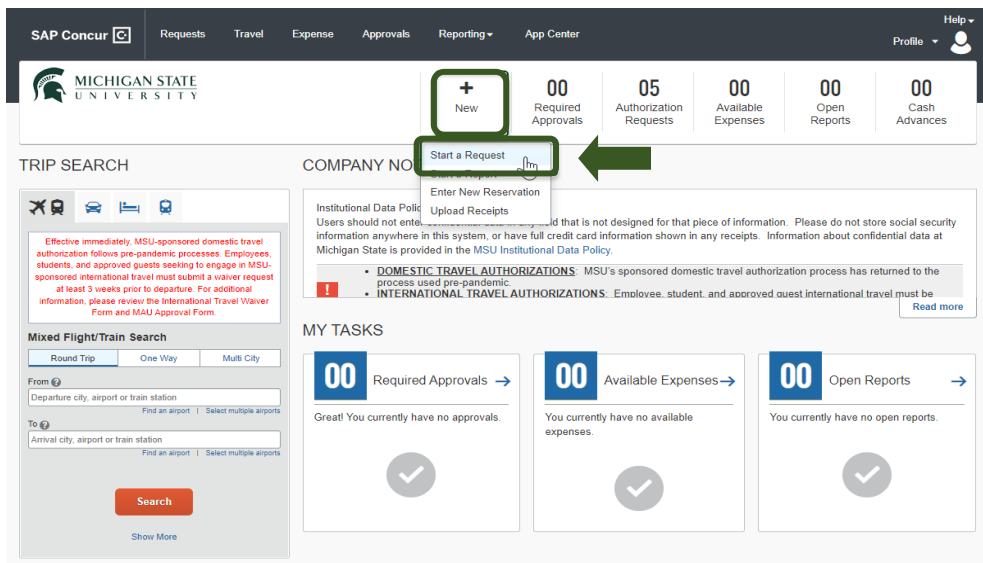

Exhibit 1

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.
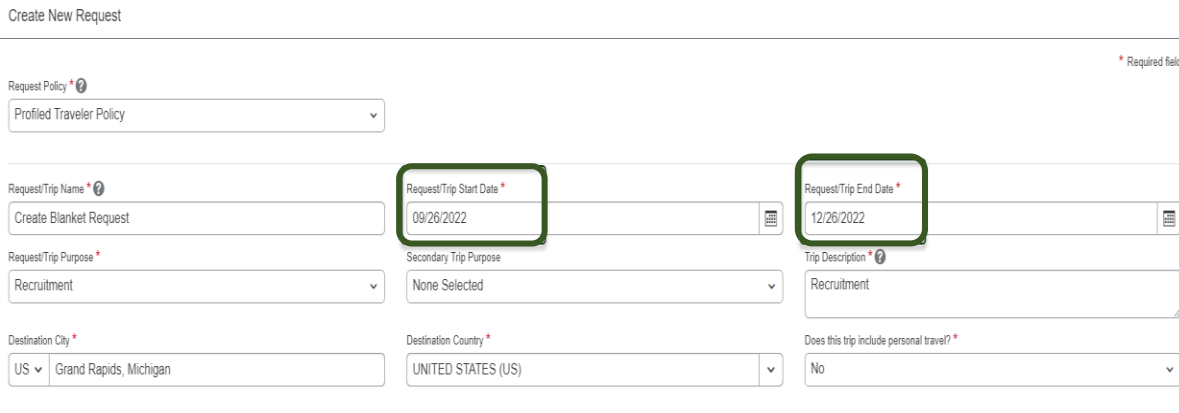

Exhibit 2

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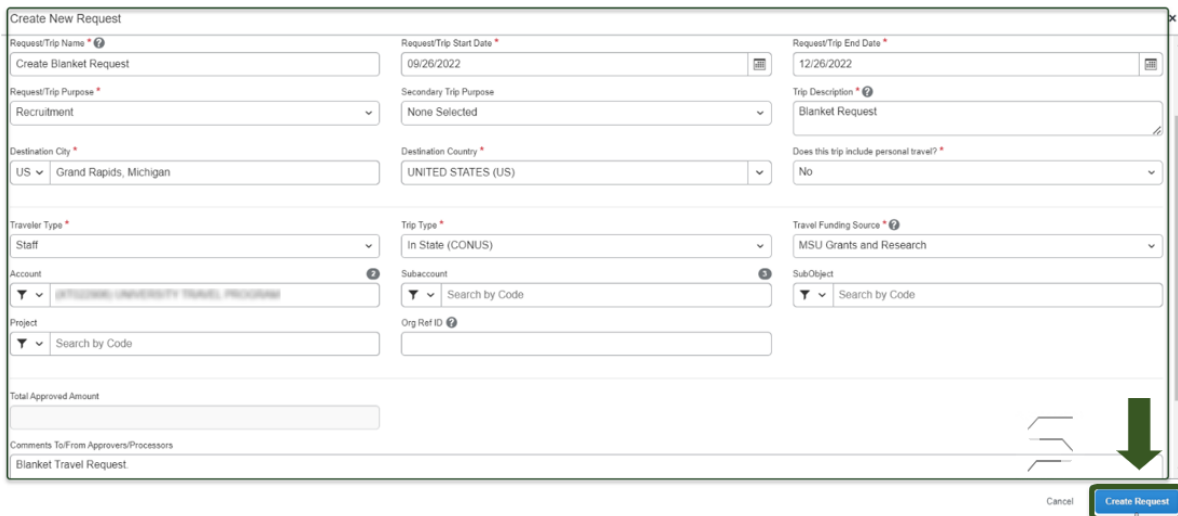

Exhibit 3

4. In the Expected Expenses section, select **Add** and enter estimated amounts for each of your trip expenses. Select the expense types that apply. Some common expenses are *Personal Car Mileage, Hotel Reservation, and Daily Meal Per Diem Allowance.*
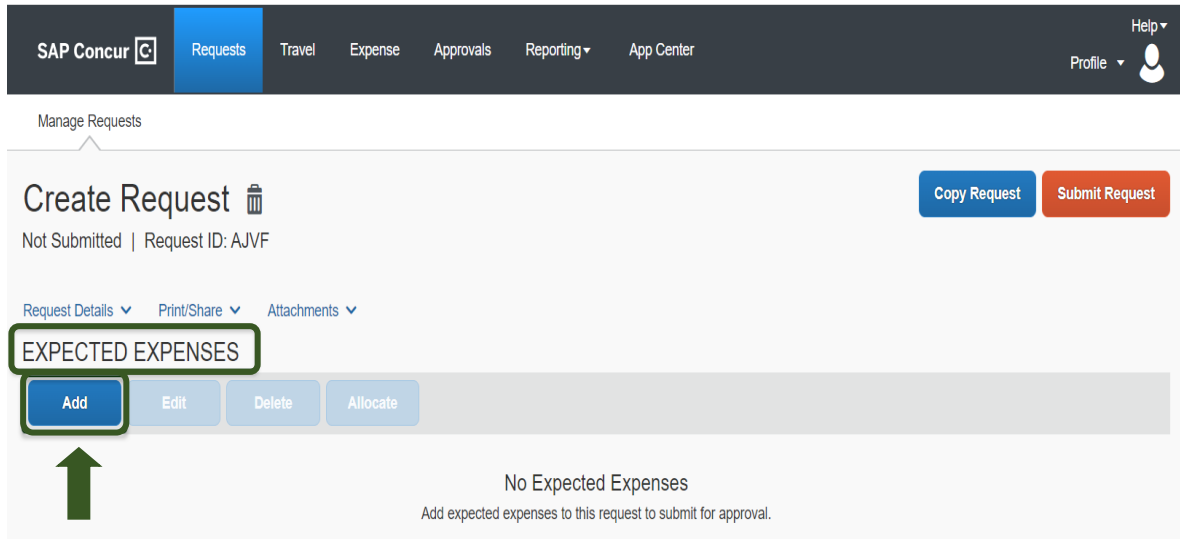
Exhibit 4

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**.
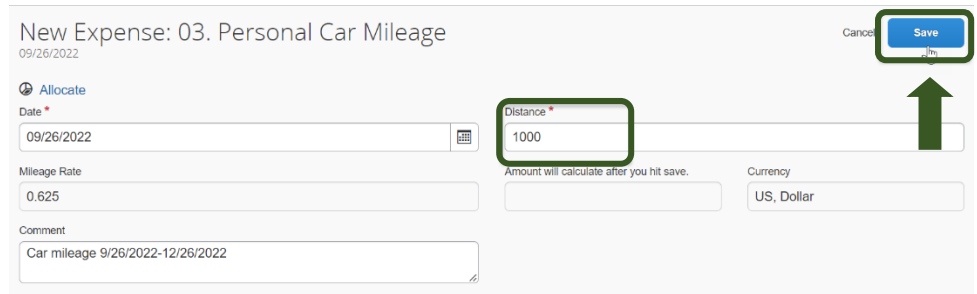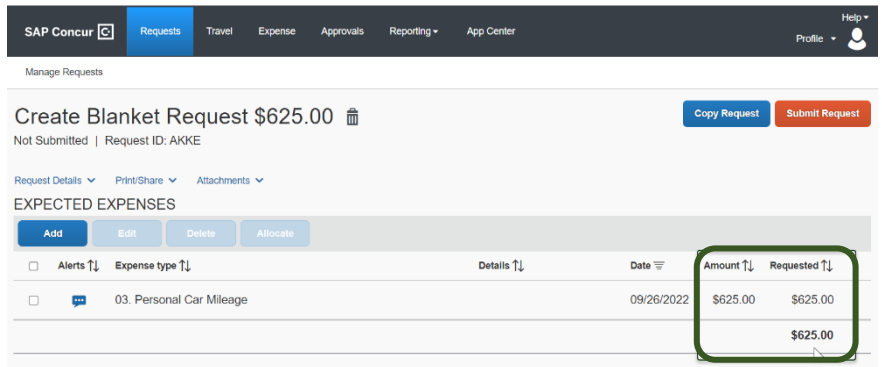

Exhibit 5

Exhibit 6

6. To add documents for an approvers review, select the **Attachments** dropdown menu
>**Attach Documents**
>**Upload and Attach**
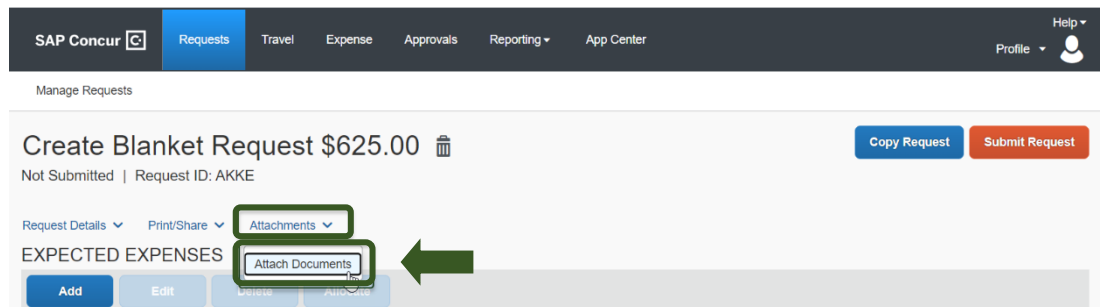>double click the file you want to upload.

Exhibit 7

NOTE: Preferred attachment formats are JPEG or PDF.

Document Upload and Attach ✕

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Upload and Attach
5MB limit per file

Close
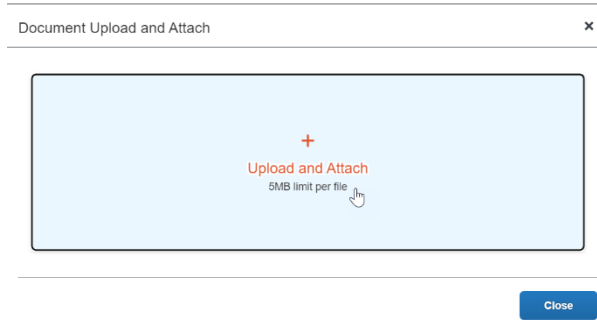
Exhibit 8

7. The blue folder icon will indicate the file is uploaded for your approvers review.

Create Blanket Request $625.00

Not Submitted | Request ID: AKKE

Request Details ⌄   Print/Share ⌄   Attachments 📁 ⌄

EXPECTED EXPENSES

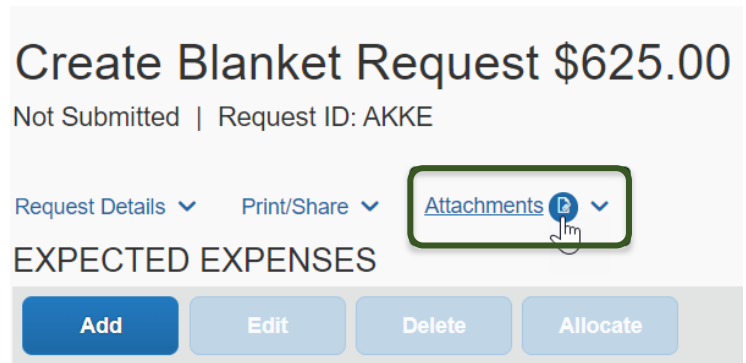| Add | Edit | Delete | Allocate |

Exhibit 9

8. When you have completed all your Expected Expenses and your request is ready, select **Submit Request** >**Accept and Continue** to send the request to the appropriate approver.
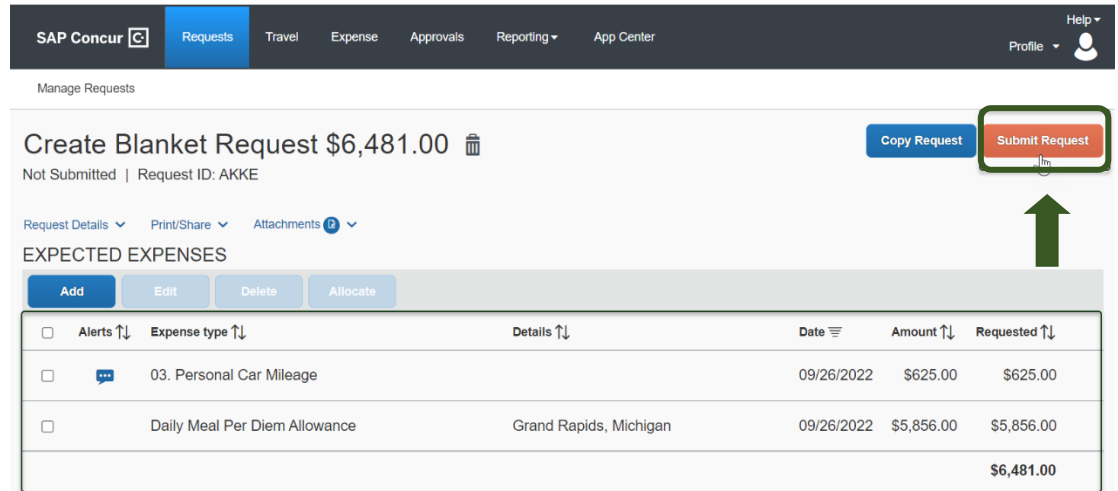
SAP Concur C | Requests | Travel | Expense | Approvals | Reporting ▾ | App Center   Help ▾   Profile ▾

Manage Requests

Create Blanket Request $6,481.00 🗑   Copy Request   Submit Request
Not Submitted | Request ID: AKKE

Request Details ⌄   Print/Share ⌄   Attachments 📁 ⌄
EXPECTED EXPENSES

| Add | Edit | Delete | Allocate |

	Alerts ↕	Expense type ↕	Details ↕	Date ≡	Amount ↕	Requested ↕
☐	💬	03. Personal Car Mileage		09/26/2022	$625.00	$625.00
☐		Daily Meal Per Diem Allowance	Grand Rapids, Michigan	09/26/2022	$5,856.00	$5,856.00
						$6,481.00

Exhibit 10

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://ctlr.msu.edu/combp/mbp70EBS.aspx)

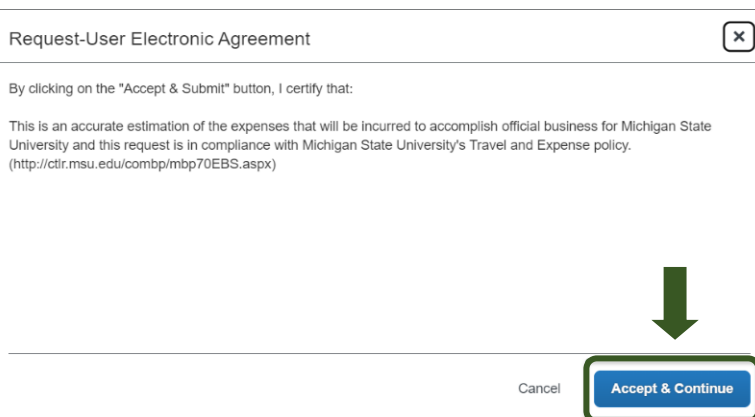Cancel   Accept & Continue

Exhibit 11

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 12

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.