

# Adding Expenses to a Blanket Travel Request (New UI)

These instructions will cover how to add expenses to your Blanket Travel Request.

*Click on any of the links below to skip ahead to that section.*

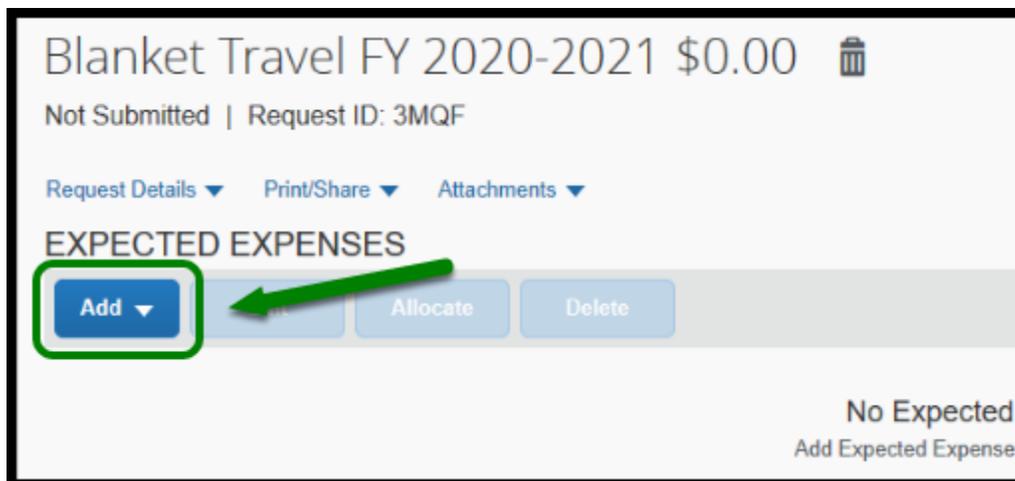
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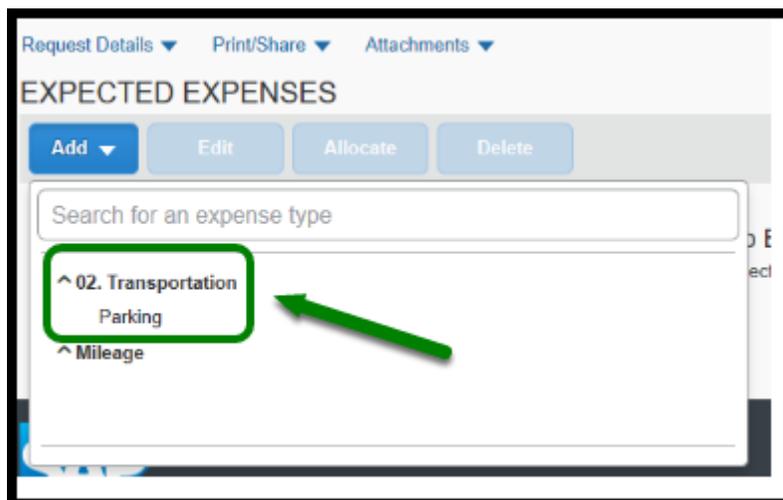
💡 If you need assistance with logging into Concur, please go to [Logging into Concur](#).

## Adding Parking Expense

**Step 1:** Click on the **Add** drop-down.



**Step 2:** If you plan to have blanket travel expenses, click on **Parking** on the right-hand side.



**Step 3:** Enter the amount you are estimating for parking in the **Transaction Amount**.

Then click on **Save**.

New Expense: Parking \$50.00  
07/01/2020

Allocate

Trip Start Date: 07/01/2020  
Trip End Date: 06/30/2021

Description:

Transaction Amount\*: 50.00  
Currency\*: US, Dollar

Comment:

Cancel Save

💡 Check with your Budget Coordinator for the amount that you can claim for parking allowance.

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## Adding Mileage Expense

**Step 1:** If you plan to have mileage on your blanket travel request, click on **Add** and select **Mileage**.

EXPECTED EXPENSES

Add Allocate Delete

Search for an expense type

^ 02. Transportation

Parking

^ Mileage

**Step 2:** Enter the amount you are allowed for mileage in the **Distance** box.

Then click on **Save**.

New Expense: Mileage \$0.00  
07/01/2020

Allocate

Trip Start Date: 07/01/2020  
Trip End Date: 06/30/2021

Destination City \*: US - Fullerton, California  
Description:

Distance \*: 300  
Amount: 0.575

Transaction Amount:   
Currency: US, Dollar  
Comment:

Save

💡 Check with your Budget Coordinator for the distance amount that you can claim.

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## Blanket Travel Request Checklist

💡 If you would like to use a checklist, please click on [Blanket Travel Request Checklist](#).

## Need more help?

📘 Contact Concur Support at [concur@fullerton.edu](mailto:concur@fullerton.edu) or at 657-278-3600.